

Working Group title	Committee setting up Working Group	Minute of approval	Date committee approved	Summary of remit	Chair	Secretary	Deadline originally agreed	Reported?	Report date
Change Management	UEB	18/157	25/06/2018	Produce list of activities under CM, consider organisational changes, governance mechanism for overseeing change, look at sector best practice	Richard Messer	Caroline Redzikowska	Make recommendations to the University Executive Board during 2018-19 By July 2019	YES (interim only)	18/06/2019 - Interim report Working Group has been wound up as work subsumed into Change Sub Group of Change and Planning Board
IFP	UEB	19/245	20/05/2019	to consider: <ul style="list-style-type: none"> <li>the value of the University's current foundation year provision and potential opportunities</li> <li>how the IFP might be reformed to make it more responsive and efficient without loss of quality</li> <li>whether more sizeable supply of study-ready international students can be gained through engagement with a third-party foundation provider on our UK campuses</li> </ul>	Vincenzo Raimo (to end September 2019) Mark Fellowes (from end September 2019)	Caroline Redzikowska	22/07/2019	YES (Final)	22/07/2019 - Interim Report 02/12/2019
Modern Languages Review	UEB	18/71	16/04/2018 30/04/2018	Develop a range of options to ensure the long-term sustainable delivery of modern language provision	Mark Fellowes	Lisa Davies	present a range of options to the Board by the end of Autumn Term 2018/19, with the aim that the recommendation selected by the Board was in place as from 1 August 2019	YES	Draft report December 2018; final report 21 January 2019
Admissions and Recruitment	UEB	19/179	03/06/2019	to consider how Schools, Global Recruitment and Admissions, as well as Marketing, Communication and Engagement might best work together to improve the prospective student experience	Mark Fellowes	TBC	Requires further report to UEB before commencement		
IFP - Further Development	UEB	19/351	02/12/2019	to develop a mixed model approach in the first instance supporting endogenous growth in the IFP programme through increased investment in marketing and further development in integrated programmes, whilst exploring options to outsource one element of the programme or the marketing and recruitment activities	Mark Fellowes	TBC	By start of the Summer 2020 Term		
Consultancy									

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Architecture Future Space Study	UEB	19/03	07-01-2019	Feasibility Group to consider the future space needs for Architecture and oversee the work necessary to provide options for consideration as it grows and reaches business plan student number projections before the space previously identified in URS will be available	Deputy Vice Chancellor	Caroline Redzikowska	N/A	Yes	07/10/2019
ECMWF	UEB	18/126	29/05/2018	Feasibility Group To consider the works necessary to provide a Headquarters Building for ECMWF including : <ul style="list-style-type: none"> <li>• Feasibility work for the Reading School of Art plus surveys</li> <li>• Move of the Agriculture Lab from TOB1</li> <li>• Move of the SAPD Glass house from the site</li> <li>• Replacement of the Marsden shed</li> </ul>	Deputy Vice Chancellor	Caroline Redzikowska	N/A		
Health and Life Sciences	UEB SFC	14/47 18/117 Move to Project	03/04/2014 21/05/2018	establishment of a feasibility group for a new Biosciences building	Deputy Vice Chancellor	Caroline Redzikowska	N/A		
Library Refurbishment	UEB	14/76	31/03/2014	feasibility group for the refurbishment of the University Library	Deputy Vice Chancellor	Caroline Redzikowska	N/A		
3G Pitch	UEB	19/258	02/09/2019	Feasibility Group to consider the works necessary for future delivery of a 3G pitch suitable for Rugby, Football, and Lacrosse	Deputy Vice Chancellor	Caroline Redzikowska	N/A		
Worton Grange	UEB	18/301	10/12/2018	Feasibility Group to consider the works necessary to consider the future of Worton Grange, and to provide a long term storage solution for archive and collection storage primarily for UMASCs and the Library	Deputy Vice Chancellor	Caroline Redzikowska	N/A	Yes	15/11/2019

