

**THE UNIVERSITY EXECUTIVE**

Minutes: 16 May 2016

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- In the Chair: Professor Richard A Williams, Principal and Vice-Chancellor
- Present Also: Professor Julian Jones, Vice-Principal  
Professor Robert Craik, Vice-Principal (Malaysia)\*  
Professor Duncan Hand, Interim Deputy Principal (Research and Knowledge Exchange)  
Professor Gill Hogg, Deputy Principal (External Relations)  
Professor John Sawkins, Deputy Principal (Learning and Teaching)  
Mr Alick Kitchin, Acting Head (Edinburgh Business School)  
Professor Robert MacIntosh, Head (Management and Languages)  
Professor Stephen McLaughlin, Head (Engineering and Physical Sciences)  
Dr Peter Morris, Interim Head (Life Sciences)  
Professor Beatrice Pelloni, Head (Mathematics and Computer Sciences)  
Professor Gareth Pender, Head (Energy, Geoscience, Infrastructure, and Society)  
Professor Fiona Waldron, Head (Textiles and Design)  
Ms Ann Marie Dalton, Secretary of the University  
Mr Andrew Menzies, Director of Finance
- In Attendance: Ms Sue Collier, Director of Governance and Legal Services  
Mr Mike Roch, Director of Information Services  
Mr Les Allan, Director of Safety and Security Services  
Mr Brett Dodgson, Clerk
- Apologies: Mr Richard McGookin, Director of Planning  
Professor Ammar Kaka, Vice-Principal (Dubai)

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\* Indicates member participating remotely

**MINUTE REF**

**M16/171 WELCOME AND ANNOUNCEMENTS**

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

[Clerk's Note: The business recorded under minutes 16/175 to 16/180 inclusive was taken first at the meeting.]

**M16/172 MINUTES OF THE LAST MEETING [Papers: UE/16/099 and UE/16/100]**

The UE agreed that the minutes of the meetings held 25 April 2016 and 2 May 2016 should be circulated for approval by correspondence.

**M16/173 ACTIONS LOG AND FORWARD AGENDA [Paper: UE/16/101]**

The UE received the actions log as at 2 May 2016 and the forward agenda to 4 July 2016.

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### **M16/174 REPORT FROM THE CHAIR**

In a verbal report the Principal and Chair noted that the Universities and Colleges Union had confirmed that its members would be participating in strike action 25 and 26 May 2016 and in action short of strike from 25 May 2016. It was noted that Schools could reschedule meetings of exam boards due to be held on those dates, but that this might not be possible in all cases. It was noted that the quorum for exam boards was three members of the board or one third of its membership, whichever was the larger. Human Resources Development would circulate a notice to all UK-based staff with advice on the University's approach to industrial action and Schools were invited to ensure that external examiners were provided with advice as needed.

It was noted that interviews had been held for the positions of Deputy Vice-Principal (Dubai) and Deputy Vice-Principal (Malaysia) and that the second stage of the selection process would commence shortly. Shortlisting for the positions of Deputy Principal (Research and Innovation) and Deputy Principal (Enterprise and Business) had been completed and interviews were scheduled for the position of Head of the Edinburgh Business School.

### **M16/175 EMERGENCY PLANNING AND MANAGEMENT**

The UE considered a presentation on the University's emergency planning and management systems.

It was noted that:

1. training exercises based on scenario planning were helpful in identifying practical difficulties and unexpected complications with emergency management protocols;
2. planned future enhancements included the introduction of new software that would allow members of the University community to summon emergency assistance while off campus; it was noted that there could be value in requiring all students and staff travelling on University business to declare their travel plans; and
3. prospective students could have an interest in the University's approach to emergency planning and management and that open days could be an opportunity to provide such information.

### **M16/176 CYBER-SECURITY: PROJECT INITIATION**

The UE considered a project initiation proposal in respect of cyber-security governance and controls.

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

It was agreed that this work should be constituted as a defined project and that the initiation proposal should be expanded to include an associated communications plan with a clearer articulation of the roles of the Heads of Schools. It was agreed that the expanded initiation proposal should be circulated for approval by correspondence.

### **M16/177 FINANCIAL REGULATIONS [Paper: UE/16/118]**

The UE considered the Financial Regulations including proposed amendments.

