UCL Library Services SMT: proposed membership and terms of reference
Discussion paper, SMT 386

1. Context
SMT 384 discussed a proposal to revise the remit and membership of Library Services' senior committees, in the context of the imminent closure of the 2015-18 Strategy cycle. The following recommendations were accepted:

- Library Services SMT and Leadership Team to be replaced by a single senior group.
- New group to meet monthly, at least 8 times/year as Senior Management Team, and at least 3 times/year as Library Strategy Committee.
- Membership to comprise all Library Services staff on Grade 9 and above from fully-merged sites (14 members). Head of Library HR to attend.
- Working Groups will carry out detailed business between plenary meetings.
- Implementation to begin 01 August 2018, to align with new Strategy cycle.

This paper details the membership of the new senior group, and proposes Terms of Reference for both Senior Management Team and Library Strategy Committee.

2. Membership

Sarah Aitchison	Head of UCL Special Collections
Paul Ayris (Chair)	Pro-Vice-Provost (UCL Library Services)
Kate Cheney	Head of Site Library Services
Peter Dennison	Head of Customer Service
Anna Di Iorio	Site Libraries Manager and Senior Librarian, RFHML
Rozz Evans	Head of Collection Strategy
June Hedges	Head of Liaison and Support Services
Karen Jeger	Head of Collection Services
Ben Meunier	Director of Operations
Martin Moyle	Director of Services
Andy Pow	Head of Library Finance
Lara Speicher	Publishing Manager
Margaret Stone	Head of Digital Libraries
Michelle Wake	Site Libraries Manager and Senior Librarian, UCL School of Pharmacy

Attending:
Jennifer Brown, Departmental Administrator.
Other Library Services colleagues may occasionally be invited to attend SMT or Library Strategy Committee as appropriate.

Secretary:
PA to the Pro-Vice-Provost.

3. Proposed remits

3.1. Senior Management Team
Senior Management Team (SMT) is the primary policy-making group in the Library. Its actions and decisions set the framework within which initiatives and projects are progressed throughout UCL Library Services. Within UCL Library Services, it has ultimate responsibility for all the Library's services and infrastructure.

Terms of reference
- To discuss and agree changes to UCL Library Services policy positions, and to oversee the implementation of new policies.
- To discuss and agree the response of UCL Library Services to institutional initiatives and developments, including policy directives received from UCL SMT or the Office of the Vice-Provost (Research).
- To monitor relevant initiatives and developments external to UCL, nationally and internationally, and plan actions to be taken where appropriate.
- To decide major resource allocation issues, ensuring that high-level budgets reflect the agreed priorities of UCL Library Services, and to review income/expenditure against financial targets as needed.
- To have oversight of the Library estate, discussing and agreeing the Library's position on significant issues of space.
- To have overall responsibility for all services provided by the Library, and Library opening hours.
- To seek to ensure the equity, consistency and coherence across UCL Library Services of all Library services, policies and initiatives.
- To provide a forum for information exchange between SMT members about major new developments and ideas.
- To oversee and monitor the Library's performance against internal KPIs, and targets set by UCL and by external regulatory and other bodies.
- To receive reports from Working Groups of SMT, and from other Library Services Committees sponsored by the SMT.
- To meet at least 8 times per year.

3.2. Library Strategy Committee

Library Strategy Committee is a companion committee to UCL Library Services SMT. It oversees the preparation, communication, delivery and maintenance of the UCL Library Services Strategy, which sets the Library's overall priorities for the duration of each Strategy period.

Terms of reference
- To ensure that the strategic planning process is informed by and aligned with relevant new developments in UCL and beyond.
- To oversee and support all staff consultation activities in the preparation of the UCL Library Services Strategy.
- To agree Implementation Plans for the UCL Library Services Strategy.
- To monitor the delivery of the UCL Library Services Strategy against measures agreed in the Implementation Plans.
- To periodically review, revise and update the UCL Library Services Strategy, as appropriate.
- To ensure that the goals and successes of the UCL Library Services Strategy are communicated effectively to Library Services colleagues, and to all other relevant internal and external stakeholders.
- To advise the Pro-Vice-Provost on the appropriate Library Services committee structures and other resource needs to support the delivery of agreed strategic goals.
- To meet at least 3 times per year.

MM
10 July 2018