THE UNIVERSITY EXECUTIVE  
(Business Meeting)  
Monday 21 March 2016, 08:30 – 10:30  
The Heriot Room, George Heriot Wing

AGENDA

<table>
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<th>Item</th>
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<td>1. FORMAL MATTERS</td>
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| 1.1 Apologies  
To Note | | - | JJ |
| 1.2 Minutes of the Meetings 7 March 2016 and 14 March 2016  
To Approve | UE/16/066 | Enclosed | JJ |
| 1.3 Matters Arising from the Minutes, Actions Log, and Forward Agenda  
To Note | UE/16/068 | Enclosed | JJ |
| 1.4 Report from the Chair  
To Note | Oral Report | - | JJ |
| 2. ITEMS TO CONSIDER | | | |
| 2.1 Planning Round: Update  
To Consider | Oral Report | - | JJ |
| 2.2 Learning and Teaching Academy: Update  
To Consider | Presentation | - | JWS |
| 2.3 Internal Audit Report: Tax Governance  
To Consider and Approve | UE/16/069 | Enclosed | AMD |
| 2.4 Internal Audit Report: iHR Phase Two  
To Consider and Approve | UE/16/070 | Enclosed | AMD |
| 2.5 Internal Audit Report: Risk and Project Management  
To Consider and Approve | UE/16/071 | Enclosed | AMD |
| 3. ITEMS TO RECEIVE | | | |
| 3.1 Complaints: Quarterly Report*  
To Receive | UE/16/072 | Enclosed | AMD |
| 3.2 Human Resources Development: Half-Year Report*  
To Receive | UE/16/073 | Enclosed | AMD |

Items marked with an asterisk are presented for notice and, if needed, approval without being opened for discussion. Any member who wishes to open a discussion regarding any of these items is asked to notify the Clerk no later than 16:00 on the Friday before the meeting.

Clerk: Brett Dodgson – B.S.Dodgson@hw.ac.uk; +44 (0)131 451 8421  
UEA-16-03-21
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3.3 Global Reward Policy*
   To Receive and Approve
   UE/16/074 Enclosed AMD

3.4 Fees Working Group: Terms of Reference*
   To Receive and Approve
   UE/16/075 Enclosed JJ

3.5 Learning and Teaching Board: Minutes of Meeting 2 March 2016*
   To Receive
   UE/16/076 Enclosed JWS

3.6 Risk and Project Management Strategy Group: Minutes of Meeting
   3 March 2016*
   To Receive
   UE/16/077 Enclosed AMD

3.7 Student Applications and Conversion: Update Report and
   Preparations for Clearing 2016
   To Receive
   UE/16/078 Enclosed RMcG/AMD

4. Date of Next Meeting – 4 April 2016