

SECRETARY'S BOARD

Tuesday 3 September 2013, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 6 August 2013
 - 1.3 Matters Arising Report
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair *
-

2. MANAGEMENT/ PROJECT

- 2.1 Management Accounts for the period ending 31 July 2013
 - 2.2 Engaging with Health & Safety – Part 4
 - 2.3 Proposal for SAS Investment Fund 2013/14
-

3. OPERATIONAL UPDATE

- 3.1 SSU Quarterly Report: including update on shadow/complimentary systems
 - 3.2 Project Support Office Update
 - 3.3 Student Recruitment Update
 - 3.4 Reports from the Professional Services Directors
 - Governance & Legal Services
 - Edinburgh & Borders Campus Schools/Institutes
 - Malaysia
 - Information Services
 - Registry Services
 - Finance
 - Research & Enterprise Services
 - External Affairs
 - HR & Development
 - Campus Services
-

4. GOVERNANCE

- 4.1 University Health & Safety Committee Terms of Reference
 - 4.2 Student Union Code of Practice
-

5. POLICIES/PROCEDURES

- 5.1 Issuing of iPads
 - 5.2 Information Security Policies
-

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

- 6.1 Report from the Tier 4 Working Group: meeting held on 25 July 2013
-

7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 1 October 2013

SECRETARY'S BOARD

Tuesday 1 October 2013, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 3 September 2013
 - 1.3 Matters Arising Report
 - 1.4 Policies under development Report
 - 1.5 Business reported by the chair *
-

2. OPERATIONAL UPDATE

- 2.1 Reports from the Professional Services
 - Malaysia
 - Dubai
 - Information Services
 - Registry Services
 - Finance
 - Research & Enterprise Services
 - External Affairs
 - HR & Development
 - Campus Services
 - Governance & Legal Services
 - Edinburgh/Borders Campus Schools & Institutes
 - 2.2 Student Recruitment Update
 - 2.3 SharePoint Update
 - 2.4 Fees Remission Guidance
-

3. MANAGEMENT/ PROJECT

- 3.1 Proposal for SAS Investment Fund 2013/14
-

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

- 4.1
 - Report from the Strategic Information Systems Group: meeting held on 13 September 2013
 - Report from the External Affairs Committee: meeting held on 17 September 2013
-

5. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 5 November 2013

SECRETARY'S BOARD

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

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meetings of 1 October 2013
 - 1.3 Matters Arising Report
 - 1.4 Policies under development Report
 - 1.5 Projects Master List
 - 1.6 Business reported by the chair *
-

2. MANAGEMENT/ PROJECT

- 2.1 Management Accounts for the period ending 30 September 2013
 - 2.2 CONTEST (Police Scotland)
 - 2.3 Tier 4 Guidance
-

3. POLICIES/PROCEDURES

- 3.1 Review of Ethical Business: Bribery Prevention Policy
 - 3.2 Information Security Do's and Don'ts
-

4. OPERATIONAL UPDATE

- 4.1 University Web – User Feedback
 - 4.2 Update on the new Complaints Policy & Procedures
 - 4.3 Reports from the Professional Services
 - Campus Services
 - Edinburgh/Borders Schools/Institutes
 - Information Services
 - Governance & Legal Services
 - Malaysia
 - Dubai
 - Registry Services
 - Finance
 - Research & Enterprise Services
 - External Affairs
 - HR & Development
 - 4.4 Student Recruitment Update
-

5. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 3 December 2013

SECRETARY'S BOARD

Tuesday 3 December 2013, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 5 November 2013
 - 1.3 Matters Arising Report from the meeting of 5 November 2013
 - 1.4 Policies under development Report
 - 1.5 Projects Master List
 - 1.6 Business reported by the chair
 - Identical Academic Standards; Diversity of Learning Experiences
-

2. OPERATIONAL UPDATE

- 2.1 Learning & Teaching Strategy
 - 2.2 Reports from the Professional Services
 - HR & Development
 - Information Services
 - Dubai
 - Registry Services
 - Research & Enterprise Services
 - Finance
 - Edinburgh/Borders Schools/Institutes
 - External Affairs
 - Campus Services
 - Malaysia
 - Governance & Legal Services
 - 2.3 Intranet Update
-

3. MANAGEMENT/ PROJECT

- 3.1 Student Union: Charity Works
 - 3.2 Email Guidance
 - 3.3 Estate Management Information System – Proposed Procurement
 - 3.4 Management Accounts for the period ending 30 September 2013
 - 3.5 Efficient Government
-

