

SECRETARY'S BOARD

Tuesday 3 November 2015, 10.15am
Conference Lounge, Leonard Horner Hall

AGENDA

Item	Ref
1. FORMAL MATTERS	
1.1	Apologies
1.2	Minutes of the meeting of 7 October 2015
1.3	Matters Arising Report from the meeting of 7 October 2015
1.4	Policies under development Report
1.5	Projects Register
1.6	Business reported by the Chair
2. OPERATIONAL UPDATE	
2.1	Student Barometer Survey Composite Action Plan SW
2.2	Reports from the Schools and Professional Services
	– Borders Campus VW
	– Campus Services MD
	– Dubai Campus SW
	– Edinburgh Schools PB
	– Governance & Legal Services SC
	– Human Resource Development MA
	– Information Services MR
	– Malaysia Campus JY
	– Marketing & Communications MS
	– Registry Services PT
	– Research & Enterprise Services TW
	– Student Recruitment MB
3. MANAGEMENT/ PROJECT	
3.1	University Communications Plan 2015/16 and Future Communication Strategy and Planning MS
3.2	Group Financial Dashboard AMM
3.3	Oracle Financials – Continual Service Improvement Programme AMM
3.4	Staff Induction Plus MA
3.5	Reward at HWU 2015 MA
3.6	Scottish Business Pledge MA
3.7	Dubai Student Survey Feedback SW
3.8	EGIS Change Programme Final Report* PB
4. GOVERNANCE	
4.1	Professional Services Self-Assessment Team (SAT) and Employee Engagement Forum Terms of Reference MA/SC
4.2	Collections Committee Annual Report SC
5. ANY OTHER BUSINESS	
5.1	Secretary's Board Forward Agenda Plan AMD

Date of Next Meeting – Tuesday 1 December 2015