

PROFESSIONAL SERVICES LEADERSHIP BOARD (PSLB)

Minutes: 7 June 2017

In the Chair:	Ms Ann Marie Dalton-Pillay, Secretary of the University	
Present also:	Mr Mark Adderley, Director of Human Resource Development	Mr Campbell Powrie, Director of Administration (SoSS)
	Ms Philippa Burrell, Director of Administration (EGIS)	Mr Martyn Spence, Director of Marketing and Communications
	Ms Sue Collier, Director of Governance and Legal Services	Mr Paul Travill, Academic Registrar
	Mr Darren Cunningham, Director of Administration (MACS)	Ms Sheelagh Wallace, Director of Administration and Registrar (Dubai)
	Dr Alicia Greated, Director of Research and Enterprise Services	Ms Janice Yew, Chief Operating Officer (Malaysia)
	Mr Derek Penman, Director of Administration (EPS)	Ms Vivienne White, Director of Administration (TEX)
	Ms Wendy Pirie, Head of Academic and Learner Services	
In Attendance:	Mr Jon Dye, Head of Assurance Services	Ms Lisa Herlihy, Clerk
Apologies:	Ms Candace Albornoz, Assistant to the Secretary	Mr Malcolm Deans, Director of Campus Services
	Mr Mike Bates, Director of Student Recruitment	

The Chair welcomed the following to the meeting:

- Ms Wendy Pirie, Head of Academic and Learner Services, who would be attending PSLB meetings in place of the Director of Information Services until a new Director was in post; and
 - Mr Jon Dye, Head of Assurance Services, who was attending to present item 2.1 *Business Continuity Management Plan*.
-

**MINUTE
REF
M17/60**

BUSINESS CONTINUITY MANAGEMENT PLAN (ORAL UPDATE)

The Board received and discussed an oral update on the Business Continuity Management Plan, presented by the Head of Assurance Services.

The Board noted that the newly-formed Assurance Services team was considering the University's insurance arrangements coherently with other strands of assurance work. The Head of Assurance Services highlighted that he would now be reviewing the University's Business Continuity Management Plan and that this was an introductory briefing to Board members on the work to be undertaken.

The Head of Assurance Services emphasised that the University had a robust incident management system and similarly effective processes for IT Disaster Recovery. Business continuity was the second stage in dealing with a major incident, covering the actions to be taken once a site had been handed back to the University by the emergency services, and this was the area which now needed further work.

The Board discussed next steps for developing the Business Continuity Management Plan and the Head of Assurance Services clarified that his first step would be to undertake a business impact assessment with Schools and Services, conducted via a series of interviews and workshops over the next 3 months. These would assess loss of key assets: people, buildings, information, systems, and suppliers/partners and what steps could be taken to mitigate those losses. A member of the Board queried whether the Head of Assurance Services would be coordinating with the Head of Heritage and Information Governance, who had recently developed Data Continuity Plans with Schools and Services. The Head of Assurance Services confirmed that he would do so, to avoid duplication of effort.

The Head of Assurance Services highlighted that Zurich, the University's insurers, were providing consulting expertise for the development of the Plan. The consultation fees would be covered by Zurich using funds from the University's premium which they had been setting aside as an investment fund.

The Director of Governance and Legal Services highlighted that a draft Business Continuity Management Plan would be rolled out during the autumn and a test would be undertaken in late 2017. This would have impact across Schools and campuses to ensure a thorough test. The Head of Assurance Services highlighted that strong communications and engagement would be needed to ensure colleagues were involved in the process.

The Board agreed that the Head of Assurance Services would present a more detailed update to a future meeting of the Board, once work on the Business Continuity Management Plan was at a more advanced stage.

M17/61 REDEPLOYMENT POLICY (PSLB/17/72)

The Board received and endorsed the Redeployment Policy, presented by the Director of HRD, subject to minor amendments.

The Director of HRD highlighted that the Redeployment Policy was the final policy in the Management of Change suite of policies to be presented for approval. The focus of the Policy was identifying colleagues who were at risk of redundancy and providing suitable alternative employment, as well as providing support for colleagues who were seeking redeployment.

The Board noted that the Policy would now be presented to the University Executive on 27 June 2017 for approval.

M17/62 BUSINESS REPORTED BY THE CHAIR (ORAL UPDATE)

Enhanced Voluntary Redundancy

The Chair advised that all applicants had now received a letter about their application for Voluntary Redundancy and approximately 45 decisions remained outstanding. The colleagues involved would receive a decision as soon as possible.

Graduations

The Chair invited the Academic Registrar to provide an update on preparations for the summer 2017 Graduations. The Board noted that the Borders Campus Graduation would take on 16 June 2017, with Edinburgh Campus Graduations taking place in Oriam from 20 to 23 June 2017.

The Academic Registrar highlighted that 2017 would mark the first summer Graduation ceremonies at the Dubai and Malaysia campuses, with a Graduation ceremony also being held for EPS students in Baku.

Director of Information Services

The Chair advised the Board that there had been a very good field for the Director of Information Services appointment and that interviews would be held in the week commencing 12 June 2017.

M17/63

ANY OTHER BUSINESS

University Website

The Director of Marketing and Communications highlighted that he had recently met with the Deputy Principal (Research and Innovation) and the Deputy Principal (Enterprise and Business) to discuss the University website. The Board noted that it would be helpful to have roles and responsibilities around the website clarified. The Chair advised that responsibilities would be clarified in a paper on research support systems which would be developed as part of the Research Support and Innovation and Research Finances Transformational Initiative.

Qatar

The Director of Administration and Registrar (Dubai) highlighted that a small number of current and potential students at the Dubai Campus could be affected by the end of diplomatic links between the United Arab Emirates and Qatar. Colleagues at the Dubai Campus were currently investigating the advice that could be given to these students.

Fashion Photography Award

The Director of Administration (TEX) highlighted that Alannah Cooper, a Heriot-Watt Fashion Communications student, had recently won the Fashion Photography award at 2017 Graduate Fashion Week. The Board noted its congratulations to Alannah for her impressive achievement.

DATE OF NEXT MEETING

Date of next meeting: Thursday 29 June 2017