

Secretary's Board

Monday 3 September 2012, 2.00pm - Court Room, Lord Balerno Building

AGENDA

Item

MATTERS TO BE PRESENTED BY NON-MEMBERS OF THE SECRETARY'S BOARD

- 1 Engaging Health & Safety
 - 2 Institutional Print Strategy
 - 3 Student Recruitment Monitoring
-

REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD

- 4
 - Recruitment and Admissions Marketing Group
 - Equality & Diversity Advisory Group: 4 July 2012
 - UKBA Tier 4 Working Group:
 - UKBA Internal Audit Update
 - Update on ALP and IDL Activities
-

POLICIES & PROCEDURES

- 5 Information Security Policies
 - Information Security Policy Framework
 - IT and Communications Facilities User Policy
 - Information Security Incident Management Policy
 - Mobile Telecommunications Procedures
 - Information Security Incident Management Procedures
 - 6 Disability Policy
 - 7 Student Maternity Guidance
 - 8 Review of Retirement Procedures (Flexible Working Policy & Procedures)
-

FORMAL MATTERS

- i Apologies
 - ii Minutes of the meetings of 3 July 2012
 - iii Matters Arising Report
 - iv Policies under construction Report
 - v Business reported by the chair *
-

OPERATIONAL UPDATE

- 9 Report from the Directors of Administration/Registrars
 - 10 Reports from the Professional Services Directors
 - Campus Services
 - External Affairs
 - HR & Development
 - Governance & Legal Services
 - Information Services
 - Registry Services
 - Research & Enterprise Services
 - Finance
-

MANAGEMENT/ PROJECT

- 11 Management Accounts for the period to 31 July 2012 (full year)
 - 12 Developing the Professional Services Strategic Plan and the Secretary's Board
 - 13 ID Cards Update
 - 14 RUK Fees: Arrangements for Administrative Processes
-

Date of Next Meeting – 2 October 2012

Secretary's Board

Tuesday 2 October 2012, 2.00pm
Court Room, Lord Balerno Building

AGENDA

Item

MATTERS TO BE PRESENTED BY NON-MEMBERS OF THE SECRETARY'S BOARD

- 1 HWU Fundraising Campaign
 - 2 Procurement
 - 3 SSU Quarterly Report
 - 4 Student Recruitment Monitoring
 - 5 Senior Remuneration, Promotion and Reward Processes
 - 6 Auto Enrolment at Heriot-Watt
-

POLICIES & PROCEDURES

- 7 Revised Policy on the use of Fixed Term Contracts
-

FORMAL MATTERS

- i Apologies
 - ii Minutes of the meetings of 3 September 2012
 - iii Matters Arising Report
 - iv Policies under construction Report
 - v Business reported by the chair *
-

MANAGEMENT/ PROJECT

- 8 Project Office Progress Report
 - 9 Reports from the Boards/Groups of the Secretary's Board
 - Equality & Diversity Advisory Group
 - ALP/IDL Update
 -
 - 10 Proposal on Special Requirements for Student Examinations
 - 11 Management Accounts for the period to 31 July 2012 (end of year)
-

OPERATIONAL UPDATE

- 12 Reports from the Professional Services Directors
 - Finance
 - Campus Services
 - External Affairs
 - HR & Development
 - Information Services
 - Registry Services
 - Research & Enterprise Services
 - Governance & Legal Services
 - 13 Report from the Directors of Administration/Registrars
-

Date of Next Meeting – 6 November 2012

Secretary's Board

Monday 5 November 2012, 2.00pm
Court Room, Lord Balerno Building

AGENDA

VISIT BY THE PRINCIPAL

Item

MATTERS TO BE PRESENTED BY NON-MEMBERS OF THE SECRETARY'S BOARD

- 1 Engaging Health & Safety
- 2 Project Support Office Progress Report
- 3 Institutional Print Strategy Update
- 4 Student Recruitment Update

