Heriot-Watt University

SECRETARY'S BOARD

Minutes: 7 April 2015

In the Chair:	Ms Ann Marie Dalton, Secretary of the University	
Present also:	Ms Philippa Burrell, Director of Administration (EGIS)	Mr Derek Penman, Director of Administration (EPS)
	Ms Sue Collier, Director of Governance & Legal Services	Mr Campbell Powrie, Director of Administration (SML)
	Mr Darren Cunningham, Director of Administration (MACS)	Mr Mike Roch, Director of Information Services
	Mr Malcolm Deans, Director of Campus Services	Mr Martyn Spence, Director of Marketing & Communications
	Ms Maggie Dunn, Director of Administration (SLS)	Mr Paul Travill (Academic Registrar)
	Ms Linsey Fender, Assistant to the Secretary	Ms Sheelagh Wallace, Director of Administration & Registrar (Dubai)
	Ms Morag Heggie, Director of Administration (EBS)	Ms Janice Yew, Chief Operating Officer (Malaysia)
In Attendance:	Ms Lisa Herlihy, Assistant to the Secretariat (Clerk)	Ms Sharan Virdee, Equality and Diversity Adviser (for item 4.4)
	Mr Frank Lopez, Information Governance Co-ordinator (for item 3.1)	
Apologies:	Mr Mark Adderley, Director of Human Resource Development	Mr Andrew Menzies, Director of Finance
	Mr Mike Bates, Director of Student Recruitment	Ms Vivienne White, Director of Administration (TEX)
	Dr Liz Fellman, Director of Research & Enterprise Services	

MINUTE REF

M15/30   MINUTES OF THE MEETING OF 3 MARCH 2015

The Board received and approved the minutes of the meeting of 3 March 2015.

M15/31   MATTERS ARISING REPORT FROM THE MEETING OF 3 MARCH 2015

The Board received and noted the Matters Arising report from the meeting of 3 March 2015.

M15/32   POLICIES UNDER DEVELOPMENT REPORT (SB/15/50)

The Board received and noted the Policies Under Development Report up to 7 April 2015 and approved the request to develop a 'Policy for the Use of Prayer Rooms and Other Faith Related Activities'.

The Board agreed that members would consider the membership of an expert drafting group for the Policy and would provide any feedback to the Director of Governance and Legal Services outwith the meeting.

The Board discussed the implications that the Policy would have for the international campuses, noting that items within the Policy would be applied to the international campuses where these did not conflict with local legislation, and otherwise local legislation would be applied. The Board concluded that a Policy would be required for each of the University's campuses, which took into

account local legislation.

The Board agreed that the Director of Governance and Legal Services would review the 'Policy for free and/or discounted use of centrally timetabled lecture theatres, Academic classrooms, crush areas and other communal Areas'.

M15/33   SECRETARY'S BOARD PROJECTS REGISTER (SB/15/49)

The Board received and noted the Secretary's Board Projects Register as at 27 March 2015.

M15/34   BUSINESS REPORTED BY THE CHAIR

The Chair advised members that Professor Richard Williams would take up the role of Principal and Vice-Chancellor of the University as of 1 September 2015.

M15/35   HOME OFFICE TIER 4 UPDATE (ORAL UPDATE)

The Board received and noted an oral update on the current information received from the Home Office about Tier 4 sponsorship.

The Board noted that a Sites and Partnerships return would be issued in mid-April 2015 for completion by mid-May 2015. The University would need to list those Higher Education Institutions (HEIs) with whom they offered joint degrees, and those HEIs would need to list Heriot-Watt in turn.

Reserved section (Ref: Sections 30, 33 FOI(S) A 2002).

M15/36   REF 2014 – FINANCIAL UPDATE (SB/15/51)

The Board agreed that this item would deferred to the May 2015 meeting of the Board, when the Director of Finance would be available.

A member of the Board queried whether the funding provided by the Scottish Funding Council's Research Excellence Grant would also provide income for the Professional Services. The Chair confirmed that the Professional Services would receive a proportion of the funding and the Board agreed that further clarification would be sought from the Director of Finance.

M15/37   REPORTS FROM THE SCHOOLS AND PROFESSIONAL SERVICES (SB/15/52 – SB/15/63)

The Board received and noted the reports from the Schools and Professional Services, presented by the Directors of Administration and Directors of Professional Services.

The Board discussed the following during the course of this item:

Campus Services
-   that a draft report on the Campuswide Space Optimisation Project, which would feed into the Estates Strategy, was scheduled for 8 April 2015. The Board agreed that, following approval by the University Executive in April 2015 and the Court in May 2015, the draft would be presented to the June 2015 meeting of the Board for information;

Dubai Campus
-   that Visa sponsorship at the Dubai Campus was now undertaken by the University;
-   that disaster recovery plans would be reviewed following the closure of the Dubai Campus during a sandstorm;

Edinburgh Schools
-   that the School of Energy, Geoscience, Infrastructure and Society (EGIS) were currently transferring their existing intranet into SharePoint 2013. Migrating the EGIS intranet onto the University-wide SharePoint 2010 system would cause issues due to its size and the capacity of the servers. Therefore the EGIS intranet would be migrated across once the

University-wide intranet had been upgraded to SharePoint 2013;

Governance and Legal Services

- that an updated list of Secure English Language Tests (SELTs) had been provided by the Home Office. From 6 April 2015 the global list of approved test providers and test centres had been reduced and the International English Language Testing System (IELTS) would be the main test. Some Trinity College, London English tests would also be accepted if completed in the UK. Updated guidance for colleagues and prospective students was being developed;

