

## THE UNIVERSITY EXECUTIVE

### Minutes of the meeting held on 23 April 2015

#### Present:

Prof J Jones, Acting Principal (Chair)  
Prof R J M Craik, Vice-Principal (Malaysia)  
Ms A-M Dalton, Secretary of the University  
Prof G Gibson, Act. Head, Mathematical & Comp Sci (MACS)  
Prof G Hogg, Deputy Principal (External Relations)  
Prof A Kaka, Vice-Principal (Dubai)  
Mr A Kitchin, Joint Head, Edinburgh Business School (EBS)

Prof R MacIntosh, Head, Management & Languages (SML)  
Mr A Menzies, Director of Finance  
Prof G Pender, Head, The Built Environment (SBE)  
Prof J W Sawkins, Deputy Principal (Learning & Teaching)  
Prof P Morris, Act. Head, Life Sciences (SLS)  
Prof F Waldron, Head, Textiles and Design (TEX)

#### Present also:

Mr Mark Adderley, Director of HRD (for minute item M/15/80)  
Ms L Kirkwood-Smith, (Clerk to the UE)

Mr R McGookin, Director of Planning

#### Apologies:

Prof D Hand, Interim Deputy Principal (Research & KE)

Prof S McLaughlin, Head, Eng. & Physical Sciences (EPS)

#### **M15/77 STRATEGIC AND SCHOOL RISK REGISTERS (Paper UE/15/59)**

The UE received and noted Strategic, Dubai and School Operational Risk Registers and Overview Reports which were presented by the Secretary of the University. The Registers had been reviewed and updated by the Risk & Project Management Group (RPMSG) on 31 March 2015 and it was noted that the Malaysia Risk Register would be reported to the RPMSG at its next meeting in May 2015.

The UE approved the Risks Registers for onward presentation to the Audit and Risk Committee for consideration at its meeting on 30 April 2015.

In relation to the risk assessment associated with 'Vision', the University Virtual Learning Environment, the UE noted the need to develop a clear institution-wide VLE strategy which incorporates future support and development and risk control arrangements. In this regard it was agreed to invite the Director of Information Systems to work in conjunction with the expected new staff recruit in this area over the summer period and in due course to join a meeting of the UE to discuss a draft Strategy. It was agreed that the Strategy should be developed initially in consultation with and with the support of the Learning and Teaching Board.

#### **M15/78 RESEARCH DATA MANAGEMENT POLICY AND PROCEDURES (Paper UE/15/60)**

The UE received and discussed draft Research Data Management Policy and Procedures which were presented for UE consideration and approval by the Director of Planning on behalf of the Interim Deputy Principal (Research & KE).

It was noted that the Policy has been drafted in the context of a project to support compliance with the Engineering and Physical Sciences Research Funding Council (EPSRC) requirement that research data underpinning publications from 1 May 2015 must be accessible for review and re-use.

The UE approved the Policy for implementation subject to it being made clearer in the Policy which staff are / are not captured within the scope of the Policy. In current reading it could be deduced that Malaysia and Edinburgh Business School staff are excluded from the scope of the policy; however, clarity was required on this point. It was agreed that the advice of the Director of

Governance & Legal Services should be sought and wording of the Policy tightened up as necessary. *(Addendum: In May 2015 the Director of Governance & Legal Services provided advice to an author of the Policy on a change of wording which will make clear that the Malaysia Campus and Edinburgh Business School are not excluded from the scope of the Policy.)*

It was advised that arrangements should be made for the Acting Principal to release a communication to academic staff members who might be in receipt of EPSRC funding confirming implementation of the new Policy.

It was noted that the Research Publications Policy would be refreshed in the light of the new Research Data Management Policy.

**M15/79 IHR: SENIOR OFFICER AVAILABILITY (Paper UE/15/61)**

The UE received and noted a report from Deputy Principal (External Relations) confirming arrangements for recording and sharing information about absences of senior executive colleagues. It was noted that an online shared calendar report will be maintained by the Office of the Principal which will hold information about dates of absence as well contact points for work cover.

**M15/80 MAINSTREAMING EQUALITY AND DIVERSITY, AND EQUAL PAY REPORTS (Paper UE/15/62)**

The UE received and approved for publication reports on mainstreaming equality and diversity, and equal pay, subject to minor amendments noted below.

The UE was reminded that the Equality Act 2010 had introduced a number of legal requirements: the publication of Equality Outcomes covering 2013-17; the publication of Equal Pay Gap Information; an Equal Pay Statement; and the publication of a Mainstreaming Equality Report. The University's publications have been available on its website since April 2013, including an Equality Outcomes action plan.

It was agreed that the following should be published forthwith on the University's web pages in line with the University's legal obligations under the Act:

- a mainstreaming report. It was requested that confirmation of the University's intention to make Athena SWAN Bronze Award submissions from the Schools of MACS and EPS should be included in the report;
- annual employee information together with details of the progress made in gathering and using the information to better meet the duty;
- a report on progress made towards achieving equality outcomes published in 2013; and
- gender pay gap information (required of public authorities with 150 staff). It was requested that the equal pay data which relates to Scottish campuses only, should be clearly labelled as such. It was noted also that any actions relating to pay should be referenced within the Equality Report Action Plan.

It was proposed by the Secretary of the University that the mainstreaming and equal pay reports might be shared with the Staff Committee of Court following consideration by the Equality and Diversity Advisory Group.

**80.1 Athena SWAN**

In the context of the above discussion, the Deputy Principal (External Affairs) confirmed that preparation of submissions from the Schools of MACS and EPS for Athena SWAN bronze status was in the final stages. UE approval would be sought by correspondence on 29 April 2015.

**M15/81 REPORT FROM THE CAMPUS SERVICES MANAGEMENT BOARD (Paper UE/15/63)**

The UE received and noted a report from the Campus Services Management Board which was presented on behalf of the Board by the Secretary of the University. The report related to the meeting of the Board held on 8 April 2015 and all items in the report were presented for information.

**M15/82            UE AWAY DAY DISCUSSION ROUND-UP**

The Acting Principal thanked all colleagues for their contributions to a successful Away Day discussion. He confirmed that he would work closely with the Directors of Finance, Campus Services and Planning and the Secretary of the University in preparation for the Court Away Day on 11 May 2015, guided by the outcomes of the UE discussion.

UE members were asked to maintain strict confidentiality in the meantime.

**M15/83            DATE OF NEXT MEETING**

The UE noted that the next meeting of will take place on 28 May 2015.

Signed .....

Date .....