

THE UNIVERSITY EXECUTIVE

Minutes: 21 December 2015

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- In the Chair: Professor Richard A Williams, Principal and Vice-Chancellor
- Present Also: Professor Robert Craik, Vice-Principal (Malaysia)*
Professor Ammar Kaka, Vice-Principal (Dubai)*
Professor Duncan Hand, Interim Deputy Principal (Research and Knowledge Exchange)
Professor Gill Hogg, Deputy Principal (External Relations)
Professor Gavin Gibson, Interim Head (Mathematics and Computer Sciences)
Professor Robert MacIntosh, Head (Management and Languages)
Dr Peter Morris, Interim Head (Life Sciences)
Professor Gareth Pender, Head (Energy, Geoscience, Infrastructure, and Society)
Professor Fiona Waldron, Head (Textiles and Design)
Mr Andrew Menzies, Director of Finance
- In Attendance: Mr Richard McGookin, Director of Planning
Mr Mark Adderley, Director of Human Resources Development
Mr Martyn Spence, Director of Marketing and Communication
Mr Brett Dodgson, Clerk
- Apologies: Professor Julian Jones, Vice-Principal
Professor John Sawkins, Deputy Principal (Learning and Teaching)
Mr Alick Kitchin, Acting Head, (Edinburgh Business School)
Professor Stephen McLaughlin, Head (Engineering and Physical Sciences)
Ms Ann Marie Dalton, Secretary of the University

* Indicates member participating remotely

**MINUTE REF
M15/250**

WELCOME AND ANNOUNCEMENTS

The Chair welcomed to the meeting the members of the UE and those colleagues who were in attendance.

The UE noted those members who had submitted to the Clerk their apologies for the meeting.

M15/251

MINUTES OF THE LAST MEETING [Papers UEP/15/193 and UEP/15/194]

The UE considered the minutes of the meetings held 7 December 2015 and 10 December 2015.

The UE approved the minutes as a correct record.

M15/252

MATTERS ARISING AND ACTIONS LOG [Paper UEP/15/195]

The UE noted that there were no matters arising from the minutes that were not already on the agenda as circulated.

The UE noted the actions log and agreed that the Deputy Principal (Research and Knowledge Exchange) should early in 2016 provide an update report on the actions arising from minutes 15/127 and 15/128. Any other pending actions without dates for completion would be identified by the Clerk.

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M15/253 REPORT FROM THE CHAIR

The UE received a verbal report from the Principal and noted that:

1. The University had received from the Scottish Funding Council a provisional indication of the university sector's next financial settlement. This was subject to change and discussions were continuing between the Scottish Funding Council and the Scottish sector. **[Reserved Section – Ref. FOI(S)A, s.30 and s.33]**
2. The next University Leadership Forum would take place 28 January 2016. It was intended that one major item for the Forum would be projects to support a “One Heriot-Watt” approach and greater consistency in processes and practices. The UE would consider in January 2016 a full agenda for the Forum.
3. The UE would receive in January 2016 a full schedule for its meetings over the remainder of the 2015-16 academic year.

M15/254 REFINING THE HERIOT-WATT UNIVERSITY BRAND [Paper UEP/15/196]

The UE considered a presentation on proposed changes to the University's visual identity.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

M15/255 QS UNIVERSITY RANKINGS 2016-17: ACADEMIC REPUTATION SURVEY

The UE considered a verbal report on the development of the 2016-17 QS World University Rankings and discussed tactics in these matters.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

M15/256 MALAYSIA CAMPUS DEVELOPMENT GROUP: UPDATE REPORT [Paper UEP/15/197]

The UE considered an update report from the Malaysia Campus Development Group.

The UE noted that a number of new initiatives to support student recruitment were now in development and that proposals would be presented to the UE for approval early in 2016.

The UE noted that a report on the capacity of phase one of the Malaysia campus and the planning of phase two would be presented to the UE in 2016.

M15/257 MALAYSIA CAMPUS PRE-SESSIONAL ENGLISH LANGUAGE PROGRAMME [Paper UEP/15/197]

The UE considered a proposal to establish a pre-sessional English language programme for the Malaysia campus.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

M15/258 GLOBAL REWARD POLICY [Paper UEP/15/198]

The UE considered a draft revised version of the Global Reward Policy.

The UE noted that the revised Policy set out how the University would manage pay and reward across its campuses and that this would support a transparent and competitive approach.

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The UE welcomed the revised Policy and thanked those colleagues who had been involved in its preparation. The UE agreed that it should receive in January 2016 a final draft of the revised Policy for approval. It was agreed that the final draft should be free of any references which suggested that differences in approach at the Dubai and Malaysia campuses were exceptions from a UK norm.

The UE noted that the revised Policy had been applied to a review of pay and benefits for staff employed at the Dubai and Malaysia campuses.

With respect to the Malaysia campus, the review had shown that pay and reward levels were appropriate; accordingly, no significant changes in reward levels were proposed. The UE approved the proposed pay and reward framework for the Malaysia campus and agreed that this should be presented to the Heriot-Watt University Malaysia Board for its approval.

With respect to the Dubai campus, it was noted that the University had developed a pay and reward package based on the UK salary framework with additional benefits including accommodation and travel allowances, health insurance, and an end-of-service gratuity in place of a pension. The review had found that, as there was no education allowance, the overall package could be less attractive to those with school-age children and that this might affect the campus' ability to recruit skilled staff.

[Reserved Section – Ref. FOI(S)A, s.30 and s.33]

The UE noted that the review of pay and benefits for staff employed at the Dubai campus had shown that in Dubai it was normal practice to pay an accommodation allowance to each partner in the case of a married couple working for the same employer. The UE agreed that the University should continue to take that approach to accommodation allowances.

M15/259 SECRETARY'S BOARD [Paper UEP/15/199]

The UE noted the minutes of the meetings held 3 November 2015 and 1 December 2015 and the Secretary's Board Bulletin for December 2015.

The UE noted that the Board had approved a new Digital Preservation Policy.

M15/260 RESEARCH AND KNOWLEDGE EXCHANGE BOARD [Paper UEP/15/200]

The UE noted the minutes of the meeting held 11 November 2015.

The UE noted that the Board had considered issues relating to research student support and administration and that the Board had established a working group to consider research student supervision and training.

M15/261 CAMPUS SERVICES MANAGEMENT BOARD [Paper UEP/15/201]

The UE noted the minutes of the meeting held 24 November 2015.

M15/262 DATE OF NEXT MEETING

The UE noted that its next meeting would be held 11 January 2016.

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Signed by Chair

Date