**AGENDA**

**MEETING**
Information Technology Operational Management Group

**MEET No.**
Meeting no. 6/2013

**VENUE**
Moot Court, Law School Building 5

**DATE/TIME**
Wednesday 8 May 9:30–10:30am

**CONTACT**
Delia Ritherdon

**ATTENDEES**
Kus Pandey (EO, CIO; Chair), Judy Apps (a/g Manager Teaching and Learning Commons Support Service), James Ashton (CECS), Sean Batt (CAP), James Blanden (Enterprise Systems), Andrew Churches (CBE), Belinda Day (ITS HR), Ali Emirlioglu (a/g IT Security), Cathie Gough (Outreach), David Hall (Contracts Manager), Christine Keogh (Change Process Manager), Alan Lew (a/g for Phil Drury), Bernard Lineham (Service Manager), George Lovrincevic (CASS), Allison Magoffin (ITS Finance), Roy Meuronen (Technical Services), Nalini Nair (Business Analysis), Robert Snape (Systems & Desktop Support: Servers), Jenni Turini (a/g Systems & Desktop Support: Servers)

**APOLOGIES**
Geoff Barlow (ICT Facilities), Darren Coleman (Networks & Communications), Phil Drury (CoL), David Howse (IT Security), Allison Magoffin (ITS Finance), Robert Snape (Systems & Desktop Support: Servers)

**Part 1. Regular Items (10 mins)**

1. Apologies
2. Accept previous minutes
3. Action Register (shown on the previous minutes)

**Part 2. Standing Items**

4. HR Report – for noting
5. Data Centre Report – for noting
6. ICT Purchasing update – David Hall (10 minutes)
   - Updating Dell purchasing and delivery information

**Part 3. Other Business**

7. College Service Charters – David Hall (5 minutes)
8. Proposed IT Asset Management Process and Operational Acceptance Template (10 mins)
9. THETA conference presentations (10 minutes)
   - George Lovrincevic – ‘Key points from THETA’
10. Future agenda items
    - Engaging staff via a recruitment agency – Chelsea Holton, Manager – Recruitment and Appointments (5 minutes)
    - ITS OMG Terms of Reference
    - OMG report format
11. **Items for escalation to the ITS Executive Team**

**Next Meeting:**

**OMG Meeting**  
Wednesday 5 June 2013  
Moot Court  
9.30 – 10.30am

**OMG Training**  
Wednesday 22 May 2013  
Moot Court  
(9 am – 1pm)