

## THE UNIVERSITY EXECUTIVE

### Minutes of the meeting held on 30 January 2015

#### Present:

Prof S Chapman, 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 D Hand, Interim Deputy Principal (Research & KE)  
Prof G Hogg, Deputy Principal (External Relations)  
Prof J Jones, Vice-Principal  
Prof A Kaka, Vice-Principal (Dubai)

Mr A Kitchin, Joint Head, Edinburgh Business School (EBS)  
Prof R MacIntosh, Head, Management & Languages (SML)  
Prof S McLaughlin, Head, Eng. & Physical Sciences (EPS)  
Mr A Menzies, Director of Finance  
Prof P Morris, Act. Head, Life Sciences (SLS)  
Prof G Pender, Head, The Built Environment (SBE)  
Prof J W Sawkins, Deputy Principal (Learning & Teaching)  
Prof F Waldron, Head, Textiles and Design (TEX)

#### Present also:

Ms S Collier, Director of Governance & Legal Services (for  
minute items M15/15 and M15/16 )  
Ms K Nicol (for minute item M15/18 )

Mr R McGookin, Director of Planning  
Ms L Kirkwood-Smith, (Clerk to the UE)

#### M15/1 WELCOME AND ANNOUNCEMENTS

The Chair welcomed the following individuals to the meeting:

- Professor Duncan Hand, who was attending his first meeting of the UE as Interim Deputy Principal (Research & KE);
- Ms Sue Collier, Director of Governance & Legal Services (attending for paper item UE/15/09 and minute item M15/16); and
- Ms Karen Nicol, Head of Reward & Employee Relations (attending for paper item UE/15/11).

#### M15/2 MINUTES OF THE PREVIOUS MEETING

The UE approved the minutes of the meeting held on 12 December 2014.

#### M15/3 ACTION LOG AND MATTERS ARISING

##### 3.1 Action Log

The UE received and noted the Action Log report relating to the meeting held on 12 December 2014.

##### 3.2 Matters arising

There were no matters arising.

#### M15/4 BUSINESS REPORTED BY THE CHAIR

##### 4.1 Scottish Funding Council: indicative teaching grant announcement

The UE received and noted a summary report from the Scottish Funding Council on indicative teaching grants for 2015/16 which were announced on 27 January 2015. The figures were indicative only and would be finalised once the budget bill had been agreed with the Scottish Parliament and the Council had finalised and agreed universities' Outcome Agreements in April 2015.

It was noted that the indicative allocation to Heriot-Watt of just under £27 million represented a 5.3%

increase on the current year and the largest rate of growth among established non-specialist Scottish institutions. The increase reflected the University's successful delivery against its Outcome Agreement targets.

It was noted, in relation to Research Excellence Grant funding allocations, which were yet to be determined, that the University's REF2014 results should mean that the University ought to gain in relative terms against other institutions; however, the absolute level of gain will be dependent on total REF funding available for distribution.

#### **4.2 Major projects**

The Principal updated the UE on the current status of key capital projects:

- discussions were continuing with the major funders in relation to the National Performance Centre for Sport and the cost gap to be met, as reported at the last meeting of the UE. There was reason to be optimistic that additional matched funding to the agreed additional contribution by the University would be agreed soon;
- the Lyell Centre remained on track and on budget; and
- the Phase II Residences 2016 project had started on time with a recent ground-breaking ceremony.

#### **4.3 Postgraduate research study: committee representation**

The Principal confirmed his view that management and oversight of the University's postgraduate research study should be through a committee established specifically for that purpose. Such a committee should have responsibility for arrangements in place for students from the point of entry through to graduation and would have responsibility, for example, for performance monitoring - such as completion rates. There was a view that current arrangements governed by the Postgraduate Studies Committee were not effective in relation to postgraduate research study which required more comprehensive oversight.

It was noted that a sub-committee of the Research & Knowledge Exchange Board with responsibilities for postgraduate research students already existed; however, this committee did not have a remit which extended close to the required management and oversight powers. A revised committee governance structure was therefore required with reporting lines yet to be determined (the governance to affect both academic and executive responsibilities).

