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- In the Chair: 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 John Sawkins, Deputy Principal (Learning and Teaching)
Professor Malcolm Chrisp, Head (Energy, Geoscience, Infrastructure, and Society)
Professor Stephen McLaughlin, Head (Engineering and Physical Sciences)*
Professor Fiona Waldron, Head (Textiles and Design)
Professor Mushtak Al-Atabi, Senior Deputy Vice-Principal (Malaysia)*
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 Richard A Williams, Principal and Vice-Chancellor
Professor Ammar Kaka, Vice-Principal (Dubai)
Professor Gareth Pender, Deputy Principal (Research and Innovation)
Professor Robert MacIntosh, Head (Management and Languages)
Professor Beatrice Pelloni, Head (Mathematics and Computer Science)
Professor Heather McGregor, Executive Dean (Edinburgh Business School)

* Indicates member participating remotely

MINUTE REF
M16/300

WELCOME AND ANNOUNCEMENTS

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

M16/301

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 but had been delayed as it had been more difficult than anticipated to collate the supporting data required for the submission.

It was agreed that the submission document should be circulated for consideration and members invited to (i) endorse the proposed actions described in the action plan component of the submission document and (ii) affirm their commitment to completing these. It was agreed that the complete and final version of the submission document should be presented for the approval of the UE at its meeting to be held 29 November 2016.

It was agreed that the Director of Human Resource Development should prepare a report on actions needed to encourage use of IHR at all stages of recruitment and selection processes to support collection of recruitment and selection data.

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M16/302 TRANSFORMATIONAL INITIATIVES: PROJECT DESCRIPTIONS [Paper: UE/16/239]

The UE considered and approved Project Initiation Documents in respect:

Transformational Initiative Two: Research and Innovation

1. Discovery and Innovation Centre
2. Global Platform
3. Global Research Initiative

Transformational Initiative Three: Enhancing Systems and Processes

4. Growing our Reputation and Positioning
5. Student Administration Revitalisation Project

Transformational Initiative Four: Influence and Ambition

6. Preparing For Our Strategic Plan

It was noted that the composition of the project teams was subject to change and that the Secretary of the University would be meeting with the other Transformational Initiative leads to confirm the composition of the project teams. It was agreed that the project teams should include representatives of the Dubai and Malaysia campuses.

It was noted that the remaining Project Initiation Documents would be presented for approval at the meeting to be held 29 November 2016.

M16/303 STUDENT RECRUITMENT PERFORMANCE: ACTION PLAN [Paper: UE/16/240]

The UE considered the student recruitment action plan comprising the actions agreed at the meeting held 8 November 2016.

The UE endorsed the proposed owner(s) for each action but agreed that actions relating to pre-professional English language programmes should be owned by the Head of the School of Social Sciences.

It was noted that, in many cases, actions would be completed as part of the projects comprising the Transformational Initiatives and the UE agreed that the proposed allocation of actions to Transformational Initiatives was appropriate. It was agreed that, where appropriate, Transformational Initiative project descriptions should be amended to include actions contained in the action plan. It was agreed that further consideration should be given to the schedule for completing actions contained in the action plan to ensure these were aligned, where needed, with the schedule for completion of the Transformational Initiatives. It was agreed that more specific schedules for completion would be useful in respect of those actions that would be not be taken forward as part of the Transformational Initiatives.

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

M16/304 FINANCIAL PLANNING PROCESS 2016-17 [Paper: UE/16/241]

The UE considered a report on proposed modifications to the operational planning process for the 2016-17 financial year.

It was noted that the modifications were intended to appropriately tension operational efficiency, strategic intent, and financial sustainability. It was noted that the modified process would facilitate the consideration of cross-institutional plans developed by the Deputy Principals or arising from the Transformational Initiatives.

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It was agreed that, wherever possible, reports to the UE on future financial planning rounds should be circulated to members in advance of the meeting.

The UE endorsed the modified financial planning process.

M16/305 ENHANCING ACADEMIC REGULATIONS

The UE considered a verbal report on proposals to review and restructure the Academic Regulations.

It was noted that following the substantial revision of the University Charter and Statutes in 2014-15 and the remodelling of the Ordinances in 2015, the Academic Regulations were the last major part of the University's constitutional framework which remained in need of review. The Secretariat and the Academic Registry would lead work to review the Academic Regulations – individual regulations would be re-written where needed and the Academic Regulations as a whole would be restructured.

The review would ensure that the Academic Regulations supported effective academic governance and were fully consistent with key external reference points – in particular, the Quality Assurance Agency's Quality Code and relevant Research Council requirements. There would also be opportunities to

1. ensure appropriate consistency practices across all programmes, all modes of registration, and all locations;
2. enhance the organisation and presentation of the Academic Regulations to improve their accessibility and make them easier to use; and
3. improve internal consistency within the Academic Regulations and with other components of the constitutional framework (Charter, Statutes, and Ordinances), remove duplication, and address known gaps.

It was noted that it was anticipated that current regulations which concerned staff or institutional requirements would be restructured as academic policies.

M16/306 FINANCIAL REPORTS AND STATEMENTS YEAR TO 31 JULY 2016 AND FIRST QUARTER MANAGEMENT ACCOUNTS 2016-17 [Paper: UE/16/242]

The UE considered the draft financial reports and statements for the financial year to 31 July 2016 as well as the first quarter management accounts for the 2016-17 financial year.

With regards to the financial reports and statements, it was noted that these were the first prepared in accordance with UK Financial Reporting Standard 102 and the new Statement of Recommended Practice: Accounting for Further and Higher Education 2015. The University, in preparing its Financial Reporting Standard 102 based statement of financial position, had adjusted amounts reported previously in financial statements prepared in accordance with its old basis of accounting (Statement of Recommended Practice: Accounting for Further and Higher Education 2007). The financial reports and statements included an explanation as to how the transition to Financial Reporting Standard 102 and the Statement of Recommended Practice 2015 had affected the presentation of the University's financial position and financial performance.

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

The UE agreed that that the Finance Committee should be invited to endorse the financial reports and statements for the year to 31 July 2016 and recommend them to the Court for approval.

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M16/307 MEDIA PERFORMANCE [Paper: UE/16/243]

The UE received a report on media coverage and reach over October 2016.

It was noted that media performance reports would be presented at each performance meeting and that these would be supplemented with more detailed performance reports and analysis each term.

M16/308 DATE OF NEXT MEETING

The UE noted that its next meeting would be a business meeting and would be held 29 November 2016.

Signed by Chair

Date