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**Welcome to the June issue of Office News the quick read of monthly headlines for all SGUL Staff.** Make sure your browser is open and just follow the links for further information....

Suggestions for future issues much appreciated - 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).

### Pay and Grading Framework

You will have received an advice letter informing you of what the new [Pay and Grading Framework](#) means for you over the last few days. On Tuesday May 30<sup>th</sup> Frank Ball, Head of Personnel and staff representatives fielded questions from staff in a HERA Information Session.

#### Appeals Mechanism

If you have any queries concerning your HERA evaluation, please log your appeal via email to [f.ball@sgul.ac.uk](mailto:f.ball@sgul.ac.uk) or any other member of staff in the Personnel office straight away (ideally within 10 days of your advice letter).

Once your appeal is received, a further report will be issued to you with more detailed explanation of how your post has been evaluated in the new framework. You will then have around a month to construct your appeal for a hearing.

Frank Ball advised that the timescale of the appeals mechanism would depend to a certain degree on numbers of appeals logged, and staff were asked to be patient while due process is established.

Notes of this Information Session can be obtained from Wendy Nash [w.nash@sgul.ac.uk](mailto:w.nash@sgul.ac.uk). A further HERA Information session will be held in a month or so to report on progress. Date and time to be advised via the [intranet](#).

### New Disabled Access WCs



The WC's on the 2nd floor Hunter Wing have been completed, and have provided extra disabled toilet provision including new 'no touch' taps. Estates and Facilities report that they've been painted in a fashionable pea green. Go on, have a err.., look !

### The 2006 Planning Round: Supporting the Strategic Plan



Following the production of the [SGUL Strategic Plan](#), and the supporting strategy documents in December/January 2005/2006, it was agreed that the Institution would introduce an annual planning round with effect from 2006-2007. This was approved by Executive Committee at its meeting on [1 February 2006](#), and further details were provided at the meeting of Executive Committee held on 1 March 2006.

In the first year, because of the compressed timescales, and in the light of discussions with Heads of Divisions, it has been agreed that this will be a 'light touch' exercise in 2006-07, with Division/Centre planning being asked to focus on supporting the Educational and Research Strategies. Also in the first year, budget setting will be carried out in a separate exercise.

The 2006-07 exercise will be completed by the end of October 2006. A guidance letter will be sent out shortly, with submissions required from Division/Centres and Administrative Units by mid to end of September 2006. Planning meetings with the Planning Review Group will be held in October 2006.

The 2007-08 exercise will commence in February 2007. This will be a more detailed process with planning targets more closely linked to budget setting.

Susan Trubshaw [s.trubsha@sgul.ac.uk](mailto:s.trubsha@sgul.ac.uk)  
 Head of Planning and Secretariat Office

### SGUL Committee Appointments

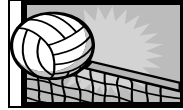
The number of nominations matched the number of vacancies announced for Academic Forum, Senate and Council in May, and the following appointments have therefore been made unopposed:

CHAIR OF THE ACADEMIC FORUM for one year 2006-2007  
 Kath Start

SENATE MEMBERS for 3 years 2006-2009  
 Dr Judith Cartwright, Dr Derek Macallan and Mr Isaac Manyonda

COUNCIL for 3 years 2006-2009  
 Professor John Axford

The responsibilities of these committees are detailed in the terms of reference of each on the [Committees Webpages](#).



## Football Fever

It's football fever season. Swim with the fishes or drown in the swamp of Big Brother. The choice is yours.

The student bar has two 6ft projector screens so that all games can be shown at the same time, and there are efforts being made to obtain plasma screens for the tournament!

The bar will be open on Saturdays when England play. £6 for a 4 pint pitcher. And there's chips.

The tournament starts on Friday 9<sup>th</sup> June.



## ExCom Corner

Executive Committee is chaired by the Principal Professor Michael Farthing. It makes decisions on the operational management of the institution, and its membership comprises senior members of academic and administrative staff. It meets monthly.

The May meeting of ExCom discussed the potential impact of lecturer strike action at the end of May and beginning of June. It was reported that a weekly group had been established to manage the day-to-day implications of the strike. Discussion highlighted the importance of communicating issues arising to SGUL students, and it was further highlighted that any interim changes to procedure should not compromise regulations or standards.

ExCom further considered the conferment of the title of Honorary Senior Lecturer on NHS Consultants. This is currently an automatic process for consultants employed within SGHT, and it was suggested that the process should be based on specific commitments to teaching/research and subject to regular review. A further report will be made at the June meeting of ExCom.

The Principal reported that the Strategic Alliance bid will be considered on 15 June when the Principals of SGUL, Kingston and Royal Holloway will present the bid to Strategic Development Fund Panel (HEFCE).

[Agendas minutes and papers for ExCom](#) are available to all SGUL staff on the webpages.

## Fond Farewell



The Rev'd Cannon Ian Ainsworth-Smith retires as Chaplain of St George's Hospital Tooting soon. Please join us at farewell party on Tuesday 4 July, between 2.30 - 5.00pm in the Philip Constable Board Room, First Floor, Grosvenor Wing.

You are also invited to the Hospital Chapel at 1.15 pm on Friday 30 June, when Ian will be celebrating at Holy Communion to mark his last working day at St George's Hospital.

If you would like to send a message for Ian or make a donation towards a farewell present, please contact The Rev'd Hilary Johnson in the Chaplaincy.

Emma Griffiths [e.griffit@sgul.ac.uk](mailto:e.griffit@sgul.ac.uk)  
Media Relations Officer

## Estates News

With the aid of £400,000 student Union monies, designers are currently specifying the refurbishment of the 2nd floor Hunter Wing bar and student areas. These works are due to commence in July 2006 and be completed by October 2006. Work will include a new café area near the central lift lobby on the 2nd floor.

The refurbishment of Hunter Wing 6<sup>th</sup> Floor will commence shortly, to be completed in December 2006. These works will allow Mental Health and Community Health to co-locate into one floor of Hunter Wing.

Estates and Facilities make regular reports to ExCom, and further details of current projects can be found on the [committee webpages](#).

### DON'T FORGET!

Please ensure your details are kept up-to-date in the SGUL [phonebook](#) if you move to interim workspace during refurbishment works.



### The Planning & Secretariat Team

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\*\*ENDS\*\*