REPORTS FROM THE BOARDS/GROUPS OF THE SECRETARY'S BOARD

- 5
 - Recruitment and Admissions Marketing Group: 12 September 2012
 - UKBA Tier 4 Working Group: 17 October 2012
 - SCOAIR (ALP/IDL) Working Group: 26 September 2012
 - SCOAIR (ALP/IDL) Working Group Terms of Reference

POLICIES & PROCEDURES

- 6 Policy & Procedures Framework
- 7 Disability Policy

FORMAL MATTERS

- i Apologies
- ii Minutes of the meetings of 2 October 2012
- iii Matters Arising Report
- iv Policies under development Report
- v Business reported by the chair *

MANAGEMENT/ PROJECT

- 8 Support for the Commonwealth Games 2014
- 9 Management Accounts

OPERATIONAL UPDATE

- 10 Reports from the Professional Services Directors
 - Finance
 - External Affairs
 - Campus Services
 - Research & Enterprise Services
 - Registry Services
 - HR & Development
 - Governance & Legal Services
 - Information Services
- 11 Report from the Directors of Administration/Registrars

Date of Next Meeting – 4 December 2012

SECRETARY'S BOARD

Tuesday 4 December 2012, 2.00pm
Court Room, Lord Balerno Building

AGENDA

Item

FORMAL MATTERS

- i Apologies
 - ii Minutes of the meetings of 5 November 2012
 - iii Matters Arising Report
 - iv Policies under development Report
 - v Business reported by the chair *
-

OPERATIONAL UPDATE

- 1 Report from the Directors of Administration/Registrars
 - 2 Reports from the Professional Services Directors
 - Governance & Legal Services
 - Information Services
 - Registry Services
 - Campus Services
 - HR & Development
 - External Affairs
 - Finance
 - Research & Enterprise Services
 - 3 Student Recruitment Update
 - 4 Update on SAS
 - 5 Research Funding Lifecycle
 - 6 UKBA Preparation for Audit
-

POLICIES/PROCEDURES

- 7 Display Screen Equipment Procedure
 - 8 Pay and Reward at Heriot-Watt University including Long Service Award Policy
-

REPORTS FROM THE BOARDS/GROUPS OF THE SECRETARY'S BOARD

- 9 Report from the Auto-enrolment Working Group: meeting held on 15 November 2012 including Terms of Reference and Implementation Plan
-

MANAGEMENT/ PROJECT

- 10 PDR Ratings – 2013
 - 11 External Affairs Strategy
 - 12 Management Accounts for the period ending 31 October 2012
-

ANY OTHER BUSINESS

- 13 Secretary's Board meeting dates 2013 and 2014
-

Date of Next Meeting – Thursday 17 January 2012 – NO PAPERS MEETING



SECRETARY'S BOARD

Thursday 17 January 2013, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 4 December 2012
 - 1.3 Matters Arising Report from the meeting of 4 December 2012
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair *
 - 1.6 Any special business reported by the members
-

2. GOVERNANCE

- 2.1 Secretary's Board Terms of Reference
-

3. OPERATIONAL UPDATE

- 3.1 Engaging Health & Safety
 - 3.2 Secretary's Board bulletin/communications
-

4. STRATEGY

- 4.1 Professional Services Strategic Plan
-

5. ANY OTHER BUSINESS

-
- 6. Date of Next Meeting – Tuesday 5 February 2013

SECRETARY'S BOARD

Tuesday 5 February, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 17 January 2013
 - 1.3 Matters Arising Report from the meeting on 17 January 2013
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair *
-

2. OPERATIONAL UPDATE

- 2.1 Report from the Directors of Administration/Registrars
 - 2.2 Reports from the Professional Services Directors
 - Research & Enterprise Services
 - Campus Services
 - Finance
 - External Affairs
 - Registry Services
 - Information Services
 - HR & Development
 - Governance & Legal Services
 - 2.3 Institutional Print Strategy Update
 - 2.4 SSU Quarterly Report
 - 2.5 Student Recruitment Update
-

3. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD

- 3.1
 - Reports from the SCOAIR Working Group: meeting held on 29 October, 4 December 2012 and 8 January 2013
 - Report from the Enrolment Working Group: meeting held on 20 November 2012
 - Report from the Auto-enrolment Working Group: meeting held on 20 December 2012
 - Report from the UKBA Tier 4 Working Group: meeting held on 15 January 2013
 - Report from the Equality & Diversity Advisory Group: meeting held on 9 January 2013
-

4. GOVERNANCE

- 4.1 Risk Management Strategy Group Terms of Reference and Strategic Risk Register Overview
-

5. POLICIES/PROCEDURES

- 5.1 Long Service Policy
 - 5.2 Senior Remuneration, Promotion and Reward processes
-

6. MANAGEMENT/ PROJECT

- 6.1 Review of International Recruitment Agents
 - 6.2 Management Accounts for the period ending 31 December 2012
-

7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 5 March 2013

SECRETARY'S BOARD

Tuesday 5 March 2013, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 5 February 2013
 - 1.3 Matters Arising Report from the meeting on 5 February 2013
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair *
-

2. OPERATIONAL UPDATE

- 2.1 Report from the Directors of Administration/Registrars
 - 2.2 Reports from the Professional Services Directors
 - Governance & Legal Services
 - Information Services
 - Research & Enterprise Services
 - HR & Development
 - Finance
 - External Affairs
 - Registry Services
 - Campus Services
 - 2.3 Sharepoint Update
 - 2.4 Internal Communications
 - 2.5 Institutional Print Strategy Update
 - 2.6 Student Recruitment Update
 - 2.7 PDR Update
-

3. MANAGEMENT/ PROJECT

- 3.1 Efficient Government Return
 - 3.2 Management Accounts for the period ending 31 January 2013
-

4. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD

- 4.1
 - Report from the Enrolment Working Group: meeting held on 9 January 2013
 - Report from the Auto-enrolment Working Group: meeting held on 31 January 2013
-

5. GOVERNANCE

- 5.1 Governance Structure
-

6. ANY OTHER BUSINESS

SECRETARY'S BOARD

Tuesday 7 May 2013, 9.15am

Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 5 March 2013
 - 1.3 Matters Arising Report from the meeting on 5 March 2013
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair
 - Malaysia Campus Service Level Agreements
 - Learning & Teaching Strategy: Consultation
-

2. OPERATIONAL UPDATE

- 2.1 Student Recruitment Update
 - 2.2 Final report of the SCOAIR Working Group
 - 2.3 Professional Services Directorates Strategic Plan
 - 2.4 Reports from the Professional Services:
 - School Directors of Administration
 - Dubai
 - Research & Enterprise Services
 - Campus Services
 - Finance
 - External Affairs
 - Registry Services
 - Information Services
 - HR & Development
 - Governance & Legal Services
-

3. MANAGEMENT/PROJECT

- 3.1 Student Union Annual Report to Court
 - 3.2 Revised ALP Contract Template and Guidance
 - 3.3 Management Accounts for the period ending 31 March 2013
-

4. GOVERNANCE

- 4.1 UKBA Tier 4 Working Group Terms of Reference
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5. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD

- 5.1
 - UKBA Tier 4 Working Group: meeting held on 17 April 2013
 - Enrolment Working Group: meetings held on 13 February & 26 March 2013
 - External Affairs Committee: meeting held on 4 March 2013
 - SLC REAL Working Group: meetings held on 25 February & 21 March 2013
 - Auto-enrolment Working Group: meetings held on 13 March & 13 April 2013
-

6. POLICIES/PROCEDURES

- 6.1 Staff Pay & Reward: including the Long Service Policy and Staff Scholarships and Remission of Fees Policy
 - 6.2 Policy on the use of Fixed Term Contracts
-

