University of Cambridge

Information Strategy and Services Syndicate

Minutes of the meeting held on Friday 2 July 2010 in the Syndicate Room, the Old Schools.

Members present: Professor Littlewood (in the Chair), Mr Matheson, Mr Norman, Professor Oliver, Mr. Du Quesnay, Mr Richardson, Dr Walker, Dr Wallach and Mr. Warbrick, with: the Registrary, University Librarian, Director of the Computing Service, Director of MISD and Mr Wilson (Secretary)

Apologies for absence were received from Dr Carpenter, Professor Howe, Mr Mtimbiri, Dr Robertson, Ms Tyson, Sir David Wallace and Professor Young.

There were no declarations of interest relating to matters on the agenda.

177.   Minutes

The Minutes of the meeting of the ISSS held on 20 May 2010 were approved subject at M168 to the substitution of "PVC for Research" for "PVC for Planning and Resources" in the last paragraph, and at M176 noting that there would be some changes to the schedule of meetings in 2010-11 are circulated [see also M.189 below.]

178.   Matters arising and review of action points

Action points and the annual cycle of business were circulated as ISSS 204.

M 168 – Research grants financial management: Project X5
The Syndicate noted that the Joint Committee was the Project Group not the Project Board.

M 171 - MatLab
The Schools of Physical Sciences and Biological Sciences had agreed jointly to purchase a TAH (Total Academic Headcount) Site Licence, for use on all University-owned machines and those belonging to staff members. The driver was undergraduate teaching, but both Schools would make significant use of it for research.

179.   Business Committee minutes

Received: the minutes of the Business Committee meetings held on 10 May 2010 (ISSS 2050; 11 June 2010 (ISSS 205) and 28 June 2010 (ISSS 216).

The Syndicate agreed with the suggestion of the Business Committee (recorded in the minutes of the 11 June meeting) that the ISWG help to propose a programme of work or business plan for the Syndicate to consider for the next year or beyond. Syndics with ideas about areas to which the ISSS should turn its attention were welcome to send them to the Secretary of the ISWG: Mr Ben Warn (baw32@cam etc).

Action: Secretary, ISWG.

180. Review of Information Strategy

The Syndicate had by correspondence appointed Mr Matheson as their nominee on the General Board's new Teaching and Learning Support Services Steering Group.

The Chairman tabled a summary of the membership and terms of the three groups which, with one amendment, the Syndicate approved [as annexed to these minutes], noting that the groups could co-opt additional members and that the three Service directors, if not members, would be invited to attend meetings. The Groups could start their work when members had accepted the Chairman's invitation to serve.

181. Planning process: preliminary plans from Service Directors

The Business Committee has asked Directors to refresh the project list (ISSS 178) which was the basis of the report and request for funding to the PRC for 2010-11 and to identify projects which they intended should be funded from "within the envelope" in order to understand each Services' full list of priorities. Documents were received for the University Library and MISD (ISSS 206 and 208).

The PRC had not yet endorsed the planning guidance for the 2010 round but the Allocation "envelope" was expected to be 2% less in cash terms in 2011-12 compared with 2010-11.

The Director of the Computing Service confirmed that the Service would not be bidding for development funds but that it had been responding to financial stringency for quite some time and now held eleven posts vacant.

The University Librarian proposed no change to the Library's strategic priorities or timetable, but that some savings on the costs of CamTools were expected to follow the incorporation of CARET and the projected £30k from the TDF for institutional repository development would not be required in 2010-11.

Syndics asked that they be kept informed about the development of D Space. There were concerns that because neither journals nor researchers were guaranteed to retain data, the need for archiving outpaced current capacity. They suggested a review of the issues concerning long term data storage and a report during the next year.

Action: University Librarian

The Director of MISD said that he had no projects to add to the list but forecast costs had changed. The estimated cost of Project X5 (research financial systems) had risen, and the expected source of funds for the alumni systems replacement project did not exist.

The Syndicate asked the ISWG to develop the "bid" document as they did in the previous planning round, but in doing so to review and list developments which would be funded from within Allocations.

Action: Secretary, ISWG

182.   Identity Management

At the meeting on 19 November 2009 the Syndicate had agreed that the UCS should develop protocols and an implementation plan for identity management [M143]. A further report was circulated as ISSS 210; the aim of implementation before the beginning of 2010-11 was unchanged.

Syndics had a number of concerns. The original problem to be solved was the unambiguous authentication of an individual through a single login to deliver access to the range of services that individual was entitled to, and not to create a separate identity database requiring updating and possibly introducing new inconsistencies.

The Syndicate referred the paper to the ISWG for review.

Action: Secretary, ISWG

183.   Audit Report – review of recommendations and action

The June 2009 internal audit report on ISSS was circulated as ISSS 211. Syndics noted that by oversight they not previously received the report. Some recommendations were out of date and some of the responses to the recommendations should be modified to reflect changed circumstances.

Syndics discussed a number of points around the report and agreed that the role of the sub-committees should be reviewed.   The ISWG was a very useful committee but should not be over-burdened; its role should be to oversee the implementation of ISSS strategy and to suggest areas that the ISSS should examine – a suggestion which was consistent with the Business Committee's proposal of a business plan (see M 179).

