

BOARD OF GOVERNORS

ESTATE AND INFORMATION TECHNOLOGY COMMITTEE

1430, Tuesday 18 September 2012, Purple Door Board Room

MINUTES

Present: Bernie Topham, External Governor (Chairman)
Godfrey Atuahene Junior, UPSU President
Dr Peter Bunyan, External Governor
Professor John Craven, Vice-Chancellor
Paolo Enrico de Falco, Student Governor
Bill Salmond, External Governor

Clerk: Annette Bourke, Assistant Clerk to the Board of Governors (maternity cover)

In attendance: Andrew Cardy, Director of Estates
Andrew Minter, Director of Information Services
Emma Woollard, Director of Finance

A tour of the New Theatre Royal (NTR) led by Caroline Sharman, Director of the New Theatre Royal, was held prior to the Committee meeting.

Tabled/Supplementary papers: there were no tabled/supplementary papers.

1 MEMBERSHIP AND TERMS OF REFERENCE

1.1 The Chairman welcomed to their first meeting of Estate and IT Committee: Godfrey Atuahene Junior, President of the Students' Union; and Paolo Enrico de Falco, Student Governor. Mr Falco would be formally ratified at the 3 October 2012 Board meeting.

1.2 Committee considered and agreed the Membership and Terms of Reference for 2012/2013 noting that:

- (i) The membership had been updated as at 1 September 2012 to reflect changes in governor and senior management membership and the addition of new members. However the staff representative appointment process was still underway and should be ready for confirmation at the next Committee meeting.
- (ii) Members had considered the Terms of Reference in the context of comments made in the recent BDO LLP Internal Audit report on corporate governance. A copy of the Internal Audit report and an email highlighting the areas relevant to Estates and IT Committee with suggested responses had been circulated electronically to members on 17 September 2012.

2 APOLOGIES

Apologies were received from Professor Tara Dean, Staff Governor and Mark Lemon, External Governor.

3 MINUTES

The Minutes of the meeting held on 22 May 2012 were confirmed and signed as a correct record.

4 MATTERS ACTIONED SINCE THE LAST MEETING OR UNDER CONTINUING CONSIDERATION

Action was reported on ten matters, eight were for note and two would be covered at a future meeting.

5 MATTERS ARISING

There were no matters arising from the minutes.

6 COMMITTEE BUSINESS 2012/2013

Members received and agreed the draft Committee Business paper for 2012/2013 as a useful *aide memoire* noting that the item on UNITE under the Possible Future Items section should be removed as it was no longer required.

Action: Assistant Clerk

7 STRATEGIC ISSUES

Committee received a presentation from Claire Upton-Brown, Assistant Head of Planning Services, and Kelly Porter, Principal Planning Officer from Portsmouth City Council, on the City Centre consultation. Discussion included:

- Highway access in and out of the City and around the centre of the City;
- Provision of pedestrian only areas;
- Mixing the uses of property between residential and commercial.

The University would be providing a written response to the City Centre Consultation.

8 CURRENT INFORMATION SERVICES (IS) PROJECTS AND INITIATIVES

8.1 Project status summary and project portfolio calendar view: Andrew Minter presented a report on the progress of current and future IS projects, prepared by Sara MacDonald, Senior Manager, IS. Members noted in particular:

- (i) New projects: there were three new projects underway the Mercantile Data Centre; the Core Network Upgrade; and provision of Wireless Access in Halls of Residence.
- (ii) Gmail: details of the outcome of the internal audit were reported at the Audit and Quality committee on 12 September 2012. Audit and Quality noted VCE's risk assessment and decision to proceed.
- (ii) Windows 7: rollout has been delayed for staff so the project team can assess whether current requirements can be met by software currently in use or whether a new product is needed.

8.2 Service Delivery: Following the core network outage in April 2012, action had been taken to ensure that a similar situation would not reoccur. Members noted that there had also been some changes to Moodle to resolve some minor glitches experienced at the start of term.

9 CURRENT ESTATE PROJECTS AND INITIATIVES

Andrew Cardy reported on progress on a number of Estates projects. In particular, Committee noted that:

- (i) Victoria site: retendering was in progress to find a new developer. A completion date in 2016 was most likely.
- (ii) Eldon: Works are progressing well on site. Once complete there would be a need to consider the use of the whole space rather than the new and the old spaces separately.
- (iii) New Theatre Royal (NTR): Negotiations with the Design Team members have been concluded and appointments made. Planning consent had been approved. Members noted that there was an increase in costs due to a number of factors including cost inflation.
- (iv) Mercantile House: the project required the relocation of the Data Centre which was currently located on the lower floor of the building and a separate project had been established to take this forward.
- (v) St Andrew's Court: work had been completed and moves into the building have taken place. Initial feedback from staff had been positive. It was agreed that a visit to St Andrews Court would be arranged prior to the next Estate and IT Committee.

Action: Assistant Clerk/ John Craven

- (vi) Waste Water Treatment Plant, Petersfield: Heads of Terms have been agreed and forwarded to Plantworks Systems Ltd and Southern Water Services, the University's Landlord. The University was waiting for agreement and feedback.

10 RISK AND KPIS

Members received the Risk Register which was reported to the Audit and Quality Committee on 12 September 2012. This was received to give context and grounding to the Committee's work. Members noted that that the new KPIs are under development to align with the new Strategy, and a further report on KPIs will be made to the Board at its meeting on 3 October 2012. John Craven advised that the Vice-Chancellor Executive anticipated that the next version of the Risk Register would be revised to reflect KPIs. Members noted that there had been some amendments to the risks under the infrastructure section.

11 DELEGATION OF AUTHORITY TO CHAIRMAN

Committee agreed to delegate authority to the Chairman to take action on any Estate and IT business before the next meeting if necessary.

12 NEXT MEETING

1430, Tuesday 11 December 2012