The UE discussed the need to ensure the efficiency of supporting quality assurance processes which, in some cases, were slow and cumbersome.

General support was indicated for a radical review of the current governance arrangements. The Deputy Principal (Learning & Teaching) confirmed that, following the ELIR in spring 2015, and on a short timescale, he would undertake consultations with Heads of School and develop proposals for further consideration by the UE.

#### **M15/5 CONSULTATION AND PUBLICATIONS LOG**

The UE received and noted a Consultations and Publications Log which reported on current consultations with a deadline date for responses up until January 2015 and recently released external publications.

#### **M15/6 REPORTS FROM SCHOOLS/POSTGRADUATE INSTITUTES AND MALAYSIA CAMPUS**

The UE received oral updates including items of news from Heads of Schools and the Vice-Principals (Dubai and Malaysia), who were present at the meeting.

The UE noted work being led by the School of SML to develop guidance in support of PDR which had involved consultation with other Schools and would require consultation via the Combined Joint Negotiating and Consultative Committee.

## **M15/7 REPORT FROM THE DEPUTY PRINCIPAL (LEARNING AND TEACHING)**

The UE received and noted a report presented by the Deputy Principal (Learning & Teaching) which was supplemented by an oral update on the outcomes of the ELIR Part 1 visit which took place on 28 and 29 January 2015. The Deputy Principal reported that the visit had gone well.

The Deputy Principal highlighted also:

- the Part 2 visit will likely be spread over five days and will involve, inter alia, a meeting with student groups at the Dubai and Malaysia Campuses via skype. The review team planned to look at support arrangements for independent distance learning students and support to staff at ALPs as well as processes for handling feedback from students engaged in both those modes of learning. Other areas of interest included, for example, Edinburgh Business School, approval and oversight of programmes delivered at different locations and the work of the UG and PG Studies Committees;
- a positive draft report had been received in relation to the QAA review of transnational education in the West Indies. This had been shared with the ELIR review team;
- eligible students should be encouraged to participate in the National Student Survey 2015 which was launched in January; and
- the focus on student retention by the Learning & Teaching Board at its April 2015 meeting. Particular attention needed to be kept focused on retention rates, most closely at the Dubai Campus.

## **M15/8 REPORT FROM THE LEARNING & TEACHING BOARD**

The UE received and approved, for onward presentation to the Senate, a report from the Learning & Teaching Board, which related to the meetings of the Board held on 10 December 2014 and 21 January 2015.

Item 1: Additional Entry Points, of the report of the Board's meeting on 21 January was presented for UE consideration and approval. All other items in the reports were presented for information.

### **8.1 Additional entry points in the academic year**

The UE discussed key academic and business principles underpinning additional entry points in the academic year, which were proposed by the Learning and Teaching Board. This followed earlier discussions by the Board and by the UE on the matter of non-standard student entry points in the academic year, the standard being a September entry point. At its meeting in September 2014, the UE had agreed that, while a September start date should be maintained as the general norm, sufficient flexibility should be enabled to support exceptional alternative starts dates within a managed framework, and that University-level guidance should be prepared which defines accepted common practice and provides guidance on the required academic and financial business cases that should support requests for exceptional entry points.

In the course of discussion the UE formed the general view that:

- multiple entry points should neither be imposed on Schools as an expectation (for some there may be distinctly disadvantageous academic and/or business costs involved), or treated as an "exceptional" deviation from the norm. It should be acknowledged that additional entry points in the year, while not "the standard" are, and will remain, a recognised feature of the academic calendar, reflecting School choice;
- additional entry points should not impact negatively on the wider academic endeavours of a School, or impact unduly on the quality of the student experience;
- system and process support for multiple entry point operations will be critical to support a common framework within which multiple entry points can be managed efficiently and effectively, e.g. through further investment in the Student Administration System. (The UE noted plans for the Academic Registry to manage a pilot project which will consider, consult and recommend on the regulatory, process and system changes necessary to support both academic and administrative requirements);
- supporting programme approval processes must be effective and fit for purpose; and
- the business case for an additional entry point should be considered in the context of the regular planning round process. It was agreed, in light of this, that the Deputy Principal (Learning & Teaching) and the Vice-Principal should review the wording of the proposed business principles.

