

# PROFESSIONAL SERVICES LEADERSHIP BOARD

Thursday 3 November 2016, 9.15am  
Conference Lounge, Leonard Horner Hall



## AGENDA

Item	Ref
<b>1. FORMAL MATTERS</b>	
1.1 Apologies	
1.2 Minutes of the meeting of 6 September 2016	
1.3 Matters Arising Report from the meeting of 6 September 2016	
1.4 Business reported by the Chair	
<b>2. TRANSFORMATIONAL INITIATIVES</b>	
2.1 Research and Innovation Support and Research Finances (Project Initiation Document)	AG
2.2 Marketing and Communications	MS
2.3 SARP (Project Initiation Document)	PT
<b>3. MANAGEMENT/ PROJECT</b>	
3.1 Student Retention: Management and Coordination	PT
3.2 Leadership Development Programme	JMiller
3.3 Staff and Student Handbook	PT
3.4 Annual Student Survey Results	PT
3.5 Recruitment Risks	JDickson
<b>4. GOVERNANCE</b>	
4.1 Development & Alumni Structure	NB
4.2 Annual Complaints Summary and Quarterly Complaints Report	PT
4.3 Modern Slavery Act Statement	SC
<b>5. POLICIES/PROCEDURES</b>	
5.1 Secondment Policy	MA
<b>6. OPERATIONAL UPDATE</b>	
6.1 Reports from the Schools and Professional Services	
– Borders Campus	VW
– Campus Services	MD
– Dubai Campus	SW
– Edinburgh Schools	DP
– Governance & Legal Services	SC
– Human Resource Development	MA
– Information Services	MR
– Malaysia Campus	JY
– Marketing & Communications	MS
– Registry Services	PT
– Research & Enterprise Services	AG
– Student Recruitment	MB
6.2 Face-to-Face Briefing Feedback	MS
<b>7. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD</b>	
7.1 Report from the Strategic Information Services Committee	MR
7.2 Annual Report from the Collections Committee and Terms of Reference	AMDP

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**8. ANY OTHER BUSINESS**

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| 8.1 | Professional Services Leadership Board Forward Agenda | AMDP |
| 8.2 | Policies Under Development Report                     | AMDP |
| 8.3 | Projects Register                                     | AMDP |

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**Date of Next Meeting – Thursday 8 December 2016**