AGENDA

MEETING ITS Executive Team Meeting

MEET No. Meeting no. 07/2013
VENUE South Oval Main Meeting Room
DATE/TIME Wednesday 17 April 2013, 9:30am – 11am
CONTACT Siobhan Muir-Williams (Secretariat) x51772

ATTENDEES Peter Nikoletatos (PN) (Chair), Kus Pandey (KP), Anne Kealley (AK), Dominy Evans (DE), Allison Magoffin (AM), Belinda Day (BD), David Richardson (DMR), Samantha Gilbert (SG)

APOLOGIES Roxanne Missingham (RM)

Part 1. Agenda

1. Apologies/accept minutes

2. Action Register* As at 03/04/13

<table>
<thead>
<tr>
<th>Action #</th>
<th>Meeting Ref</th>
<th>Actions</th>
<th>Action Owner</th>
<th>Status</th>
<th>Expected completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>28/08/12</td>
<td>On call activity: on track for end March completion. BD will present final paper next meeting</td>
<td>BD</td>
<td>In progress</td>
<td>3 April 2013</td>
</tr>
<tr>
<td>2.</td>
<td>28/08/12</td>
<td>Create engagement plan recommendation plan. AK to circulate draft this week (03/04/13).</td>
<td>AK</td>
<td>In progress</td>
<td>17 April 2013</td>
</tr>
<tr>
<td>3.</td>
<td>07/02/13</td>
<td>BD to collect flextime data from ADs/portfolios and compile for Exec. New completion date</td>
<td>BD</td>
<td>In progress</td>
<td>17 April 2013</td>
</tr>
<tr>
<td>4.</td>
<td>07/02/13</td>
<td>AM to establish regular budget updates with ADs</td>
<td>AM</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>07/02/13</td>
<td>All Exec to have completed staff SoEs by mid-April, all staff June 30 BD to record completed SoEs</td>
<td>All Exec</td>
<td>Ongoing</td>
<td>Mid-April for Exec June for all staff 2013</td>
</tr>
<tr>
<td>6.</td>
<td>06/03/13</td>
<td>BD to coordinate the reinstatement of policy training procedures</td>
<td>BD</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>06/03/13</td>
<td>BD to provide induction pack</td>
<td>BD</td>
<td>In progress</td>
<td>17 April 2013</td>
</tr>
<tr>
<td>8.</td>
<td>06/03/13</td>
<td>SMW to collate absentee information to forward to staff.its by 12pm daily. OMG text to be approved by PN</td>
<td>SMW PN</td>
<td>Ongoing</td>
<td>17 April 2013</td>
</tr>
</tbody>
</table>
9.  20/03/13  BD to provide information on IT appointments across the University  BD  Ongoing

10. 03/04/13  All ADs to provide report on SoEs in their area.  All  In progress  17 April 2013

Part 2. Standing Items

3. Portfolio reports
   3.1. Peter Nikoletatos (PN)
   3.2. Roxanne Missingham (RM)

4. Update from ITS HR Manager (BD)
5. Update from ITS Finance Manager (AM)

Part 3. Other Business

Part 4. For Noting

7. Other items for noting

Next Meeting:

Wednesday 1 May
9:00am – 10:30am
South Oval Main Meeting Room, 88T1