It was agreed that, in accord with the views expressed by the UE, redrafting of some elements of the academic and business principles should be undertaken. Heads of Schools should be consulted on the revised draft before onward reporting for information to the Learning & Teaching Board and the Senate.

#### **M15/9 HWU/SFC OUTCOME AGREEMENT**

The UE received and noted an annual update to the University's Outcome Agreement document which was presented by the Director of Planning.

The Outcome Agreement document, which had been provisionally agreed with the Scottish Funding Council for academic year 2015/16, was approved by the UE for onward presentation to the Court at its meeting to be held on 4 February 2015.

The Principal advised that Court should be reminded that the Outcome Agreement aligns with and is used to advance Heriot-Watt's own strategic goals. Outcome Agreement targets also accorded with the University's strategy.

The Principal thanked the colleagues who had contributed to development of the Outcome Agreement agreed with the SFC, most especially the Director of Planning and the Deputy Principal (Learning & Teaching).

#### **M15/10 HERIOT-WATT MALAYSIA (HWUM) BUSINESS PLAN REVIEW: REPORT ON OUTCOMES**

The UE received and discussed a revision of the HWUM Five-Year Plan which was presented jointly by the Deputy Principal (External Relations) and the Vice-Principal (Malaysia). The paper presented included the following:

- a finance report on the outcomes of the review of the Five-Year Plan which was conducted between September 2014 and January 2015, highlighting the main changes to the Plan, and consequences associated with those changes;
- a report on changed assumptions underpinning the Plan financial model at each major iteration of the Plan up to the current V5.3 update; and
- an update of the HWUM programme portfolio up until 2017/18.

It was noted that that the revised Five-Year Plan as presented included an increased deficit over the previously approved version of the Plan (V5) of £1.9 million in 2015/16 and £1.2 million in 2016/17, both figures being within the limits stipulated by the UE at its meeting in December 2014 – with bottom line figures returning to V5 planned out-turns in subsequent years of the Plan. Both the HWUM and HWU planning teams had agreed the revised V5.3 of the Plan.

The Deputy Principal (External Relations) highlighted that any inconsistencies to be found in the figures reported across the Management Accounts and the Five-Year Plan figures were the result of fluctuating exchange rates.

The attention of the UE was drawn to the net potential financial risk exposure of under-recruitment and consequent revenue loss which was estimated at £900 K, following concomitant non-pay cost reductions. It was noted that future decision on the current proposal in Paper UE/15/5b in relation the Foundation Programme had the potential to increase risk exposure further.

It was accepted that further work should continue to address the net financial risk exposure in the HWUM Plan. The Vice-Principal highlighted the likelihood of a larger element of contingency being included in the University Five-Year Plan.

The UE approved the revised V5.3 of the HWUM Plan for integration into the planning process underpinning development of the University Five Year Plan, and for onward presentation to the Malaysia Oversight Board and to the Court at its meeting on 9 March 2015.

## **M15/11 HERIOT-WATT MALAYSIA (HWUM) FIVE-YEAR PLAN**

The UE received and discussed a report, presented by the Vice-Principal (Malaysia), on the development and implementation of the HWUM Five-Year Plan. The report provided information on the year-to-date financial position, the current status of the Business Plan, risks to the Plan, the current status of student recruitment, and a proposal involving student entry to the Foundation Programme, which was presented for UE consideration and approval.

### **11.1 XXX Reserved section: Ref Section 30, FOI(S)A.**

## **M15/12 STUDENT RECRUITMENT UPDATE**

The UE received and noted a report, presented by the Director of Planning, which provided an update on student recruitment for 2015/16 entry.

