

SECRETARY'S BOARD

Tuesday 12 May 2015, 9.15am

Conference Lounge, Leonard Horner Hall

AGENDA

Item	Ref
1. FORMAL MATTERS	
1.1 Apologies	
1.2 Minutes of the meeting of 7 April 2015	
1.3 Matters Arising Report from the meeting of 7 April 2015	
1.4 Policies under development Report	
1.5 Projects Register	
1.6 Business reported by the Chair	
2. OPERATIONAL UPDATE	
2.1 Reports from the Professional Services	
– Borders Campus	VW
– Campus Services	MD
– Dubai Campus	SW
– Edinburgh Schools	MH
– 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
3. MANAGEMENT/ PROJECT	
3.1 Home Office Update	SC
3.2 Group Financial Dashboard	AMM
3.3 Improving Internal Communications/Secretary's Board Bulletin	MS
3.4 Additional Entry Points Briefing Paper	PT
3.5 Enhancing the current website	MS
3.6 Report from the Global Recruitment and Marketing Workshop, January 2015	MB
3.7 Heriot-Watt Global Student Programme	MB
4. POLICIES/PROCEDURES	
4.1 Ethical Business: Gifts and Hospitality Policy	SC
5. GOVERNANCE	
5.1 Student Union Annual Report 2014-15	AMD
5.2 Scottish Government Forthcoming Procurement Legislation	TN
6. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD	
6.1 Report from the Equality & Diversity Advisory Group: meeting held on 19 March 2015	SC
6.2 Report from the Information Governance and Security Group: meeting held on 21 April 2015	SC
7. ANY OTHER BUSINESS	

Date of Next Meeting – Tuesday 2 June 2015