It was unlikely that funding would be found in the short term for the post of project officer, and at present with few projects in implementation the original role was not currently needed. However, the Syndicate believed that they would be better able to assist the University if they had more support and it might be appropriate to make a case to the PRC working parties on the grounds that limited investment in this area should deliver greater savings.

Syndics saw no need for greater prescription in their terms of reference because although not formally within scope, they were able to discuss the UL and CARET.

The recommendations for oversight would be hard to achieve, but there were significant reviews taking place in at least two Schools and the Syndicate should ask to receive them in due course. The Syndicate did not seek to control expenditure across the University but to assess whether the rate and focus of spend was appropriate, and to promulgate good practice.

The Chair agreed to make a few changes to the managements responses in the report in the light of the discussion and to forward it to the University.

Action: Chairman

184.   Disciplinary Procedure: appointment of Panel Chair

The Disciplinary Procedure set out at
http://www.admin.cam.ac.uk/committee/isss/rules/discproc.html required that "*The Syndicate shall appoint annually one of their members to be Panel Convenor.*"   The period of office is not defined and there is no limit to the time someone can serve.

Dr Wallach had been appointed in July 2009 (M 115) for the twelve months to 31 July 2010 and although not eligible to serve for the whole of 2010-11, the Syndicate accepted with thanks his offer to continue until the next meeting of the Syndicate on 22 October, noting that that another Syndic would need to be appointed thenceforward.

185.   Annual Reports and review of ISSS

Syndics had no suggestions at this stage on the operation of the Syndicate or on matters to be covered in the annual report; they agreed that the 2008-09 report should be re-circulated as the model for the 2009-10 report.

The Syndicate also agreed the suggestion made by the Business Committee at their 28 June 2010 meeting (M179; ISSS 216) that they receive a brief annual report from each sub-committee.

Action: Secretary

186.   Information Strategy Working Group

Received: the minutes of the meeting of the ISWG held on 10 June 2010 (ISSS 212).

187.   Joint Network Management Committee

Received: the minutes of the meeting of the JNMC held on 5 May 2010 (ISSS 213).

188.   Service Reports

Service Reports from MISD were received as ISSS 215.

189.   Meeting dates

Noted the schedules of meetings for the remainder of 2009-2010 and the provisional schedule for 2010-11**.**

BC	Tuesday 13 July 2010	2.00pm	Treasurer's Room

Post meeting note: the provisional schedule has been updated[1], as in bold below

BC	Monday 4 October 2010	11.00am	Treasurer's Room
ISSS	Tuesday 12 October 2010	**4.00pm**	**Treasurer's Room**
BC	Monday 1 November 2010	11.00am	Treasurer's Room
ISSS	Thursday 18 November 2010	**4.00pm**	Syndicate Room
BC	Tuesday 14 December 2010	2.15pm	Treasurer's Room

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[1]   Notified to Syndics in an e-mail dated 22 July 2010

ISSS	Thursday 20 January 2011	2.15pm	Syndicate Room
BC	Monday 21 February 2011	11.00am	Treasurer's Room
ISSS	Thursday 17 March 2011	2.15pm	Syndicate Room
BC	Monday 18 April 2011	11.00am	Treasurer's Room
ISSS	Thursday 19 May 2011	2.15pm	Syndicate Room
BC	Monday 13 June 2011	11.00am	Treasurer's Room
ISSS	**Tuesday 5 July 2011**	2.15pm	Syndicate Room

This list may change and the latest version should be referred to. Changes since the dates were first agreed are **bold**.

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PRAO,
July 2010

Information Strategy and Services Syndicate

Annex to M180 of the meeting held on 2 July 2010

Working Groups on Information Strategy

Terms of reference; method of working

> The Working Groups are asked to develop an information strategy in their areas of remit by consultation with the appropriate stakeholders in the University. Each strategy should outline needs, customers, emerging trends and good practice, and use those to inform the implications for strategy and delivery within the context of current financial circumstances.
>
> The strategy should look forward for the next five years.
>
> These documents, after initial review by the ISSS, will be circulated for consultation as appropriate (including Colleges, Schools and the central administration) with an invitation to comment; the ISSS, having taken account of those comments, will incorporate the groups' strategies in the Information Strategy.
>
> Group remits are not mutually exclusive and Chairs are encouraged to maintain contact in order to ensure the appropriate approach to topics which more than one group might wish to consider.
>
> The target is to report to the Syndicate in the Michaelmas Term.

Membership

> *(Service Directors, if not members, have a standing invitation to attend; the Groups may co-opt additional members.)*

Campus experience and outreach	Rob Wallach (Chair) Anne Jarvis Natalie Walker James Matheson Paul Dampier Steve Kearsey (Secretary)
Support for research	Sir David Wallace (Chair) Chris Edwards Philip Guildford Martin Dove Dawn Edwards (Secretary)
Management systems	Registrary (Chair) John Norman Julia Collins Peter Haynes Julian Evans Michelle Finnigan (Secretary)

ISSS
July 2010