The report included updated figures relating to:

- UG applications for Scottish Campuses as a mid-January 2015. Highlighted features included an overall positive increase in each category including RUK, overseas and SIMD 1-40 numbers, continuing a long-term trend. Variances across individual Schools were noted. The Head of the School of Textiles highlighted issues centred on profile, branding and web presence which will be the focus of work to be progressed by a new Director in the short-term;
- postgraduate taught course applications. Applications in January 2015 could only be compared with February 2014 figures; however, the figures showed an increase overall, centred on overseas applications which in turn centred heavily on a single School. Across most other Schools, the numbers were broadly comparable to the previous year, carrying this risk of under-recruitment. In response to a question about postgraduate taught course numbers, the Director of Planning confirmed his understanding that these were reduced generally across the sector, but not uniformly so;
- applications to the Malaysia Campus where the number of applications for the Foundation in Science programme for April 2015 entry were encouraging.

Heads from the relevant Schools were asked to pay particular attention to efforts to optimise conversion rates for Scottish Campus entry, in particular in the categories of overseas and RUK applicants.

The Director of Planning drew attention to the final section of the report which included an analysis of enrolled student numbers as at 19 January 2015. Including EBS, the total stood at a little over 29,000 students. The report highlighted performance across all schools and main student categories in relation to agreed student number targets. The report highlighted also, for each School, the value of tuition fee income against budget and, where relevant, the effects of mitigation measures (as a period 4) to balance the overall budget.

## **M15/13 REF2014 RESULTS**

The UE received and noted a report, presented by the Director of Planning, which provided analyses of the University's REF2014 results and highlighted the University's position the sector against a range of measures.

It was noted that the detailed report of the results would be shared with the Court and the Senate at their forthcoming meetings in February 2015.

## **M15/14 REPORT FROM THE SECRETARY OF THE UNIVERSITY AND FROM THE SECRETARY'S BOARD**

The UE received and discussed a report, presented by the Secretary of the University, which included the Secretary's Board Bulletin dated December 2014 and a report from the Secretary's Board which related to the meeting of the Board held on 2 December 2014.

The Secretary of the University highlighted the following in particular:

- the outcomes of a Tier 4 mock audit, as reported, which Heads of Schools should note as a

- matter of particular importance;
- work underway to clarify the division of roles across recruitment and marketing functions;
- plans in relation to visits to the University's international campuses by the Director of Marketing & Communications and the Academic Registrar to review University's processes from the perspective of Malaysia and Dubai. It was expected that recommendations and an action plan would emerge for consideration by the UE and Schools;
- the successful rollout of the iHR system. The Secretary requested that Heads of Schools encourage their staff to use the system and advised that a proposal for the next phase of development of the system will be submitted to the UE in due course. The secretary of the University advised that reporting tools remained for future roll-out. Facilities, such as attendance monitoring tools, had not been included in the original specification, but would join the list of "good to have" items to be considered and prioritised in planning for future development of the system. A Head of School highlighted, for feedback, the multi-step process for managing the PDR process in iHR which appeared onerous on reviewers. The PDR assessment descriptions also required to be updated in line with agreed changes in 2015. It was noted that there would be continued opportunities for representatives from the User Group to feedback on their experience; and
- the continuing process of search leading to the appointment of a new Principal & Vice-Chancellor. At a recent meeting the Appointment Committee had discussed the top priority skills, experience and personal attributes that should be given particular focus in the selection process.

#### **M15/15 CHANGE TO HOME OFFICE REGULATIONS: PARTNERSHIPS**

The UE received and discussed a report, presented by the Director of Governance & Legal Services, which highlighted the implications of Home Office 'Draft Guidance for Consultation'. The Guidance set out the way in which Tier 4 sponsors may list sites and partnerships on their Tier 4 licence, and sponsor Tier 4 students. It was noted that this had a number of implications for the University and its partnership with West London College (WLC). It was not yet known how the relationship between HWU and WLC might be interpreted under the new regulations.

It was noted that, following consultative processes, a Sites and Partnership Form must be returned to the Home Office by 1 April 2015, this form to set out how the Tier 4 sponsor will comply with the conditions by 1 October 2015. Preparations would therefore need to be got underway immediately. The UE noted the potential options open to the University/WLC, as signalled by the most recent (draft 3) of the Guidance.

