

REMIT AND STRUCTURE OF ARCHWAY USER GROUP – SEPTEMBER 2004

These guidelines replace those dated 17th October 2005 to reflect changes and improvements to remit and structure of the Archway User Group. All changes made since the previous version of these guidelines are shown in red text.

Terms of Reference for Archway Site User Group

To optimise staff participation in the general management of support services for the campus and its continuing development by:

- Discussing campus-specific issues relating to the full delivery of support services i.e. cleaning, security, maintenance etc but not dealing with any issues that are academic related other-than that which may impact on room usage.
- Addressing issues and suggesting proposals for improving the quality and safety of the environment for all those working on the campus i.e. Closed Circuit Television, provision of catering etc.
- Ensuring that follow-up action is taken by those tasked with undertaking actions discussed with a report back to the next meeting of the group
- Providing consultative advice on future campus development and operational issues
- Drawing to the attention of members of the Site Management Committee any issues not being dealt with satisfactorily through the Archway Site Manager
- Monitor the delivery of support services i.e. cleaning and security by contributing towards periodical reviews

Membership

- Departmental Administrator / Representative from each UCL department on the campus including those which are sub-groups of large departments i.e. Clinical Skills and International Health and Medical Education (who's staff come under CHIME)
- Academic Group Chair or designated representative from each Academic Group within the School of Health and Social Sciences based in whole or in part on the campus including a representative for London Institute of Sport and Exercise

- A representative of administrative staff within the School of Health and Social Sciences based on the campus
- A representative of Information Learning and Resources Services (ILRS) for Middlesex based on the campus
- A representative of Student Support Services for Middlesex
- A representative of joint UCL/MU departments i.e. Archway Healthcare Library
- A representative from each of the Tenants on the campus i.e. Whittington Postgraduate Education Centre, ASANTE Academy of Chinese Medicine, Archway Clinic of Herbal Medicine, Camden and Islington Mental Health Trust and Camden and Islington Primary Care Trust
- Archway Campus Site Manager (who will act as Secretary / Convenor)
- A representative of the Site Management Committee (who will act as Chair rotating between the Deputy Director of Estates and Facilities UCL and Head of Facilities Management - Middlesex)

Notice of Meetings and Frequency of Meetings

- Three meetings will be held each Academic Year in the months of September, January and May with each meeting lasting for approximately one and half hours.
- Members shall be invited to submit items for the agenda, which shall be issued one week prior to each meeting, together with any supporting papers for consideration by the group prior to the next meeting.

Minutes of Meetings

Minutes of all items discussed will be taken. This will include noting decisions taken, items requiring action and by whom including timescales for completion. The minutes will be drafted and issued to the Chair within one week of the meeting being held for approval.

- Minutes will be circulated within two weeks of the meeting to all those in attendance including those members who were unable to attend via e-mail
- Copies will be posted on the designated Estates and Facilities notice board located in the Social Space and the Estates and Facilities section on the Archway Campus web page
- Copies will be issued to members of the Site Management Committee.

It will be the responsibility of members to ensure that the minutes are disseminated to staff within their area and that comments etc. are fed back accordingly at the next meeting of the group.

JUNIOR JOSEPH
Site Manager

Updated: 29th May 2009