

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)

Ms Sue Collier,
Director of Governance and Legal Services

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

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

Ms Sheelagh Wallace,
Operations Manager (Dubai)

Welcome to the October 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 October and the main outcomes of that meeting are reported in this bulletin.

We welcome your feedback on these bulletins. Contact 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/minutes.htm

1. REPORT FROM THE DIRECTORS OF ADMINISTRATION IN THE SCHOOLS

The Professional Services staff based in the Schools have been actively engaged in supporting induction and enrolment activity for the 2012/13 intake of students. Inevitably there have been class timetabling issues to resolve due to the patterns of recruitment to taught programmes.

Recruitment activity for 2013 has already commenced with School input into the Open Days, held in late September, and in managing the enquiries and applications that have started to arrive for 2013 intake.

Award boards of examiners for taught postgraduate students are scheduled in late September/early October. Approved award decisions are required for the Registry deadline of 12 October for students intending to graduate at the November Graduation Ceremonies.

Other main areas of activity have included supporting REF preparation, continuing to populate the Pure Research Database, managing the introduction of new MFDs into Schools, supporting academic staff with VISION, engaging with Oracle R12 and conducting an audit of all Tier 4 student records.

2. CAMPUS SERVICES

The Christina Miller Halls of Residence were officially opened on Tuesday 2 October by Mike Russell MSP, Cabinet Secretary for Education and Lifelong Learning. The event marked the completion of construction work carried out by Morgan Sindall on the new student residences at the Edinburgh Campus. The development is part of a major investment programme in Edinburgh and Scottish Borders campuses to replace residences built in the early 70s which were reaching the end of their useful life.

The new 273 en-suite bedroom development is at the cutting edge of sustainable student accommodation and marks further expansion of the West Student Village. The residences have achieved an 'excellent' rating for environmental performance under the BREEAM (Building Research Establishment Environmental Assessment Method).

3. EXTERNAL AFFAIRS

Recruitment and Admissions, Media Services and Corporate Communications teams contributed to the marketing activity of the latest University achievements: the 2012 NSS results, the Sunday Times Scottish University of the Year 2012-2013 and UK University of the Year for student experience. Some of the activities delivered include:

- Organisation of the Open Days at the Edinburgh and Scottish Borders campuses
- Design and production of materials and signage
- Updates to the University web pages
- Press management
- Internal announcements
- Production of a video clip

Events

Several events have taken place throughout this period including the visits of the Zambian Ambassador, the Chinese Minister Counsellor for Education to the Edinburgh Campus, the Converge Challenge Awards Dinner 2012 and the First Challenge event with alumni trekking Mount Kilimanjaro in aid of the Alumni Fund.

Recruitment and Admissions

Madeline Tan has been appointed as Head of Recruitment and Marketing in Malaysia. She will take up her post on 16 October 2012.

Late recruitment, notably of international and RUK students, has taken place throughout September. The Admissions team have been busy in dealing with the increased level of applications. Enrolment figures are being prepared and will be reported to Senior Boards in liaison with the Planning Office.

4. FINANCE

Andrew Menzies has been appointed as the University's Finance Director. He will take up his post on Monday 26 November.

Finance is currently involved in the preparation of the University's Annual Accounts for 2011/12. This is an important and resource-intensive piece of work that has engaged staff from across the University as well as within the finance team. The accounts are required to be completed, and audited by KPMG, within a detailed timetable which ends with their submission to the Scottish Funding Council in December.

Work is continuing to fully implement the Oracle R12 system. In addition, the establishment of a preliminary set up of R12 for the Malaysia Campus will be carried out over the coming weeks to allow local staff to initiate and process finance and accounting transactions.

5. GOVERNANCE AND LEGAL SERVICES

Heritage and Information Governance (HIG)

Colleagues are advised of two recent cases in which the Information Commissioner's Office (ICO) imposed fines of £250,000 and £325,000 on public bodies for failing to ensure the secure destruction of confidential paper and electronic records. Further details can be found at http://www.ico.gov.uk/news/latest_news/2012.aspx

HIG is working with the Energy and Environment Manager and Procurement Services to ensure that our contractors have robust controls in place to ensure the secure destruction of confidential information in all formats. All personal data and any other information that would not be released in response to a Freedom of Information (FOI) request must be destroyed confidentially when no longer required. For more advice and information contact foi@hw.ac.uk

Audit and Risk

16 red and a total of 26 amber and green audit recommendations have been closed in the period since June. The areas where significant progress has been made are:

- Business Continuity Management
- Project Management – Malaysia
- Estates Management
- IT Disaster Recovery

The draft Risk Register was presented to the Audit and Risk Committee. We acknowledge and thank the Heads of Schools and Services for their commitment and support for the new process.