7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 4 June 2013

SECRETARY'S BOARD

Tuesday 4 June 2013, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 7 May 2013
 - 1.3 Matters Arising Report
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair *
 - University-wide Student Charter
 - Professional Services Strategic Plan
 - University Intranet
-

2. OPERATIONAL UPDATE

- 2.1 SSU Quarterly Report: including gathering Protected Characteristics at enrolment
 - 2.2 Student Recruitment Update
 - 2.3 Project Support Office Update
 - 2.4 Reports from the Professional Services
 - Governance & Legal Services
 - Campus Services
 - HR & Development
 - Research & Enterprise Services
 - Dubai Campus
 - Edinburgh Campus Schools (combined)
 - Information Services
 - Registry Services
 - Finance
 - External Affairs
-

3. MANAGEMENT/ PROJECT

- 3.1 Planning Rounds 2012/13
-

4. GOVERNANCE

- 4.1 External Affairs Committee Terms of Reference
 - 4.2 Scottish Borders Campus Management Committee Terms of Reference
 - 4.3 Governance Structure
-

5. POLICIES & PROCEDURES

- 5.1 Recently approved Procedures:
 - Fire Safety
 - Hazard Reporting
 - Incident Management
 - Risk Assessment
-

6. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 2 July 2013

SECRETARY'S BOARD

Monday 1 July 2013, 2.00pm
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 4 June 2013
 - 1.3 Matters Arising Report
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair *
-

2. GOVERNANCE

- 2.1 Governance Structure
-

3. OPERATIONAL UPDATE

- 3.1 Reports from the Professional Services:
 - Edinburgh Campus Schools
 - Information Services
 - Registry Services
 - Finance
 - External Affairs
 - Research & Enterprise Services
 - HR & Development
 - Campus Services
 - Governance & Legal Services
 - 3.2 Student Recruitment Update
 - 3.3 Institutional Print Strategy Update including Project Plan
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4. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD

- 4.1
 - Final Report from the Enrolment Working Group: meeting held on 4 June 2013
 - Reports from the Auto-enrolment Working Group: meetings held on 9, 30 May and 6 June 2013
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5. MANAGEMENT/ PROJECT

- 5.1 Learning & Teaching Strategy: Strategic Process for the Professional Services
 - 5.2 Financial Report for the period ending 30 April 2013
 - 5.3 Employment of Students: UKBA
 - 5.4 Strategic Development of Information Systems at HWU
 - 5.5 Interim Staff Survey Results
-

6. POLICIES/PROCEDURES

- 6.1 Collections Management Policy
 - 6.2 Health & Safety Policy: First Aid Procedure
 - 6.3 Complaints Procedures Policy and Procedures
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7. ANY OTHER BUSINESS

- 7.1 Secretary's Board meeting dates 2013/14 and 2014/15
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Date of Next Meeting – Tuesday 6 August 2013

SECRETARY'S BOARD

Tuesday 6 August 2013, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 1 July 2013
 - 1.3 Matters Arising Report
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair *
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2. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD

- 2.1 Report from the Auto-enrolment Working Group: meetings held on 27 June, 11, 18, 25 July 2013
-

3. POLICIES/PROCEDURES

- 3.1 Complaints Policy & Procedure
-

4. OPERATIONAL UPDATE

- 4.1 Reports from the Professional Services Directors
 - Information Services
 - Registry Services
 - Finance
 - Research & Enterprise Services
 - Edinburgh Campus Schools/Institutes
 - External Affairs
 - HR & Development
 - Campus Services
 - Governance & Legal Services
 - 4.2 Student Recruitment Update
 - 4.3 Malaysia Campus Update
 - 4.4 Equality & Diversity Update
 - 4.5 Review of International Recruitment Agents Update
-

5. MANAGEMENT/ PROJECT

- 5.1 Projects Master List
 - 5.2 Management Accounts for the period ending 30 June 2013
-

6. GOVERNANCE

- 6.1 Freedom of Speech Code of Practice
-

7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 3 September 2013