

# INFORMATION STRATEGY AND SERVICES COMMITTEE



There will be a meeting of the Information Strategy and Services Committee at 10am on Friday 8 November 2012, in Committee Room 2.

*Tea, Coffee and Biscuits will be available in the room from 9.45am*

Raymond Scott  
1 November 2013

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## AGENDA

1. BUSINESS OF THE AGENDA

Items in Section A are for discussion and action by the Committee. Items in Section B contain routine recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Items in Section C are for information only. Any member of the Committee may ask for an item from Section B or Section C to be moved to Section A by contacting the Secretary before 5pm on Tuesday 5 November 2013. Reserved items appear in Section D.

2. MINUTES

To confirm  
the Minutes of the meeting held on 11 June 2013. (Enclosed)

3. MATTERS ARISING FROM THE MINUTES

To receive  
an update on actions from the meeting held on 11 June 2013. (Enclosed)

4. STATEMENTS BY THE CHAIR

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## SECTION A: ITEMS FOR DISCUSSION AND ACTION

A1 PROPOSED PROGRAMME OF WORK 13/14

To consider  
ISD Programme of Work 13/14 ISC13D001 (Divider A)

A2 ENTITLEMENTS

To consider and approve  
Recommendations for user entitlements to levels of ISD services  
Revised User Entitlements policy  
Summary Entitlements Matrix  
ISC13D002 (Divider B)

## ISC13A001

### A3 FINANCE SYSTEM PROJECT

To consider

Project report on the implementation of the replacement of the Finance System ISC13D004 (Divider C)

### A4 RECORDS MANAGEMENT

To consider

a report on progress toward implementing records management at the University ISC13D005 (Divider D)

### A5 LIBRARY REFURBISHMENT

To consider

a confidential proposal for the refurbishment of part of the Library building ISC13D006 (Divider E)

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## SECTION B:

### ITEMS WHICH CONTAIN RECOMMENDATIONS BUT WHERE NO DEBATE IS ANTICIPATED

Items in Section B contain recommendations which will be deemed to have been approved at the meeting unless members of the Committee ask for them to be discussed. Any member of the Committee may ask for an item from Section B to be moved to Section A by contacting the Secretary before 5pm on Tuesday 5 November 2013.

### B1 REVISED IT POLICY

To receive

The revised File and Email Restoration policy ISC13D007 (Divider F)

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## SECTION C: ITEMS FOR REPORT

Items in Section C are for information only. Any member of the Committee may ask for an item from Section C to be moved to Section A by contacting the Secretary before 5pm on Tuesday 5 November 2013.

These items can be found on the Information Strategy and Services Committee Webpage at:

<http://www.uea.ac.uk/committeeoffice/ueacombds/issc/issc1314>

Click on the links within the agenda for the papers.

### C1 PROGRAMME OF WORK

To receive

A report on the ISD Programme of Work 12/13 ISC13D008

### C2 REPORTS AND MINUTES OF ISD ADVISORY FORA AND BOARDS

- Papers and draft minutes (to follow once approved by the chair) from the IT Forum meeting of 16 October 2013 will be available from: <https://intranet.uea.ac.uk/is/committees/it-forum>

## ISC13A001

- Papers and draft minutes (to follow once approved by the chair) from the Library Forum meeting of 18 October 2013 will be available from: <https://intranet.uea.ac.uk/is/committees/llr-forum>
- Papers and draft minutes (to follow once approved by the chair) from the Research Board meeting of 21 October 2013 will be available from: <https://intranet.uea.ac.uk/is/committees/research-board>
- Papers and draft minutes (to follow once approved by the chair) from the Education Board meeting of 10 October 2013 will be available from: <https://intranet.uea.ac.uk/is/committees/education-board>
- Papers and draft minutes (to follow once approved by the chair) from the Administrative Systems Board meeting of 31 October 2013 will be available from <https://intranet.uea.ac.uk/is/committees/admin-systems-board>

### C3 TERMS OF REFERENCE FOR ISD PROGRAMME BOARDS and GROUPS

To receive

Terms of Reference of the IT Forum ISD13D009  
Terms of Reference of the Library Forum ISD13D010  
Terms of Reference of the Research Board ISC13D011  
Terms of Reference of the Education Board ISC13D012  
Terms of Reference of the Administrative Systems Board ISC13D013

### C4 TERMS OF REFERENCE FOR INFORMATION STRATEGY AND SERVICES COMMITTEE

To receive

Terms of Reference of the Information Strategy and Services Committee  
ISD13D014

### C5 RESERVED AREAS OF BUSINESS AND CONFIDENTIALITY

To receive

Reserved Areas of Business and Confidentiality ISD13D015

### C6 DATES OF MEETINGS

To report

that the meetings of the Committee 2013-14 have been scheduled for 2pm  
on the following dates:

Thursday 6<sup>th</sup> February 2014  
Tuesday 10<sup>th</sup> June 2014

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## SECTION D: RESERVED AGENDA

*There are no items on the reserved agenda.*