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EMA	Strategy & Finance Committee	17/03	13 January 2017	to deliver significant improvements in the student and staff experience of assessment; to reduce the administrative burden and costs associated with assessment; to support the development of learning analytics which would inform enhancement initiatives in teaching and learning and help to identify needs of individual students	Pro-Vice-Chancellor (Teaching & Learning)	George Randall	Spring 2020		
Learning Management System	Major Systems Project Borad	17/38	26 October 2017	to implement a modern and flexible learning management system capable of supporting staff in their development and contributing to the broader University aims of embracing training and career progression, which would provide a single point of access for staff, enabling learners to: •browse training opportunities; •book onto courses •undertake e-learning; and •monitor their own learning record; •improve the management of learning events by administrative staff, including real-time reporting on completions for both development and compliance purposes	Director of HR	Sian Minns & Michelle Appleby	September 2019		
E-Marketplace	UEB	18/48	26 February 2018	to implement an electronic marketplace system (on-line catalogue) to streamline and automate the purchasing processes for goods and services across the university and make a major contribution towards achieving the University's strategic objectives and to deliver the following benefits: • cashable savings of up to £790k over 3 years in the labs category of spend alone; •improved user experience and choices •streamline process across Schools and Functions •create a strategic Procurement operation focussed on mitigating risk and adding value	Director of Finance	Nicola Sandford	July 2019		
IT Security Project	Strategy & Finance Committee	17/41	30 October 2017	to deliver: •regulatory compliance; •reduce IT security risk, particularly in light of two major security breaches; •reduce Cyber Security risk, a requirement of bidding for an increasing number of contracts with external partners; •reduce financial risk of fines and reputational risks	Chief Strategy Officer & University Secretary	Eleanor Saxon	July 2019	Yes	November 2019
Unified Communications	Strategy & Finance Committee	18/07	12 January 2019	to replace the ISDX telephone system which is expensive and difficult to maintain, replacement parts for which are increasingly harder to find; the new offering will provide a University-wide Communications and Collaboration service which will integrate communication methods using collaboration tools such as instant messaging, presence awareness, real-time ad-hoc and scheduled audio and video conferencing, virtual white board and enhanced telephony on a more secure and resilient platform	Chief Strategy Officer & University Secretary	Eleanor Saxon	June 2020		
Learning Capture	Strategy & Finance Committee	19/12 & 19/16 (see 19/02 for context)	11 January 2019	to provide in-room recording equipment to record lectures, personal capture, to enhance the learning experience, provide greater opportunities for the engagement of overseas students where English is not their first language and would also meet the needs of students with learning disabilities;	Chief Strategy Officer & University Secretary	Eleanor Saxon	September 2022		
Retiring Activevidtion	University Executive Board	18/48	26 February 2018	to retire Activevidtion, the University's Content Management System that had been implemented in 2005 as it was a niche product, difficult to find and recruit people with the necessary skills to work with it, has poor functionality and limitations in both design and usage with no option for further developments to improve the product. The project would enable a review and cleansing piece of work to reduce the unwieldy amount of university webpages and move the information off Activevidtion to a new CMS by July 2022 when the Microsoft platform supporting Active editon is switched off	Previously Pro-Vice-Chancellor Global Engagement; presently Chief Strategy Officer & University Secretary	Previously Lana Newton; presently Eleanor Saxon	July 2022		

Student Attendance Management & Support	Strategy & Finance Committee	19/12 & 19/16 (see 19/02 for context)	11 January 2019	to implement a single, institution-wide system to manage and support student attendance to meet the Home Office requirement to provide robust data that demonstrates T4 Students are contact-compliant, but to also produce a holistic picture of students to enable the University to identify earlier students with difficulties that appropriate and timely support can be provided, which is a key aspect to improving student wellbeing; to improve efficiencies by adopting a single, automated system, as attendance management is currently carried out manually by Schools.	Chief Strategy Officer & University Secretary	Eleanor Saxon	September 2020		
Student Case Management	University Executive Board	18/276	19 November 2018	to provide a more joined-up way in which to identify students in difficult or even at serious risk as currently data about student welfare are scattered across different services including Disability Advisory Services, Student Welfare Team and Counselling and Wellbeing; The project will identify and implement a solution that will: <ul style="list-style-type: none"> <li>• replace the existing application used by Counselling and Wellbeing;</li> <li>• facilitate both the operations of student services and, by provision of comprehensive reporting, provide senior management with a coherent view of these operations to enable better targeting of the services and continuous improvement;</li> <li>• be fully integrated with RISIS (Tribal SITS) and other relevant software as identified by the project;</li> <li>• enable records of interactions with students to be recorded electronically and stored in a retrievable and efficient manner, which would enforce data protection and consent to share</li> </ul>	Chief Strategy Officer & University Secretary	Eleanor Saxon	May 2020		
U4BW Agresso	Strategy & Finance Committee	19/23	4 March 2019	the project is structured around two key phases: <ol style="list-style-type: none"> <li>1. to upgrade the University from U4BW Milestone 4 which has reached end of life to Milestone 7, with enhancements, as no investment had been made to the system since 2014;</li> <li>2. to design and develop enhancements which will include: <ul style="list-style-type: none"> <li>• revisions to the Chart of Accounts and overall data structure;</li> <li>• redesign and improvement of workflows;</li> <li>• development of a more streamlined and fit for purpose reporting suite both for finance users and end users;</li> <li>• a review and enhancement of the PCB module (used for post award research) and its integration with RCP (pre award research);</li> <li>• further development of basic mobile functionality.</li> </ul> </li> </ol>	Chief Strategy Officer & University Secretary	Eleanor Saxon	April 2020		
Windows 10 Phase II	Information Systems Management Group	18/24	24 April 2018	to roll out the upgrade of University PCs from Windows 7 (which ran out of support by December 2019) to Windows10 University PCs	Chief Strategy Officer & University Secretary	Eleanor Saxon	January 2020	Due Spring Term 2020	