

REGISTRAR AND SECRETARY'S CORE BRIEF – JUNE 2007

Introduction

It is a logistical necessity each summer to set the dates for the Core Brief for the forthcoming session on a particular date each month so that colleagues can arrange their own office meetings at that time. Occasionally, as happened recently, events dictate a postponement for a week so as to capture important news. I was tempted to do so again this month but decided against it because of the difficulties some colleagues, particularly those with large numbers of staff, face in rearranging meetings at short notice. Therefore, this month's Core Brief is relatively short and provides pointers to forthcoming announcements.

Guidance on Organisational Change

The Director of HR, Karen Heaton, has prepared a paper on the HR process to be followed in introducing changes to organisational structures, managing through the redeployment process and prioritising ERVS applications. The paper will serve as "Notes for Managers" and will be circulated to Heads of School, Heads of Faculty Administration who are asked to forward it to Heads of School Administration, and to Directors/Heads of Office in central units. HR colleagues also plan to hold briefing sessions for managers and further information on this will be provided by HR in due course. All of this is essential as we begin to work through the outcomes of the Task Force process reviews which will involve all of the above HR processes.

Update on Process Reviews

Arrangements are in hand to issue a general communication soon on progress with the Process Reviews. The difficulty is that each of the reviews is at a different stage in development. In the case of IT Services, approval has been given to appoint to the most senior posts in the new structure which will enable those postholder to work with the Head of IT Services, Paul Harness, in filling the remaining posts. I will also be authorising a replacement for John Hostler in the TLAO who retires in September but not under the terms of the current ERVS round. I am meeting the Project Coordinator, Chad Ryan, later this week to appraise the overall situation and to identify actions which will accelerate the conclusion of those reviews still underway.

Budget 2007-08 and Five Year Forecasts

The Finance Committee on 26 June will be asked to approve the budget for 2007-08 and to note the considerable progress that has been made on the preparation of the Five Year Forecasts. I am very grateful to everyone who has worked hard in enabling us to reach this point. The details of budgetary allocations for 2007-08 will be conveyed to budget holders in July following the meeting of the Board of Governors on 11 July.

Congratulations

Finally, warmest congratulations to Alison Odell, Director of Sport, who was awarded the CBE in the Birthday Honours List last Saturday. Alison's award is in recognition of her prominent national role in sport and is testimony to the high esteem in which she is held by her colleagues and the sport bodies. The University is fortunate to have someone of her calibre as its Director of Sport.