

# SECRETARY'S BOARD

Tuesday 3 March 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 3 February 2015
1.3	Matters Arising Report from the meeting of 3 February 2015
1.4	Policies under development Report
1.5	Secretary's Board Projects Register
1.6	Business reported by the Chair
<b>2. OPERATIONAL UPDATE</b>	
2.1	Revised HRD Structure and Operation MA
2.2	Reports from the Professional Services
	– Borders Campus VW
	– Campus Services MD
	– Dubai Campus SW
	– Edinburgh Schools DC
	– Governance & Legal Services SC
	– Human Resource Development MA
	– Information Services MR
	– Malaysia Campus JY
	– Marketing & Communications MS
	– Registry Services PT
	– Research & Enterprise Services LF
	– Student Recruitment MB
2.3	Action Plans from the Directorates/Schools following the Student Barometer Survey
	- Borders Campus/TEX VW
	- Campus Services MD
	- Dubai Campus SW
	- EGIS PB
	- SLS MD
	- SML CP
	- EPS DP
	- MACS DC
	- Information Services MR
	- Registry Services PT
	- Student Recruitment MB
<b>3. MANAGEMENT/ PROJECT</b>	
3.1	Professional Services Self-Assessment Team (SAT) MA/SC
3.2	Group Financial Dashboard AMM
3.3	ESPRC Open Data Pilot MR
3.4	EGIS Change Programme: Progress Update PB
<b>4. GOVERNANCE</b>	
4.1	Efficient Government Return for approval SC
<b>5. ANY OTHER BUSINESS</b>	
<b>Date of Next Meeting – <u>Tuesday 7 April 2015</u></b>	