

THE UNIVERSITY OF WARWICK

Minutes of the meeting of the Information Policy and Strategy Committee  
held on 13 April 2010

Present: Professor M E Smith (Chair),  
Professor C Hughes,  
Dr K Leppard,  
Professor J Smith,  
Registrar (from item 24/09-10),  
Director of IT Services,  
University Librarian

Apologies: Dr K Astbury,  
Professor S Bruzzi,  
Dr R Dias,  
Ms S Khaku,  
Professor K Lamberts,  
Professor J Nandhakumar,  
Dr R Roemer,  
Professor M Underwood

In Attendance: Ms J Findlay, Mr J Dale, Deputy Librarian, Mr W Abel (vice Ms S Khaku)

23/09-10 Minutes

RESOLVED:

That the minutes of the Committee meeting held on 12 January 2010 be approved.

24/09-10 University Information Security Policies (minute 16/09-10 refers)

REPORTED: (by the Chair)

- (a) That the revisions to the University Information Security Policies endorsed by the IPSC at its last meeting had been approved by the Steering Committee at its meeting held on 22 February 2010.
- (b) That the necessary revision to align the University Regulation 31 governing use of computing facilities to the revised Information Security policies had been considered and approved by the Senate at its meeting on 17 March and was subsequently recommended to the Council for approval at its meeting on 19 May 2010.

25/09-10 Consultation on Email Outsourcing (minute 21/09-10 refers)

REPORTED: (by Mr J Dale)

- (a) That IT Services had conducted a number of roadshows around campus to discuss the potential outsourcing of staff email services.

- (b) That the concerns raised by staff at the roadshows and via other mechanisms were not unexpected and related to service disruption, accessibility on non-Windows platforms and requisite changes to working practice.

RESOLVED:

That the feedback from the Faculty IT committees and an update from IT Services on email outsourcing be considered at the next meeting of IPSC with a view to detailed proposals being submitted for consideration at the meeting of IPSC to be held in the Autumn Term 2010.

26/09-10 Next Meeting of IPSC

RESOLVED:

That the next meeting of IPSC be held on 3 June 2010 at 10.30am in the Council Chamber, University House.

27/09-10 Five Year Plan: Library

CONSIDERED:

A paper from the Librarian setting out the Five Year Plan for Library Services for the period 2009/10 to 2013/14 (IPSC.13/09-10).

REPORTED: (by the Librarian)

- (a) That the Library would achieve the target savings requirement of 5 percent for the current academic year and the Five Year Plan made assumptions in terms of inflation and salary costs, but did not include any additional bids for resource.
- (b) That Warwick HRI provided an annual library subvention of £120k outside of the usual recharge model and that, with the establishment of the School of Life Sciences, it was anticipated that this funding would not be available after 2009/10.
- (c) That the Library had identified several priority areas for the Plan period as follows:
  - (i) Deploying library staff knowledge management and professional expertise on the development of digital services in support of University objectives, particularly in support of research and research-led teaching;
  - (ii) Putting more resource into the development of services (primarily digital services) that were differentiated from those at other UK comparator institutions;
  - (iii) Raising external funds for targeted projects, focusing initially on support for the Modern Records Centre to increase the exposure of its unique holdings; and
  - (iv) Continuing to improve operational efficiency by streamlining core service delivery and transforming services through the deployment of technology where appropriate.

- (d) That the benchmarking data presented in Section 4 of the paper sought to demonstrate that robust sector-wide benchmarking data was not currently available for analysis and that such data would have to take into account the effects of multi-site operations and differential staffing resources.
- (e) That the potential future costs for periodicals were not available in time for the University's planning process, but that the Library was not planning to revisit the proposal to cut certain periodicals unless absolutely necessary, noting that such consideration could be given only in the Autumn Term 2010, when pricing information was available.
- (f) That the Library was beginning to explore the impact on the academic community of not renewing the lease for the external Library store from 2014, acknowledging that a detailed discussion would be required with academic colleagues should the initiative be pursued.

RESOLVED:

That the Committee support the Library Five Year Plan as presented in IPSC.13/09-10, appreciating the uncertainty facing the Library in some aspects of its activities.

28/09-10

Five Year Plan: IT Services

CONSIDERED:

A paper from the Director of IT Services presenting the IT Financial Plan for 2009/10 to 2013/14 (IPSC.14/09-10).

REPORTED: (by the Director of IT Services)

- (a) That the IT Services Five Year Plan incorporated the activities prioritised in the Broad Strategic Framework endorsed by IPSC (paper IPSC.8/09-10 previously circulated for 18 November 2009 meeting).
- (b) That the service management and delivery made up 70 to 80 percent of resources presented in the revenue aspects of the Plan and sought to ensure a fundamental and sound platform on which the University would build.
- (c) That IT Services would deliver the strategy presented in IPSC.14/09-10 within the parameters of the Five Year Plan in a manner which was sustainable for the University.
- (d) That the savings related to the outsourcing of staff email had been built into the Plan, acknowledging that concrete proposals had yet to be considered, and that substantial reinvestment in infrastructure would be required should the University decide not to continue with the outsourcing proposal.

RESOLVED:

- (a) That the Committee support the IT Services Five Year Plan as set out in IPSC.14/09-10.
- (b) That the Director of IT Services give consideration to the suggestion by the Chair of the Board of the Faculty of Social Sciences that IT Services might generate income by attaching services offered to the academic community to research bids.

29/09-10 IT Services Update: Major Projects and Paths of IT Service Amendment

RESOLVED:

That the Director of IT Services present an oral report at the next meeting of the Committee on the present major projects to be delivered, together with a status update and the current roles of service boards, IPSC and Faculty IT committees in driving IT Service amendment.

30/09-10 Minutes of the Faculty IT Committees

RECEIVED:

Minutes (unconfirmed) of the meetings of the Faculty IT Committees (IPSC.15/09-10).

REPORTED: (by Dr K Leppard)

- (a) That the ability to work in Mac or Linux systems was extremely important to some colleagues within the Faculty of Science, noting, however, it was not clear how much of a priority this requirement was for the Faculty or indeed University as a whole, particularly in the context of the potential outsourcing of staff email.

(By the Director of IT Services)

- (b) That investigation into cross-platform accessibility would need to be carried out on a service-by-service basis and that the consideration of the proposed outsourcing of staff email would have to encapsulate verification in that regard.