Division of Psychology and Language Sciences

Chandler House Management Group

25 January 2011, Room G03, Chandler House

Present: Chris Donlan (Chair), Stefanie Anyadi, Sarah Alleemudder, Cristina Gardini, Andy Faulkner, Warwick Smith and Natalie Wilkin

1. Apologies
   Apologies were received from Suzanne Beeke and Hans van de Koot.

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

3. Matters arising
   i) Student AV facilities: Extra PCs are being installed in the Library.
   ii) Computing facilities: UCL IS will not fund Wi-Fi coverage in Chandler House. It was agreed to have Wi-Fi installed throughout the building at an approximate cost of £4000.
   iii) Scanner for student use: Item to be referred to Nico Preston. Action: NW
   iv) Stationery: New system is working well.
   v) Room bookings: The wording on the online booking system has been altered to make it clear only the system is for the use of Chandler House staff & students only.
   vi) Update of refurbishment: Progress has been made on 201
   vii) Inventory of printer cartridges: The inventory has been completed. Dave gave advice at the last all staff meeting.
   viii) Printing costs: Costs will be evaluated once Finance team is up to full capacity
   ix) Catering: Finance team have a staple stock of water & juice that can be replenished. Consumables used will be charged to appropriate account. It was noted that the cost of tea and coffee is very expensive.
   x) Review of re-organisation: It was felt that an overall review of the administrative re-organisation is not needed at this point. It was agreed to raise the issue of lack of communication particularly with school level initiatives at the next divisional management group.
   xi) 116: Hans asked Steve Newton and Steve Nevard directly after the previous meeting to specify an equipment order (similar to 101 etc). The table has been removed.
   xii) G15: The situation has improved. The ClaSS unit are working towards summer term CPD courses in order to reduce the number of term-time courses in an attempt to free up G15 for teaching.
   xiii) Heating/cooling – Many offices, G19, 301 and the first floor PhD room are still very cold and have drafty window. Rooms B01 and B02 get very hot. Action: CD, Hvdk, AF to take forward.

4. Administrative Reports
   4.1 Finance
      All reported expenses are running smoothly. Most staff have opted to delegate the processing of expenses to the finance team. Team will run individual training sessions, will run group sessions if demand increases. All invoices will be paid centrally by accounts payable with effect from 21st February. It is envisaged there will be problems with this new system. Issues will be raised at the PaLS Team Managers meeting next week. SA to report back at the next CHMG.

   4.2 HR
      CG reported the default retirement age is due to be abolished and after September 2011 employers cannot compel staff to retire. There will be a transitional period from March-September 2011 in which staff can still retire under old law. UCL HR will automatically contact staff who are 6 months from retirement.
      The Government has announced new proposals on shared Maternity/Paternity leave. Under the new proposals, mothers may transfer up to six months of maternity leave or part of that leave to the father, when they return to work.
      CG reported that she was very happy to have been selected to attend the accredited European Mentoring and Coaching Council at Foundation Level. CG reported that UCL is developing a group of internal coaches to complement its existing external coaches. The idea is to develop an internal cadre of accredited and expert coaches as a valuable organisational
resource, who will use effective coaching techniques in their day-to-day jobs, support the OSD team in developing coaching resources for more widespread use by managers and others in UCL and provide expert internal coaching in a range of contexts. With the support of and appropriate supervision the group will be likely to be working with agendas such as:

• Managers who are experiencing challenges and/or wish to enhance their individual performance and potential
• Leaders and managers seeking to improve individual and team impact and effectiveness
• Research leaders seeking to increase the success of their research groups and take on the responsibility for supporting the personal and career development of their early career researchers

The group will also be encouraged to facilitate knowledge transfer to enable an appropriate number of people to become capable of delivering a sustainable coaching and mentoring learning offer within UCL.

4.3 Teaching and Learning
SAn reported the T&L team has taken over the Chandler House room bookings in Faisal’s absence. Additional facilities have been made available (e.g. tutorial allocation, better integration of online timetables). The Teaching Equip Grant application is due for submission. A Teaching review at SLMS level has been announced. It was noted that a 2.5% top slicing of the teaching programmes budget at SLMS level has been raised at the Senior Management Group.

A Divisional Master’s Open Day will take place in Chandler House on 9 February. As fire regulations do not permit the use of papers/posters being displayed in open area, it was agreed to order an A3 size Perspex covered board for use in the foyer.

Action: NW to contact Dave Cushing

4.4 IT
WS reported that reliable colour printing is now provided by a new printer. This has been set up to record the number of pages printed per month by each staff member. The system will generate an automated email to SAIL outlining figures. Should there be a substantial cost per individual, this will be charged against their discretionary account.

The information distribution within the Langsci website for general information has been revised and now includes contacts. It was noted the display screen in the foyer should update automatically on a daily basis. It was agreed that the rotation cycle of events should show the current events on screen most often. Action: NW to take forward with Carolyne Megan.

4.5 Estates and Facilities
NW reported there were ongoing issues with Estates and Facilities mainly regarding the central heating and boiler in the student kitchen. Action: CD/NW to meet to summarise myriad of maintenance problems, including cuts in cleaning staff.

5. New members of Staff
Lucy Hughes based in G08a working with Wendy.
Santitham Prom-on based in 328, Research Fellow on Yi Xu’s Newton Fellowship.

6. Building Issues
6.1 Staff Accommodation
Two new senior posts are being considered at the moment. There are also two new grants which will see 1 person being accommodated in CH. It was noted there will be some flexibility of space on the 3rd floor during late summer.

6.2 Social Space (appendix 1)
It was agreed to consult with Ken Bryan on the proposed plans for the social space. Action: AF/SN

6.3 Ground Floor Kitchen
Students have made a request for a fridge and extra shelving in the kitchen area. It was agreed this would need costing. Action: NW/SN to consult on location.

6.4 Cleaning
SAn reported that the cleaning staffing levels have been cut from six (previously seven) cleaners to four. It was noted the First floor toilets become extremely dirty throughout the day. Action: NW to display notices.

7. Teaching Facilities
It was noted that at the last SSCC students reported the room capacity displayed on the Chandler House Room Booking system is incorrect. Action: SAn/HvdK.

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

9. AOB
Prayer room for students – it was noted there are two contemplation rooms near CH (Lumen café & Buddhist centre). Action: SAIL/CG to look into this.

CHMG Minutes of the meeting held on 25 January 2011
Piano in G15 – A group of students and staff have requested the Piano be removed from G15 as it makes teaching in the room quite difficult. Until this can be resolved, we need to make sure the Piano is not used before 5pm and is moved back to its allocated position after use. **Action:** CD to discuss with Bronwen.

CPD refreshments – CG reported students were using the refreshments for CPD participants. **Action:** refer item to SSCC, NW to email Klaus.

Chris thanked Warwick for his massive contribution to getting the refurbished CH up and running so smoothly, and for his wisdom in moving us towards a unified IT system.

10. **Dates of next CHMG and all staff meetings**
   23 Mar 3pm – All Staff Mtg
   24 May 10am CHMG
   22 June 3pm – All Staff Mtg