

# Secretary's Board Bulletin

The School and Professional Service representatives of the Board are:

**Ms Ann Marie Dalton,**  
Secretary of the University (Chair)

**Mr Mark Adderley,**  
Director of Human Resources

**Ms Philippa Burrell,**  
Director of Administration (SBE)

**Mr Malcolm Deans,**  
Director of Campus Services

**Ms Maggie Dunn,**  
Director of Administration (SLS)

**Ms Morag Heggie,**  
Director of Administration (EBS)

**Ms Lesley Lindsay,**  
Director of Administration (TEX)

**Mrs Gillian McFadzean,**  
Director of Research & Enterprise Services

**Mr Phil McNaull,**  
Director of Finance

**Ms Theresa Merrick,**  
Director of External Affairs

**Ms Lorna Morrow,**  
Director of Administration (MACS)

**Mrs Kathy Patterson,**  
Academic Registrar & Deputy Secretary

**Mr Derek Penman,**  
Director of Administration (EPS)

**Mr Campbell Powrie,**  
Director of Administration (SML)

**Mr Mike Roch,**  
Director of Information Services

## Welcome to the fifth edition of the Secretary's Board Bulletin, the monthly communication from the Secretary's Board.

The Secretary's Board is the forum for the leaders of all the Professional Services across the University to meet and work together to ensure we are delivering integrated services across the University to support teaching, research and the student experience.

The Board met at the beginning of June and the main outcomes of that meeting are reported in this bulletin.

We welcome your feedback on these bulletins. Contact [Review2012@hw.ac.uk](mailto:Review2012@hw.ac.uk) with your comments or suggestions.

Minutes of the Secretary's Board meetings can be found at: [www.hw.ac.uk/committees/secretarys-board/](http://www.hw.ac.uk/committees/secretarys-board/)

### 1. CAMPUS SERVICES

The food court will be open for use by the Italian Summer Students from July and then to all Heriot-Watt staff and students from September.

The Principal has endorsed the new strategy for sport and exercise and the Sports Union will look to implement the recommendations.

The Principal held a reception at Hermiston House to celebrate the success of the fencing, karate and football teams.

Transition Heriot-Watt has won £388,000 of funding for the next three years. The project is working with management, staff and students at the University to deliver sustainable action on energy conservation, greener transport, re-use of items and food waste.

The new Campus Services Management Board will hold its second meeting later this month. The purpose of this Board is to provide a Management Forum to support the leadership, development and delivery of Campus Services, including the development of a full Campus Services Master Plan in support of the University's Strategic Plan.

Work continues on the new Residencies at both the Edinburgh and Galashiels campuses. Both projects are currently running behind schedule, but the new estimates for finish dates should not have any impact on student occupancy.

### 2. EXTERNAL AFFAIRS

#### Events

Several events have taken place throughout May including the Scottish Borders Campus residencies 'Topping Out' ceremony, the visit of the Cabinet Secretary for Education and Lifelong Learning, Mike Russell MSP to the School of Textiles and Design, and the Graduate Fashion Show and Exhibition.

#### Website

The new Student pages are now ready for live usage. The Malaysia web pages are being developed and will be live at the end of June. A new design for the online version of the postgraduate prospectus is being finalised and will be launched in July.

#### Development and Alumni Relations

A successful alumni reception was held at the University choir and orchestra concert.

The election of a graduate to Court is underway with voting details sent to 55,000 alumni worldwide.

#### Media Services

A comprehensive redevelopment of the Interpreting Laboratories within the School of Management and Languages has begun. New systems are being implemented in partnership with colleagues in Estates, Procurement and IT. The new facilities will be one of the most sophisticated interpreter training laboratories in Europe.

### 3. GOVERNANCE AND LEGAL SERVICES

Sue Collier joined the University on 14 May 2012 as Director of Governance and Legal Services. Her Directorate comprises the following areas:

#### Secretariat

Lorna Kirkwood-Smith and her team deliver governance services, Court/Executive committee services and University annual statistics publication.

#### Legal Services

Corporate legal support and regulatory compliance.

#### Health and Safety (H&S)

Les Allan and his colleagues deliver H&S advice to the University Executive, development and application of H&S management framework, advice, guidance and practical support to Schools, Institutes and departments.

#### Audit and Risk

Lorraine Loy is responsible for risk management and internal audit, insurance programme, claims and business continuity.

#### Heritage and Information Governance

Records management, Freedom of Information (FOI), data protection and information security, Museum, Archive and the textile collection are delivered by Ann Jones and her team.

#### Procurement

Tony Newjem and his team deliver supplier and supply-chain management, internal logistics and estates management, Purchase-to-Pay systems support and maintenance

In addition the Directorate has responsibility for the University's legal obligations which arise in respect of equality legislation and the UKBA.

