

SECRETARY'S BOARD

Tuesday 1 December 2015, 10.15am
Conference Lounge, Leonard Horner Hall

AGENDA

Item	Ref
1. FORMAL MATTERS	
1.1	Apologies
1.2	Minutes of the meeting of 3 November 2015
1.3	Matters Arising Report from the meeting of 3 November 2015
1.4	Policies under development Report
1.5	Projects Register
1.6	Business reported by the Chair
2. OPERATIONAL UPDATE	
2.1	SSU Quarterly Report MG
2.2	Reports from the Schools and Professional Services
	– Borders Campus VW
	– Campus Services MD
	– Dubai Campus SW
	– Edinburgh Schools MH
	– 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
3. MANAGEMENT/ PROJECT	
3.1	Group Financial Dashboard AMM
3.2	Update Global Recruitment and Marketing Workshop Actions, January 2015 MB/MS
3.3	Learning and Teaching Strategy: Report on Annual Discussions and Operational Plan MK/JWS
3.4	GoGlobal Systems and Processes PT
3.5	Information Security Update MR
3.6	Professional Services Career Progression Action Plan MA
4. POLICIES/PROCEDURES	
4.1	Digital Preservation Policy SC
4.2	Workforce Planning and Flexible Working MA
5. GOVERNANCE	
5.1	Employee Engagement and Athena SWAN Proposal MA
6. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD	
6.1	Report from the Strategic Information Services Committee MR
6.2	Annual Report from the Tier 4 Working Group and Report from the Student Visa Committee meeting on 22 October 2015 SC
6.3	Tier 2 Update MA
7. ANY OTHER BUSINESS	
7.1	Secretary's Board Forward Agenda Plan AMD

Date of Next Meeting – Tuesday 12 January 2016 (NO PAPERS MEETING)