



Date Tuesday, 03/11/2015

Time 10.00am-12.00pm

Location Huntingdon Room, Roger Needham Building

Subject User Needs Committee

Ref UNC.151103 Agenda

User Needs Committee

Dr Rachael Padman (Chair), Mr Andrew Aldridge, Dr Martin Bellamy, Dr Alan Blackwell, Mr Chris Edwards, Ms Priscilla Mensah, Mr John Norman, Prof Graham Virgo

In attendance: Dr Ian Cooper (Secretary)

Apologies: Prof Ian Leslie

AGENDA

1. Welcome, apologies for absence

(a) Apologies were received from Prof Ian Leslie.

2. Minutes

(a) The minutes of the meeting held on 8 September 2015 were circulated (UNC-10)

3. Actions from previous meetings

4. Creating a listening organisation (UNC-11) (Mr Norman)

The committee is asked to discuss the plan to develop channels of communication to listen to user needs.

5. Funding for user needs activity (UNC-12) (Mr Norman)

The committee is asked to consider the proposed organisation design for the Digital Transformation Consultancy and to endorse the proposal to request an additional £220k/year from the Planning Round to support the additional roles.

6. Digital Advisory Board (UNC-13) (Mr Norman)

The committee is asked to discuss the proposal to recruit a Digital Advisory Board and its ownership.

7. Any Other Business

- (a) Sourcing of committee papers
- (b) Future meeting dates



Dates of future meetings

All meetings will be held in the Huntingdon Room at the Roger Needham Building unless otherwise indicated:

- Tuesday, 3 November 2015, 10.00-12.00
- Tuesday, 15 December 2015, 10.00-12.00
- ~~Tuesday, 9 February 2016, 10.00-12.00~~
Monday, 8 February 2016, 2.30-4.30 or Friday, 12 February, 10.00-12.00 / 2.00-4.00
- Tuesday, 29 March 2016, 10.00-12.00
- Tuesday, 17 May 2016, 2.00-4.00