## 4. HUMAN RESOURCE DEVELOPMENT

### People

The winners of the Spirit of Heriot-Watt Awards were announced at an event on 12 June. The winners were:

### Valuing and Respecting Everyone:

John Kinross, Research Technician, School of Life Sciences

**Pursuing Excellence:** Debbie Williams, Institute of Petroleum Engineering, Dubai Campus

**Pride and Belonging:** Allan Gray, Catering and Residences

**Shaping the Future:** Fiona Grant, Senior Teaching Fellow, School of the Built Environment

**Outward Looking:** Judy Robertson, Computer Science, School of Mathematical and Computer Science

**Partner Award:** Zhongyi Wang, China Office

The Leadership Excellence Framework has been agreed. It will now guide leadership development activity across the University. As part of the development for team leaders, 10 delegates recently successfully completed programmes accredited by the Institute of Leadership and Management (ILM) in Leadership and Management Skills and Team Leading.

### Academic Enhancement

Over 150 delegates attended the 7th Annual Postgraduate Research Conference, and more than 50 are expected to participate in the "Research Futures Enterprising" Summer School throughout June and July 2012.

## Pay and Pensions

The financial outlook for 2012-13 continues to be challenging. The Joint Negotiating Committee for Higher Education Staff has met with collective trade unions to present the 'final offer' of 1%. This is being considered by the Trade Unions but is unlikely to be recommended to members.

### PDR

All staff should now have objectives in place following the Performance and Development Review (PDR) meetings, and should be reviewing progress against objectives as we head towards the half yearly interim reviews.

## 5. INFORMATION SERVICES

During the Summer period the Edinburgh Campus Library is open from 9.00am to 5.00pm until 9 September. However, extended hours will operate during the exams resit period from 30 July to 10 August. Further details can be found at <http://www.hw.ac.uk/library/openinghours.html#summer>

The Vision VLE Update Project delivered a live Blackboard 9.1 service as scheduled. Licences have been purchased to permit the development of the Oracle HR system for Human Resources Development.

## 6. REGISTRY SERVICES

### Student Support and Accommodation (SSA)

- Meetings to plan and co-ordinate Freshers' Week activities and orientation are now underway with relevant sections and the Student Union.
- A report will be produced for the Secretary's Board regarding revised exam arrangements for students with disabilities.

### Student System Unit (SSU)

- SSU is working with IT to enhance the programme structures framework to enable a better representation of actual structures within Banner, in particular where there are variations in options between campuses.
- A new functionality to support the processing of resit flags has been released.

### Academic Registry (AR)

- AR completed the graduation planning and preparation for the 11 graduation ceremonies in June 2012
- A proposal to confer 'in absentia' awards at additional points in the year has been approved by the Senate Business Committee.
- Training for Schools is now underway on Syllabus Plus, a functionality which allows online publication of student group teaching timetables.

### Careers Service

- Career Services has contributed to the performance indicators developed recently for the student experience. This exercise was undertaken to ensure that the whole student experience is captured and student satisfaction can be potentially measured.
- The team is working with Research and Enterprise Services on a process for selection of students for the Graduate Entrepreneur scheme.

### Student Union

- The Student Union held meetings with various candidates running in the Edinburgh City Council elections to adopt the Edinburgh Student Manifesto. A plan is now underway to lobby for the implementation of Manifesto pledges.
- The Learning and Teaching Oscars, an event organised and hosted by students, took place in May 2012.

## 7. FINANCE

The main focus for the Finance team has been the implementation of Oracle R12. The team are continuing to work to improve the system, taking into account the feedback from users.

Phil McNaull, Director of Finance, has been appointed as Director of Finance at Edinburgh University and will therefore be leaving Heriot-Watt in the Autumn. The Secretary's Board wish Phil all the best for the future. Recruitment for a new Finance Director is underway and an appointment will be announced as soon as possible.

## 8. RESEARCH AND ENTERPRISE SERVICES (RES)

The 2012 Converge Challenge received 50 outline business plans submitted from Scottish University partners, an increase of nearly 20%.

The roll out of the 'Easy Access IP' initiative is making good progress. Five technologies have been selected for non-exclusive licensing and six license agreements have been concluded.

The selection of eligible staff for submission to Research Exercise Framework (REF) has started. Training on Equality and Diversity for RES is now almost complete.

## 9. REPORT FROM THE DIRECTORS OF ADMINISTRATION IN THE SCHOOLS

This is a busy time of the year for the Schools. The following activities have been delivered:

- Setting, marking and collating multiple examination papers for over 5000 students
- Meetings for awards and progression boards
- The uploading of final student marks
- The Semester two exam diet and the preparation for the summer resit examinations

Schools have been actively recruiting under the Global Platform for Research Leaders programme, with more than 20 appointments in 2012.

The School of Engineering and Physical Sciences has recently re-organised into the following five new research institutes:

- Chemical Sciences
- Photonics and Quantum Sciences
- Mechanical, Process and Energy Engineering
- Sensors Signals and Systems
- Bio-Physics, Bio-Chemistry and Bio-Engineering