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## Planning & Secretariat Office

Welcome to the first issue of the **Planning & Secretariat Office News**. We aim to make this publication a quick and useful piece of monthly headline news for all SGUL staff, and would welcome any suggestions for future issues.

The Planning & Secretariat team is based on the ground floor of Hunter Wing, in the Administration office opposite the Shop. Drop by or email us at [secretariat@sgul.ac.uk](mailto:secretariat@sgul.ac.uk).

## SGUL Chair of Council

Council is the governing and executive authority of the institution and has been chaired for six years by Baroness Julia Cumberlege who steps down from the position this year. The Nominations Committee recommended to Council that Baroness Elaine Murphy of Aldgate be co-opted and appointed as Chair of Council for a period of 3 years from 1 October 2006, and the recommendation was approved by Council on 21 March 2006. For minutes and papers of Council meetings see the [Committees webpages](#).

## New Members of Staff

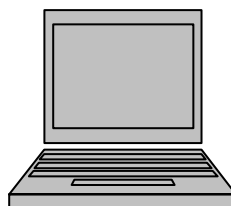
Over 30 new members of staff have joined SGUL over the last month or so, including 14 anatomy demonstrators in Basic Medical Sciences, and across other divisions 5 clinical attachments, 4 researchers and 3 placement students.

We also welcome Dr Carl Shiels as Learning Resources Facilitator in the Division of Cellular & Molecular Medicine, Beverley Poole who joins us as Chief Animal Technician, Kirsty Watson, Information Manager in Planning & Secretariat Office, Rachel Scott as Trial Co-ordinator and Ruth Kay as Secretary in the Division of Cardiac & Vascular Sciences.

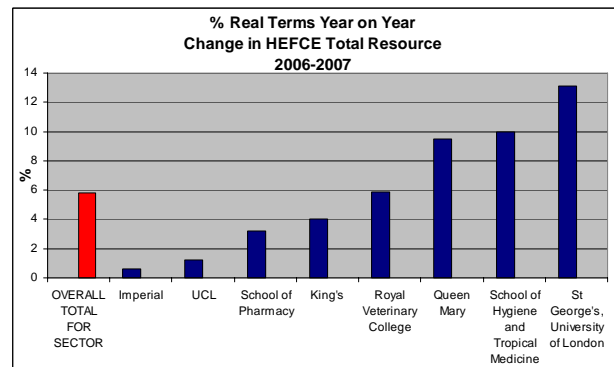
**GET SAGE.**  
**Get training.**  
**Know your onions.**

Contact Andrew Judycki [ajudycki@sgul.ac.uk](mailto:ajudycki@sgul.ac.uk)

[Goes Live 11 April 2006](#)



## HEFCE FUNDING 2006-07



In late February, HEFCE released the recurrent grant information to all UK Higher Education Institutes for the next academic year – 2006-07. St George's fared well, with one of the largest increases in funding year on year. The graph above shows the increase in funding for a selection of institutes with a similar profile to St George's, and the other Colleges of the University of London that have medical schools. For further information email [k.watson@sgul.ac.uk](mailto:k.watson@sgul.ac.uk).

## Strategic Plans

The institution's Strategic Plan 2005-2010 can be found on the [Planning & Secretariat webpages](#) with supporting strategies now available for Widening Participation, Education, Estates and the Library. Draft strategies for Research, Enterprise and Innovation, Finance and IT should be available shortly.

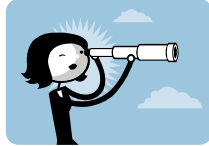
## Estates News

Two out of three of the main central lifts will be refurbished as the final part of the summer works. Works have commenced and are expected to be completed by May 2006.

At its meeting on 21 March 2006, Council approved in principle the funding of a £17.5M Halls of Residence project.

An Estates Strategy group chaired by Professor George Hall has been established and will meet monthly to consider the logistics arising from the [The Estates Strategy](#).

## The Futures Project



This project will analyse likely futures in relation to healthcare education and research in the UK, and will make proposals on strategies which could be adopted by SGUL in response. The research will be carried out under the aegis of Professor Richard Smith, Independent Member of Council, and will report to Council in July 2006.

For further information email [secretariat@sgul.ac.uk](mailto:secretariat@sgul.ac.uk).

## New Procedures for Research Grants Open Forum Friday 21 April 2006

An Open Forum will be held from 1pm to 2pm, to inform staff on St George's Research Strategy and new procedures for grant submissions. The Forum will be held in Lecture Theatre G (Ground Floor, Jenner Wing) and all staff are welcome. Further advice to follow via the [intranet](#).

## Committee Highlights from Senate

At the March meeting of Senate it was agreed that the institution should seek out degree-awarding powers from the Privy Council.

At the same meeting it was agreed that SGUL would move towards a system of peer observation of teaching.

Senate also discussed ways in which contributions to teaching could be managed to support more effectively our current courses and to plan for the increase in student numbers anticipated by the St George's Strategic Plan for 2005-2010. As a way forward, Senate agreed that each member of staff should offer a specified minimum number of weighted hours of teaching. [See Senate committee papers for more details.](#)

## Dates For Your Diary

The committee timetable for 2006-07 has been finalized and our webpages now include an [Events Calendar](#) of all the key SGUL committees, including links to committee agendas and papers.



## SAGE – The new Finance and Purchasing system.

Approximately 200 staff attended our presentations on the 7th and 8th March, thanks for coming; we hope we answered some of your questions.

A synopsis of the main points of the presentation are:

- Sage is the biggest mid-market provider of business software in the UK
- The two reporting tools, Analyst Financials and Impromptu will provide instant 'real time' reporting
- Monthly reports emailed to Pl's
- Commitment Accounting
- Transparency of Budgets
- New coding structure
- Built in authorisation process for all external purchasing
- Built in best practice
- Devolved Purchasing
- Budget checking on requisitions/orders
- On-line requisitioning within departments
- Web enabled
- Improved security and better controls on access to data
- Improved purchasing leverage with suppliers and consortia

End User Training began on 13th March and will last up until the Go Live date of 11 April and beyond. If you haven't been contacted yet please contact your Divisional Manager.

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## Quality Assurance

We are currently formulating our response to the [QAA Institutional Audit Report](#). The report contains ten recommendations - some relate to way in which new courses are approved by the Validation Committee, and others relate to the ways in which modules are evaluated and general issues such as the provision of handbooks to students. We have until November 2006 to finalise our response. For further information email [d.baldwin@sgul.ac.uk](mailto:d.baldwin@sgul.ac.uk).

## The Planning & Secretariat Team

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**Office News will be issued on the first of each month.**

\*\*ENDS\*\*