4. POLICIES/PROCEDURES

- 4.1 Equality & Diversity Policy
 - 4.2 Project Management Policy Development Request and Draft Policy
 - 4.3 Information Governance Policies
 - 4.4 Quarterly Complaints Policy Report
-

5. GOVERNANCE

- 5.1 Review of Ordinance 3: Student Union; and Regulation 21: Student Union
-

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

- 6.1
 - Report from the Tier 4 Working Group: meeting held on 2 October 2013
 - Report from the Equality & Diversity Advisory Group: meeting held on 12 September 2013
 - Report from the External Affairs Committee: meeting held on 15 November 2013
-

7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 14 January 2014 - (NO PAPERS MEETING)

SECRETARY'S BOARD

Tuesday 14 January 2014, 9.15am

Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 3 December 2013
 - 1.3 Matters Arising Report from the meeting of 3 December 2013
 - 1.4 Business reported by the chair
-

2. OPERATIONAL UPDATE

- 2.1 *Members will be invited by the Chair to give an oral update if required*
 - 2.2 Secretary's Board Bulletin
 - 2.3 Intranet Update
-

3. MANAGEMENT/ PROJECT

- 3.1 Professional Services Strategic Plan
 - 3.2 Professional Development
-

4. GOVERNANCE

- 4.1 Secretary's Board Terms of Reference
 - 4.2 University Governance Structures
-

5. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 11 February 2014

SECRETARY'S BOARD

Tuesday 11 February 2014, 9.15am

Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 14 January 2014
 - 1.3 Matters Arising Report from the meeting of 14 January 2014
 - 1.4 Policies under development Report
 - 1.5 Projects Master List
 - 1.6 Business reported by the chair
-

2. OPERATIONAL UPDATE

- 2.1 Reports from the Professional Services
 - Governance & Legal Services
 - Campus Services
 - Information Services
 - Registry Services
 - Research & Enterprise Services
 - Finance
 - HR & Development
 - Edinburgh/Borders Schools/Institutes
 - External Affairs
 - Malaysia
 - Dubai
 -
 - 2.2 Efficient Government Return
 - 2.3 iHR Project Update
 - 2.4 Student Recruitment Update
-

3. MANAGEMENT/ PROJECT

- 3.1 Code of Practice for the Management of Multi-Location, Multi-Mode Programmes
 - 3.2 Learning & Teaching and Quality Assurance Briefing papers
 - 3.3 Internal Communications Survey: Results
 - 3.4 Management Accounts for the period ending 31 December 2013
-

4. POLICIES/PROCEDURES

- 4.1 Public Interest Disclosure: Whistle Blowing
 - 4.2 Project Management Policy
 - 4.3 Policy Development Request: Traffic Management on Campus
 - 4.4 Policy Development Request: Intranet Use
-

5. GOVERNANCE

- 5.1 Strategic Information Services Committee Terms of Reference
-

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

- 6.1 Report from the Tier 4 Working Group: meeting held on 23 January 2014
-

7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 4 March 2014

SECRETARY'S BOARD

Tuesday 4 March 2014, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 11 February 2014
 - 1.3 Matters Arising Report from the meeting of 11 February 2014
 - 1.4 Policies under development Report
 - 1.5 Projects Master List
 - 1.6 Business reported by the chair
-

2. OPERATIONAL UPDATE

- 2.1 Student Recruitment Update
 - 2.2 Reports from the Professional Services
 - HR & Development
 - PDR 2014: Progress Update
 - Information Services
 - Dubai
 - Registry Services
 - Research & Enterprise Services
 - Finance
 - Edinburgh/Borders Schools/Institutes
 - External Affairs
 - Campus Services
 - Malaysia
 - Governance & Legal Services
-

3. MANAGEMENT/ PROJECT

- 3.1 Management Accounts for the period ending 31 January 2014
-

4. POLICIES/PROCEDURES

- 4.1 Information Governance Policies and Procedures:
 - Information Governance & Records Management Policy
 - Data Protection Policy
 - Procedures for responding to requests for personal data
 - Procedures for obtaining informed consent for recordings and images of people
 - 4.2 Procedures for Police Liaison at the Edinburgh Campus
 - 4.3 CCTV Procedures
 - 4.4 Email Guidance
-