It was noted that:

1. the revised Financial Regulations were intended to replace the existing series of regulations that were approved and amended over the period 2006-08;

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2. the content and structure of the Financial Regulations as amended reflected the model regulations for pre-1992 universities published by the Chartered Institute of Public and Financial Accountants as well as elements of good practice that had been identified at other institutions;
3. the Financial Regulations would apply to all parts of the University – including the Edinburgh Business School and the Dubai and Malaysia campuses; and
4. the Director of Governance and Legal Services was preparing an associated set of Corporate Regulations which would address non-financial corporate issues.

It was agreed that:

1. the Secretary of the University, the Director of Finance, and the Director of Governance and Legal Services should prepare a final draft of the Financial Regulations;
2. the Acting Head of the Edinburgh Business School and the Vice-Principal (Malaysia) should identify any aspects of the Financial Regulations which may need to be amended to reflect agreed variations in practice;
3. in considering the final drafts of the Financial Regulations and the Corporate Regulations the UE should consider the levels and extent of delegated authorities relating to these;
4. the Principal and the Heads of Schools should consider the University's approach to consultancy activity by members of staff;
5. subject to the endorsement of the UE, the Chairs of the Audit and Risk Committee and the Finance Committee should be invited to comment on the final draft of the Financial Regulations and that the Financial Regulations should then be presented to those Committees for consideration at their first meetings of the 2016-17 academic year.

### **M16/178 TAUGHT POSTGRADUATE PROGRAMME PORTFOLIO: REVIEW**

The UE considered a presentation on the strategic development of the University's portfolio of taught postgraduate programmes.

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

### **M16/179 CLEARING PERIOD 2016**

The UE considered a report on plans for the 2016 undergraduate clearing period.

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

Heads of Schools supported the proposed approach and agreed to ensure that School admissions staff were available over the clearing period.

### **M16/180 STUDENT RECRUITMENT UPDATE**

The UE received a report on undergraduate and taught postgraduate student recruitment at the Scottish and Dubai campuses as at May 2016 and agreed that this should be presented for further consideration at its next meeting.

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### **M16/181 EDINBURGH CAMPUS STUDENT RESIDENCES: CONTRACT FOR UPGRADE PROJECT**

The UE considered a proposal to award a contract in respect of work to upgrade student residences on the Edinburgh campus.

It was noted that:

1. a preferred contractor for phase one of the upgrade project had been selected and that the award of a contract in respect of this work was needed in May 2016 in order that work could be completed for September 2016; and
2. the project had been included in the 2015-20 capital investment plan approved by the Court in June 2015;
3. as the associated funding is approved annually on a rolling basis as part of the Five Year Plan, the UE was invited to approve the award of a contract in advance of formal approval of the 2016 Five Year Plan.

The UE approved the award of a contract to the preferred contractor.

### **M16/182 FACE-TO-FACE CORE BRIEF: MAY 2016**

The UE agreed that the proposed topics for the May 2016 Face-to-Face core brief should be circulated for endorsement by correspondence.

### **M16/183 UNIVERSITY LEADERSHIP FORUM MAY 2016: PROGRAMME [Paper: UE/16/121]**

The UE agreed that the programme for the May 2016 University Leadership Forum should be circulated for notice by correspondence.

### **M16/184 RESEARCH AND KNOWLEDGE EXCHANGE BOARD [Paper: UE/16/122]**

The UE received the minutes of the meeting held 13 April 2016.

The UE noted the report of the business conducted by the Board.

### **M16/185 SECRETARY'S BOARD [Paper: UE/16/123]**

The UE received the minutes of the meeting held 5 April 2016.

The UE noted the report of the business conducted by the Board.

### **M16/186 CIRCULATION OF PAPERS**

The UE noted that papers for meetings would normally be circulated on the afternoon of the Thursday before the meeting. Members were reminded that papers must be provided to the Clerk by the agreed deadline and must be the final approved version ready for circulation and including a completed cover sheet.

### **M16/187 DATE OF NEXT MEETING**

The UE noted that its next meeting would be a strategy meeting and would be held 23 May 2016.

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Signed by Chair .....

Date .....