

## **Change and Digital Portfolio Review Committee**

Thursday 20 April 2023, 14:00-16:00

### **Minutes**

#### **Present Members:**

Mr Andy Smith (Chair), Mr Paul Clark, Ms Sarah Cowls, Dr Tom Crummey, Mr Ian Galloway, Ms Claire Glen

### 3. Updates to Committee Terms of Reference

- 3.1. **APPROVED:** The committee approved the terms of reference. However, Paul Clark pointed out that they may need further updates once UCL's overall delivery framework has been agreed.

### 4. Finance Update

- 4.1. Sophie Harrison provided an update on the spend to date and the current forecast. Ian Galloway requested that in addition to this information it would be useful to see what the return on investment is.
- 4.2. **ACTION:** Return to next CDPRC with some articulation of business value delivered ±**Sophie Harrison**

## Part II: Matters for Discussion

### 5. Business Cases

- 5.1. Beth Beasant gave a summary of the Improve Education Administration and Student Experience (EASE) Within Faculties Business Case

Sarah Cowls was supportive of this initiative but pointed out that we need to understand the interactions between this and student experience transformation activities ± e.g. Scheduling

There was generally support for the initiative from the other committee members

**APPROVED:** Funding was approved until the end of the current Financial

- c. **APPROVED:** Funding was approved until the end of the current Financial Year (£387K)

- 5.3. Andy Smith provided an overview of the Functions Lean Business Case. It was explained that following this initial work the expectation is that further Lean Business Cases for individual functions will be raised by the relevant portfolios.

Sophie Harrison raised a concern that there will be multiple business cases relating to functions in future and the committee has a responsibility to ensure we are spending an appropriate amount of collective investment in these areas in future years

**ACTION:** Understand the change heatmap and what changes are hitting which faculty at which time - **Change Management Team**

**APPROVED:** Funding was

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- a. Andy Smith requested that the partnership agreement with PWC should be agreed, then fully articulating the final benefits in a final business case that should go to Financial Performance Committee in June before returning to Change and Digital Portfolio Review Committee in July.
- b. Andy Smith and other committee members also instructed the programme to try and keep spend in 53to p Tw 167-902-0Tw (34al(3j) Tj0.Networks Trans

**9. Date of the Next Meeting**

- 9.1. The next Change and Digital Committee meeting will be held on Thursday 13th July 2023 (2-5pm).

David Samuel

April 2023