

# SECRETARY'S BOARD

Tuesday 3 February 2015, 9.15am

Conference Lounge, Leonard Horner Hall

## AGENDA

Item	Ref
<b>1. FORMAL MATTERS</b>	
1.1	Apologies
1.2	Minutes of the meeting of 2 December 2014
1.3	Matters Arising Report from the meeting of 2 December 2014
1.4	Policies under development Report
1.5	Projects Register
1.6	Business reported by the chair
<b>2. OPERATIONAL UPDATE</b>	
2.1	Changes to Home Office Regulations SC
2.2	Reports from the Professional Services
	– Borders Campus VW
	– Campus Services MD
	– Dubai Campus SW
	– Edinburgh Schools/Institutes DP
	– Governance & Legal Services SC
	– HRD MA
	– Information Services MR
	– Malaysia Campus JY
	– Marketing & Communications MS
	– Registry Services PT
	– Research & Enterprise Services LF
	– Student Recruitment MB
<b>3. MANAGEMENT/ PROJECT</b>	
3.1	Group Financial Dashboard and Report from Finance AMM
3.2	Revised HRD Structure and Operation MA
3.3	HWU Project Management Methodology: Opportunities Appraisal Approach SC
3.4	Staff Engagement Survey MA
<b>4. POLICIES/PROCEDURES</b>	
4.1	Car Parking Policy MD
<b>5. GOVERNANCE</b>	
5.1	Efficient Government Return (for discussion and drafting) SC
5.2	Counter-Terrorism and Security Bill SC
<b>6. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD</b>	
6.1	Report from the CRM Management Group MB
<b>7. ANY OTHER BUSINESS</b>	

**Date of Next Meeting – Tuesday 3 March 2015**