

SECRETARY'S BOARD

Tuesday 2 February 2016, 9.15am

Conference Lounge, Leonard Horner Hall

AGENDA

Item	Ref	
1. FORMAL MATTERS		
1.1	Apologies	
1.2	Minutes of the meeting of 12 January 2016	
1.3	Matters Arising Report from the meetings of 1 December 2015 and 12 January 2016	
1.4	Policies under development Report	
1.5	Projects Register	
1.6	Business reported by the chair	
2. OPERATIONAL UPDATE		
2.1	Reports from the Professional Services	
	– Borders Campus	VW
	– Campus Services	MD
	– Dubai Campus	SW
	– Edinburgh Schools/Institutes	MDunn
	– Governance & Legal Services	SC
	– HRD	MA
	– Information Services	MR
	– Malaysia Campus	JY
	– Marketing & Communications	MS
	– Registry Services	PT
	– Research & Enterprise Services	AG
	– Student Recruitment	MB
3. MANAGEMENT/ PROJECT		
3.1	Group Financial Dashboard	AMM
3.2	Registry Reorganisation	PT
3.3	Global Recruitment and Marketing Workshop: 19 & 20 January 2016	MB
4. POLICIES/PROCEDURES		
4.1	Emergency Planning and Management	LA
4.2	Business Continuity	AMD
5. GOVERNANCE		
5.1	Professional Services Self-Assessment Team (SAT) Strategy Group	MA / SC
5.2	Terms of Reference:	
	– Strategic Information Systems Committee	MR
	– Equality and Diversity Advisory Group	SC
5.3	Quarterly Complaints Report	PT
6. ANY OTHER BUSINESS		
Date of Next Meeting – <u>Tuesday 1 March 2016</u>		