

Heriot-Watt University

THE UNIVERSITY EXECUTIVE

Minutes: 15 November 2016

-
- In the Chair: Professor Richard A Williams, Principal and Vice-Chancellor
Professor Julian Jones, Vice-Principal
- Present Also: Professor Robert Craik, Vice-Principal (Malaysia)*
Professor Gill Hogg, Deputy Principal (Engagement Staff Development)
Dr Gillian Murray, Deputy Principal (Enterprise and Business)
Professor Malcolm Chrisp, Head (Energy, Geoscience, Infrastructure, and Society)
Professor Stephen McLaughlin, Head (Engineering and Physical Sciences)
Professor Beatrice Pelloni, Head (Mathematics and Computer Science)
Professor Fiona Waldron, Head (Textiles and Design)
Ms Ann Marie Dalton-Pillay, Secretary of the University
Mr Andrew Menzies, Director of Finance
Mr Richard McGookin, Director of Planning
Mr Mark Adderley, Director of Human Resource Development
- In Attendance: Mr Brett Dodgson, Clerk
- Apologies: Professor Ammar Kaka, Vice-Principal (Dubai)
Professor Gareth Pender, Deputy Principal (Research and Innovation)
Professor John Sawkins, Deputy Principal (Learning and Teaching)
Professor Robert MacIntosh, Head (Management and Languages)
Professor Heather McGregor, Executive Dean (Edinburgh Business School)
Professor Mushtak Al-Atabi, Senior Deputy Vice-Principal (Malaysia)

* Indicates member participating remotely

MINUTE REF
M16/284

WELCOME AND ANNOUNCEMENTS

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

M16/285

BLUE PAPERS

The UE received the Blue Papers for the meeting.

M16/286

MINUTES OF THE LAST MEETING

The UE received the minutes of the meetings held 1 November 2016 and 8 November 2016 and approved them as a correct record.

Arising from minute 16/282, it was noted that many of the agreed actions would be completed as part of the projects comprising the Transformational Initiatives. It was agreed that the action plan should be updated to indicate where actions would be completed as part of a Transformational Initiative project. It was agreed that the owners of those actions, if not already a member of that Transformational Initiative project team, must maintain close engagement with the project team.

PRIVATE AND CONFIDENTIAL

M16/287 REPORT FROM THE CHAIR

In a verbal report the Chair noted that job specifications were being developed in respect of the proposed Chief Scientist and two Assistant Deputy Principal positions. It was agreed that the job specifications should include advice on line management and reporting lines where these would be different.

It was agreed that the Director of Human Resource Development should confirm the appointment processes to be followed in respect of these positions and the composition of the selection committee to be established in each case.

It was noted that there had been some inconsistency in practices relating to secondary appointments and honorarium payments. It was agreed that the Director of Human Resources and the Vice-Principal should consider how greater consistency in approach could be supported.

M16/288 ATHENA SWAN: RENEWAL SUBMISSION

The UE considered a verbal report on the development of the University's submission for renewal of its Athena SWAN Bronze Award status.

It was noted that the submission document was in preparation and would be circulated for consideration as soon as it was ready. The attention of members was drawn to the action plan component of the submission document; the proposed actions would further embed a culture of equality and diversity within the University and it would be important for all members to endorse the proposed actions and affirm their commitment to completing these.

It was agreed that, alongside the renewal submission, a communications plan should be developed that would raise the profile of equality and diversity within the University and, specifically, of achievements relevant to the Athena SWAN Charter. It was agreed that the communications plan should be presented to the UE for approval.

M16/289 FINANCIAL PLANNING: UPDATE REPORT

The UE considered a presentation on the development of the 2016-17 Five Year Financial Plan.

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

M16/290 DEANS OF THE UNIVERSITY

The UE considered a verbal report on plans to hold elections to the offices of Deans of the University.

It was noted that elections would be held for three offices – one Dean with pan-University responsibilities and two Deans to represent constituencies as defined by the Senate Business Committee. A new role description for the Deans was in development and it was noted that, with the approval of the Senate, the role description could change during the term of office of the three Deans to be elected.

It was agreed that the Clerk should confirm whether staff not associated with a specific School would be eligible to participate in the elections.

PRIVATE AND CONFIDENTIAL

M16/291 PROFESSIONAL SERVICES BUDGET

The UE agreed that consideration of this item should be deferred to a later date.

M16/292 FINANCIAL PLANNING PROCESS 2016-17 [Paper: UE/16/232]

The UE agreed that consideration of this item should be deferred to the meeting to be held 22 November 2016.

M16/293 DISCOVERY AND INNOVATION CENTRE [Paper: UE/16/238]

The UE considered a report on plans for the new Discovery and Innovation Centre on the Edinburgh campus.

It was noted that, following a site options appraisal, it was proposed that the Discovery and Innovation Centre should be located to the north of the Loch on the site currently occupied by the Yarrow, Etrick, and Caddon halls of residence. It was noted that the Loch-side site offered significant advantages over the other sites considered in terms of fostering innovation and collaboration and accessibility to the academic community.

It was noted that the originally planned occupancy date of September 2018 was no longer achievable and that the building would not be available for occupancy before January 2019. Additionally, the delivery programme allowed only limited contingency and the occurrence of unforeseen events or delays could impact on the date at which the building was available for occupancy.

The UE approved the Loch-side location for the Discovery and Innovation Centre. It was agreed that, while the building – including its fit-out and equipment – must be delivered within the approved budget envelope, the design of the building should make a clear statement as to the place of discovery and innovation in the culture of the University. It was agreed that the Campus Committee should be invited to note the approved location for the Discovery and Innovation Centre and that the report to the Campus Committee should include a description of the academic advantages of the Loch-side location; a description of the discovery and innovation functions of the new building; and an outline of how the planned increase in recruitment of students and staff could be accommodated if the building was not available for occupancy until January 2019.

M16/294 INTERNAL AUDIT REPORT: COMPETITION AND MARKETS AUTHORITY COMPLIANCE [Paper: UE/16/233]

The UE considered the scope of the audit, its findings, and the management actions arising. The UE approved the recommended management actions.

M16/295 RISK AND PROJECT MANAGEMENT STRATEGY GROUP [Paper: UE/16/234]

The UE received the minutes of the meeting held 26 October 2016.

The UE noted the report of the business conducted by the Group and the Strategic Risks Register, Campuses Risks Register, and the Operational and Escalated Risks Register.

The UE approved the Group's terms of reference as amended for the 2016-17 academic year.

PRIVATE AND CONFIDENTIAL

M16/296 STRATEGIC PROJECTS REGISTER [Paper: UE/16/235]

The UE received and noted the Strategic Projects Register as at October 2016.

M16/297 COLLECTIONS COMMITTEE [Paper: UE/16/236]

The UE received and noted the annual report for 2015-16 of the Collections Committee.

The UE endorsed the Committee's terms of reference as amended for the 2016-17 academic year and agreed that the Finance Committee should be invited to approve the terms of reference.

M16/298 THE COURT: AGENDA DECEMBER 2016 [Paper: UE/16/237]

The UE received and noted the proposed agenda for the meeting of the Court to be held 7 December 2016. It was noted that members could raise with the Secretary of the University any comments or questions regarding the agenda.

M16/299 DATE OF NEXT MEETING

The UE noted that its next meeting would be a performance meeting and would be held 22 November 2016.

Signed by Chair

Date