5. GOVERNANCE

- 5.1 Quarterly Complaints Report
-

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

- 6.1 Report from the Equality & Diversity Advisory Group: meeting held on 19 Dec 2014
-

7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 1 April 2014

8. DATA PROTECTION TRAINING

12.00 – 2.00pm, Court Room, Lord Balerno Building

SECRETARY'S BOARD

Monday 31 March 2014, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 4 March 2014
 - 1.3 Matters Arising Report from the meeting of 4 March 2014
 - 1.4 Policies under development Report
 - 1.5 Projects Register
 - 1.6 Business reported by the chair
-

2. OPERATIONAL UPDATE

- 2.1 Preparing for QAA ELIR
 - 2.2 Professional Services: Supporting the Learning and Teaching Strategy
 - 2.3 Student Recruitment Update
 - 2.4 Home Office Tier 4 Update
 - 2.5 Reports from the Professional Services
 - Dubai
 - Governance & Legal Services
 - HR & Development
 - Information Services
 - Registry Services
 - Campus Services
 - Research & Enterprise Services
 - Finance
 - Edinburgh/Borders Schools/Institutes
 - External Affairs
 - Malaysia
-

3. GOVERNANCE

- 3.1 Student Union Constitution
 - 3.2 Review of Ordinance 3: Student Union; and Regulation 21: Student Union
 - 3.3 Equality & Diversity Advisory Group Terms of Reference
-

4. MANAGEMENT/ PROJECT

- 4.1 Review of Professional Services Job Titles
- 4.2 Group Financial Dashboard
- 4.3 Project Management Methodology

- 4.4 Space Optimisation: Results

5. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 6 May 2014

SECRETARY'S BOARD

Tuesday 6 May 2014, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 31 March 2014
 - 1.3 Matters Arising Report from the meeting of 31 March 2014
 - 1.4 Policies under development Report
 - 1.5 Projects Register
 - 1.6 Business reported by the chair
-

2. OPERATIONAL UPDATE

- 2.1 Student Recruitment Update
 - 2.2 Reports from the Professional Services
 - HR & Development
 - Information Services
 - Dubai
 - Registry Services
 - Research & Enterprise Services
 - Finance
 - Edinburgh/Borders Schools/Institutes
 - External Affairs
 - Campus Services
 - Malaysia
 - Governance & Legal Services
-

3. MANAGEMENT/ PROJECT

- 3.1 Professional Services Job Titles: Definitions
 - 3.2 Professional Services Objectives and Equality Outcomes
 - 3.3 Cycle to Work and Give as You Earn Scheme
 - 3.4 Estates Maintenance Priority List
 - 3.5 Group Financial Dashboard
-

4. POLICIES/PROCEDURES

- 4.1 Intranet Policy
 - 4.2 Professional Services Careers Progression Procedures
 - 4.3 Contribution Pay Procedures
-

5. GOVERNANCE

- 5.1 Review of Ordinance 29: Sports Union and Regulation 30: Sports Union
 - 5.2 Efficient Government Return
-

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

- 6.1 Report from the Equality & Diversity Advisory Group: meeting held on 20 March 2014
-

7. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 4 June 2014

SECRETARY'S BOARD

Wednesday 4 June 2014, 9.15am
Court Room, Lord Balerno Building

AGENDA

| Item | Ref | Paper Ref | Status |
|--|------------|-----------|---------------|
| 1. FORMAL MATTERS | | | |
| 1.1 Apologies | | | |
| 1.2 Minutes of the meeting of 6 May 2014 | | - | Encl. |
| 1.3 Matters Arising Report from the meeting of 6 May 2014 | | - | Encl. |
| 1.4 Policies under development Report | | - | Encl. |
| 1.5 Projects Register | | SB/14/114 | Encl. |
| 1.6 Business reported by the chair | | Oral | - |
| 2. OPERATIONAL UPDATE | | | |
| 2.1 Professional Services: Learning and Teaching Strategic Summaries and Enhancement Plans | JWS/ MK | SB/14/94 | Encl. |
| 2.2 Student Recruitment Update | MB | SB/14/95 | Encl. |
| 2.3 Reports from the Professional Services | | | |
| - Governance & Legal Services | SC | SB/14/96 | Encl. |
| - Malaysia | JY | SB/14/97 | Encl. |
| - Dubai | SW | SB/14/98 | Encl. |
| - Registry Services | KAP | SB/14/99 | Encl. |
| - HR & Development | MA | SB/14/100 | Encl. |
| - Campus Services | MD | SB/14/101 | Encl. |
| - Research & Enterprise Services | AMM | SB/14/102 | Encl. |
| - Finance | AMM | SB/14/103 | Encl. |
| - Information Services | MR | SB/14/104 | Encl. |
| - Edinburgh/Borders Schools/Institutes | CP | SB/14/105 | Encl. |
| - External Affairs | AMD | SB/14/106 | Encl. |
| 3. MANAGEMENT/ PROJECT | | | |
| 3.1 Student Survey Management: Student Barometer Survey | KAP | SB/14/107 | Encl. |
| 3.2 Student Survey Management: Survey Framework and Process | KAP | SB/14/112 | Encl. |
| 3.3 Group Financial Dashboard | AMM | SB/14/108 | To be tabled. |
| 4. POLICIES/PROCEDURES | | | |
| 4.1 Social Media Policy update and Guidance note | SC/AEJ | SB/14/109 | Encl. |
| 5. GOVERNANCE | | | |
| 5.1 Quarterly Complaints Report | KAP | SB/14/110 | Encl. |
| 5.2 Tier 4 Working Group Terms of Reference | SC | SB/14/111 | Encl. |
| 6. REPORTS FROM THE GROUPS OF THE SECRETARY'S BOARD | | | |
| 6.1 - Report from the Tier 4 Working Group: meeting held on Thursday 17 April 2014 | SC | SB/14/113 | Encl. |
| 7. ANY OTHER BUSINESS | | | |

Date of Next Meeting – Tuesday 1 July 2014

SECRETARY'S BOARD

Tuesday 1 July 2014, 9.15am
Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 4 June 2014
 - 1.3 Matters Arising Report from the meeting of 4 June 2014
 - 1.4 Policies under development Report
 - 1.5 Projects Master List
 - 1.6 Business reported by the chair
-

2. OPERATIONAL UPDATE

- 2.1 Student Recruitment Update
 - 2.2 Update on CRM
 - 2.3 Reports from the Professional Services
 - External Affairs
 - Borders Campus
 - Campus Services
 - Governance & Legal Services
 - HR & Development
 - Information Services
 - Dubai Campus
 - Registry Services
 - Research & Enterprise Services
 - Finance
 - Edinburgh Campus Schools/Institutes
 - Malaysia Campus
 - 2.4 SSU Quarterly Report
-

3. MANAGEMENT/ PROJECT

- 3.1 Group Financial Dashboard
-

4. POLICIES/PROCEDURES

- 4.1 Equality Impact Assessments: Policies & Procedures
 - 4.2 CCTV Procedures
-

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

- 5.1
 - Report from the Strategic Information Services Committee
 - Report from the Equality & Diversity Advisory Group
-

6. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 5 August 2014

SECRETARY'S BOARD

6 August 2014, 9.15am

Court Room, Lord Balerno Building

AGENDA

Item

1. FORMAL MATTERS

- 1.1 Apologies
 - 1.2 Minutes of the meeting of 1 July 2014
 - 1.3 Matters Arising Report from the meeting of 1 July 2014
 - 1.4 Policies under development Report
 - 1.5 Projects Master List
 - 1.6 Business reported by the chair
-

2. MANAGEMENT/ PROJECT

- 2.1 Student Barometer Survey
 - 2.2 Group Financial Dashboard
 - 2.3 Framework for Promoting Good Relations on Campus
 - 2.4 Learning & Teaching Key Principles Briefing Paper
-

3. POLICIES/PROCEDURES

- 3.1 Flexible Working Policy
 - 3.2 Equality & Privacy Impact Assessments
 - 3.3 Intranet Procedures
-

4. OPERATIONAL UPDATE

- 4.1 Student Recruitment Update
 - 4.2 Reports from the Professional Services
 - Malaysia Campus
 - Finance
 - Research & Enterprise Services
 - External Affairs
 - Borders Campus
 - Campus Services
 - HR & Development
 - Information Services
 - Dubai Campus
 - Edinburgh Campus Schools/Institutes
 - Governance & Legal Services
 - Registry Services
-

5. GOVERNANCE

- 5.1 Secretary's Board meeting dates 2014/15 and 2015/16

6. ANY OTHER BUSINESS

Date of Next Meeting – Tuesday 2 September 2014