6. HUMAN RESOURCE DEVELOPMENT

2012-2013 National Pay Review

Although negotiations have concluded, this year's national award has not yet been agreed, and the Trade Unions are now balloting for action. Against a background of 1% pay caps for the Scottish Public Sector, and pay freezes for many organisations, Heriot-Watt feels that 1% plus increments plus performance related elements comprises a reasonable overall package. Staff are encouraged to express their opinion if they are asked to vote.

Staff Pension Provisions

Some staff will have heard about 'auto-enrolment' in pensions, which has started for larger organisations now, and will arrive here in 2013. This will mean that from July 2013 all new University staff will be auto-enrolled in the appropriate pension scheme, unless they choose to 'opt-out'. By 2017 all staff currently not in a scheme will be automatically enrolled and will need to opt-out if they choose to. However any member of staff who wishes to join the University pension scheme can obviously do so at any point, and should they wish to do so they should contact the Salaries Office.

Academic Enhancement

Heriot-Watt has been shortlisted in two categories of the Times Higher Education (THE) 2012 Awards - 'Outstanding Contribution to Leadership Development' and 'Outstanding Support for Early Career Researchers'. These nominations recognise the success of two initiatives led by the Academic Enhancement department, namely Heriot-Watt Crucible and the training and development programme of Edinburgh Beltane.

7. INFORMATION SERVICES

Information Services have had a busy start to the semester. Highlights include:

- Support for registration and enrolment has gone smoothly
- The Library has resumed typical semester opening until 21:45 every day
- The 'Power Hour' skills programme has been extremely popular with students and additional sessions have been timetabled
- The programme to upgrade or replace centrally managed PC Clusters to run Windows 7 and Office 2010 was completed
- The updated VISION VLE is in full service, including licencing the Blackboard Mobile Learn App, so that VISION is accessible from almost any mobile device
- Information Services is working closely with the Malaysia project team to prepare and install information and communications technology (ICT) equipment at the temporary campus

8. REGISTRY SERVICES

Over 14,000 self-service enrolments were completed throughout September. The process ran smoothly and a pilot for early enrolment in Dubai was a success.

Careers Service

- Over 400 students from the School of Management and Languages attended the Employability Fair organised by the Careers Service and the School on 12 September. The event included a series of workshops and talks delivered by companies and Careers Service staff
- A further employability event is being organised for the School of the Built Environment, involving an employer panel followed by a networking session

Student Support & Accommodation

- Consultation has taken place and plans are underway to ensure compliance with new legislation, The Tenancy Deposit Scheme, which comes into force in November 2012
- Counselling figures for the second half of the year 2011/12 show that there was an 80% increase in demand compared to the same period the previous year
- A total of 331 RUK bursary applications were received and have far exceeded the estimated number of 200

Academic Registry

- Preparations are underway for the Moscow graduation ceremony taking place on 19 October 2012 for Institute of Petroleum Engineering students
- A new certificate template has been introduced to combat fraud. The new template will include a unique identifier for every diploma certificate issued

9. RESEARCH AND ENTERPRISE SERVICES (RES)

The University was successful in winning new awards for £1.7M and submitted 43 new proposals during this period for a total value of £9.97M.

The Engineering Physical Sciences Research Council (EPSRC) held its 'Impact Acceleration Account' workshop at the University for RES staff. Plan for use of Impact Acceleration Account was agreed with relevant Heads of School and submitted in mid-September.

Dr Michael Fontaine from the Moredun Research Institute has been named the 2012 winner of the Converge Challenge with his business idea, ArxBio at the awards ceremony held on 27 September. Dr Fontaine's proposal is a platform technology for the creation of new, efficacious vaccines for bacterial disease of animals.

Second and third place winners are Dr Ekaterina McKenna from the University of Glasgow, who plans to create a new bio-nanotechnology company to assist in genomic disease screening, and Professor Derryck Reid from Heriot-Watt, whose spin-out business Chromacity will help scientists and researchers involved in biological imaging.