Division of Psychology and Language Sciences

Chandler House Management Group

24 May 2011, Room 101, Chandler House

Present: Chris Donlan (Chair), Stefanie Anyadi, Sarah Alleemudder, Cristina Gardini, Andy Faulkner, Hans van de Koot and Natalie Wilkins

1. Apologies
   Apologies were received from Suzanne Beeke.

2. Minutes of the last meeting
   Minutes of the meeting were agreed.

3. Matters arising
   i) Computing facilities: Wi-Fi is now installed throughout the building.
   ii) Scanner for student use: A printer with the scan to email facility has been installed in the cluster room, copying facility has been disabled. There is no space for the other printer; this is currently underneath a desk. Action: SA/HvdK to look into.
   iii) Heating/cooling: 23/24 respondents use fan/oil heaters, appears to be evenly spread throughout building. Action: CD/HvdK to take forward.
   iv) Display screen in foyer: John Porter Senior Web & Information Services Manager is replacing The Wyse box later this week. It was agreed the Chandler House Google calendar should be displayed. Action: NW to email staff a reminder of the CH Google calendar and arrange for it to be uploaded to the Foyer display screen.
   v) Social Space: Dave Cushing and Steve Nevard changed the seating layout following the All Staff meeting in December and those who have noticed it seem to approve.

4. Administrative Reports
4.1 Finance
   The centralisation of Accounts Payable was completed at the end of April. The team is unable to provide feedback until the transition period is over. Sarah reported the team are now preparing for the end of the financial year. iExpense is working well. For students and visitors expenses are processed in the normal way. Monthly finance reports are circulated as appropriate and are stored on the shared drive. PFACT costing should be referred to the Finance & Research team to avoid errors and delays.
   Photocopying - £8300 spent last year, this year over £9000 (82% T&L and research; 8% CPD; 10% admin). It was felt there is a need to identify users in an attempt to reduce the cost. Action: SA to contact David Tam to introduce a staff print log.
   Printer cartridges - £2000 per year spent on printer cartridges. Action: SA to take advice from IT staff on how to reduce cost.
   Catering: basic stock system is working well. A proposal for catering to be ordered centrally by the Finance team to benefit from competitively priced suppliers and a standard system was made. The committee decided that what was in place was working well. The Building account is currently overspent. This is due to the fact that equipment for the clinic were charged to that account and the refund from Estates and Facilities was made at the end of July. As Source one accounts were cleared at the end of last financial year, the Building account which had £15000 in credit was moved to a reserve account. It is hoped that the credit will be used this year to pay off the overspent building account.
   It was felt that there is a lack of transparency on how some financial decisions are made at divisional level (e.g. computer replacement). Action: CD + HoRDS to take forward with Divisional management.

4.2 HR
   Each interview panel must be formed by at least 3 members of staff who have all attended the Recruitment and Selection HR Policy briefing course.

4.3 Teaching and Learning
   No items to report.

4.4 IT
   It was agreed to invite David Tam to join the CHMG following Warwick’s retirement. Action: NW

4.5 Estates and Facilities
   CHMG Minutes of the meeting held on 24 May 2011
Natalie, Dave and Steve Nevard will undertake regular checks on the building in order to identify building, health & safety, security & maintenance issues before they become major issues.

5. New members of Staff
   - Michele Pettinato: post-doc on Val’s ESRC grant “Speaker controlled variability in children’s speech in Interaction” based in room 330.
   - Paula Rubio-Fernandez: post-doc on Robyn’s Leverhulme grant “Understanding Metaphor: Ad Hoc Concepts and Imagined Worlds” to be based in room 111.
   - Marine Ardoint: Starting September, working on RNID grant on combining hearing aids with CI (Andy, Stuart and Tim) and also on Stuart and Tim’s MRC grant on speech in noise.
   - Mickey Dean: Teaching Fellow 0.6FTE due to start 1 Aug.
   - Elizabeth Hancock is leaving at the end of May, a replacement.
   - Syntax Teaching Fellow: due to start in September 2011 for two terms.
   - Currently advertising for Lecturer in Neurolinguistics/Psycholinguistics post

6. Building Issues
6.1 IT Accommodation/related issues
   A proposal to create a cellular office in 115 (open plan space) was rejected by Estates & Facilities as this runs counter to UCL’s direction of travel on use of space.

7. Matters referred from All Staff meeting
   Issues raised at the SSCC have been integrated into this meeting.

8. Teaching Facilities
   No items to report.

9. Staff Consultative Committee
   Issues raised at the SSCC have been integrated into this meeting.

10. AOB
    There were no items of other business.

11. Dates of next CHMG and all staff meetings
    22 June 3pm – All Staff Meeting with drinks to follow. Action: NW to circulate email.