- that final arrangements for the collection of Biometric Immigration Documents (BIDs) from Post Offices were awaited and the University continued to work to minimise the impact on students;

Information Services

- that all Schools had now agreed to participate in the network resilience tests to be undertaken by Information Services;

- the Information Services requirements in coming years: the Board agreed that a full list of requirements would be compiled by the Director of Information Services, in conjunction with other members of the Board, which would then be considered by the Board at a future meeting;

Malaysia Campus

- that Malaysia colleagues were experiencing issues with approvals on iHR *(addendum: this system issue was later discovered to be University-wide and was resolved)*;

Registry Services

- that the Academic Registrar had recently visited the Dubai and Malaysia campuses and a report on this visit would be provided to the Board at a future meeting;

- that the Banner system had been reviewed by Ellucian, the provider, and a number of recommendations for fully utilising Banner would be produced. The Board agreed that the Academic Registrar would report to the Board on these recommendations and include a notional costing for any improvements;

- a review had found that some students had been issued with up to 26 surveys during 2014/15. The Student Survey Management Group were currently working on a process for consolidating and streamlining these surveys to avoid survey fatigue amongst students. The Board agreed that the Group would present recommendations for this process;

Student Recruitment

- **Reserved section (Ref: Sections 30, 33 FOI(S) A 2002).**

M15/38   FREEDOM OF INFORMATION: REVIEW OF 2014 (SB/15/64)

The Board received and noted a review of Freedom of Information (FOI) requests from 2014, presented by the Information Governance Co-ordinator.

The Board noted the following points:

- that the majority of FOI requests were received from the media and were influenced by current issues of interest;
- that other requests often focused around procurement issues;
- that Heritage and Information Governance (HIG) were now developing banks of information which could help to answer requests; and
- that contextualising information provided under FOI requests was important and HIG would continue to work with colleagues to ensure this information was available when required.

M15/39   SAS MANAGEMENT GROUP TERMS OF REFERENCE (SB/15/65)

The Board received and approved the SAS Management Group Terms of Reference, presented

by the Academic Registrar.

The Board queried the methods for gaining input from the international campuses. The Academic Registrar confirmed that the Registry Manager (Malaysia) and the Director of Administration and Registrar (Dubai) were members of the Group.

M15/40   GROUP FINANCIAL DASHBOARD (SB/15/66)

The Board received and noted the Group Financial Dashboard, presented by the Chair.

M15/41   QUARTERLY COMPLAINTS REPORT (SB/15/67)

The Board received the Quarterly Complaints Report, presented by the Academic Registrar, and recommended the report for onward transmission to the University Executive.

M15/42   EGIS CHANGE PROGRAMME: PROGRESS UPDATE (SB/15/68)

The Board received and noted a Progress Update on the EGIS Change Programmes, presented by the Director of Administration (EGIS).

The Board noted that the merger of the School of the Built Environment (SBE) and the Institute of Petroleum Engineering (IPE) had taken place on 1 August 2014 to establish the School of Energy, Geoscience, Infrastructure and Society (EGIS). The EGIS Change Programme project was aimed at aligning the internal workings of the School and merging the former SBE and IPE Professional Services teams. Academic processes had been aligned internally and otherwise little academic change had been required.

Five key areas of focus were highlighted, including:

School Governance
- The Head of School (EGIS) had reviewed the School governance structure and was consulting colleagues regarding a proposed structure;

Learning & Teaching
- Processes for SBE Independent Distance Learner (IDL) and IPE IDL were being aligned, with some of this work now complete. This would improve academic management for IDL students in IPE;
- As of 2015/16 VISION would be used as the main delivery system for all courses, with the exception of those IDL students who could provide a justification for receiving printed notes. Printed notes would be phased out for future sessions;
- The Director of Learning and Teaching (EGIS) was leading discussions on the different operational models across the School to identify areas for alignment;

Academic Support Merger
- An Academic Support structure was being drafted by the Director of Administration (EGIS) for consultation with colleagues. A role matching exercise would be undertaken once the draft structure had been approved;

Information Systems
- A School IT infrastructure three-year plan was under development and would be presented to the EGIS Management Group for approval; and

Finance Systems
- The differences between the IPE and SBE financial processes were being mapped and methods of aligning these processes were under consideration. A proposal would be presented to the EGIS Management Group for approval.

M15/43   EQUALITY AND DIVERSITY: MAINSTREAMING REPORT AND EQUAL PAY AUDIT (SB/15/69)

The Board received and noted a report on Equality and Diversity, including drafts of the Mainstreaming Report and the Equal Pay Audit, presented by the Equality and Diversity Adviser.

The Equality and Diversity Adviser highlighted that the Mainstreaming Report was a mid-point report which linked with the University's legal requirements. The Board noted that the report contained information on the steps that had been taken towards meeting the University's Equality Outcomes and the progress made.

The Board also noted that the Equal Pay Audit built upon the Audit undertaken in 2013 to meet the requirements of the Equality Act 2010. The situation remained similar to that in 2013, with steady progress being made.

The Board discussed the work that the Athena SWAN Self-Assessment Team (SAT) could do to increase colleagues' understanding of career paths within the University. The Board noted that many colleagues would have specialist skills within their own areas, which might not be transferable.

M15/44   ANY OTHER BUSINESS

No other business was discussed.

DATE OF NEXT MEETING: Tuesday 12 May 2015