#### **XXX Reserved section: Ref Sections 30, 33 FOI(S)A.**

The Director of Governance & Legal Services agreed to seek clarity on potential implications on student movement between overseas locations and the UK.

#### **M15/16 COUNTER-TERRORISM AND SECURITY BILL 2014/15**

The UE received and noted an oral update from the Director of Governance & Legal Services on the Counter Terrorism and Security Bill which was undergoing rapid consultation with an anticipated Royal Assent date of 9 February 2015 and anticipated commencement date of 30 March 2015. It was noted that the Scottish Government is proposing guidance which mirrors the principles and directions set out in Home Office Guidance for England and Wales but reflects the particular circumstances of the *Prevent* delivery in Scotland as an integral part of delivery of the UK Government 'Contest' counter-terrorism strategy. Consultation on this had taken place via the Universities Scotland Secretaries Group.

The Director advised the UE of the key requirements of the duty, implications for leadership, Contest engagement and participation, staff training, internal policies and procedures, student welfare and pastoral care, and monitoring and enforcement, associated with the Bill and with the Prevent element of the Contest strategy. The Director advised of the intention, via the Universities Scotland Secretaries Group, to develop supporting policies and procedures that may be adopted sector-wide. The Director was actively investigating potential sources of support funding.

The Principal requested that a report be provided to the UE which details which activities, policies and procedures the University already has in place and which might potentially be added as requirements as a result of the Bill and Scottish Government guidance.

## **M15/17 HWU PROJECT MANAGEMENT METHODOLOGY: OPPORTUNITIES APPRAISAL APPROACH**

The UE received and noted a planned adaptation to the HWU Project Management Methodology with particular reference to the Opportunities Appraisal Approach. The adaptation had been agreed by the Risk and Project Management Strategy Group at its meeting on 16 January 2015. It was noted that the guidance document provided a framework for the assessment of the benefits from an opportunity along with inherent risks when making investment decisions and a structure for appraising opportunities and considering factors that can affect potential for the success of a project.

## **M15/18 STAFF ENGAGEMENT SURVEY 2015**

The UE received and discussed a report, presented by the Head of Reward & Employee Relations (RER), which confirmed progress made to date on planning for the next all staff Employee Engagement Survey.

The UE agreed that the Employee Engagement Survey should be run again from 9 March 2015 (staying open for just under four weeks). It was intended that the 2015 survey should mirror the 2009 and 2011 surveys, picking up also on the results of the interim survey which ran in 2013.

The Head of RER highlighted that a Survey Working Group had been established and that Capita Consulting, who had been engaged in November 2014 to oversee and administer the survey were working closely with this Group.

The Working Group was working on a range of communications with the aim of encouraging a high rate of response to the survey. As part of its strategy, the Group would need to consider supporting “you said, we did” examples that could be communicated to staff. The Head of RER highlighted progress and improvements made in the area of promotion processes and performance & development review (PDR). This work had yet to cover senior university executive staff.

The University Executive supported the reported approach to the next Employee Engagement Survey.

## **M15/19 REPORT FROM THE CAMPUS SERVICES MANAGEMENT BOARD**

The UE received and noted a report, presented by the Secretary of the University, which related to the meeting of the Campus Services Management Board held on 12 January 2015. All items in the report were presented for information.

## **M15/20 REPORT FROM THE DEPUTY PRINCIPAL (EXTERNAL RELATIONS)**

The UE received and noted a brief oral report from the Deputy Principal (External Relations).

### **20.1 Inter-campus student transfers**

The UE noted recent developments, supported by the Student Union and use of webpages and posters to communicate inter-campus transfer opportunities to students. It was noted that promotional materials would focus on areas where there is a particular desire to promote transfer opportunities, e.g. Scotland to Dubai transfers. The Deputy Principal reported on the potential to develop a single administrative point for advice and support to students engaging in inter-campus transfer. Efforts were also being made by Development & Alumni to identify potential scholarship support.

The Deputy Principal (Learning & Teaching) highlighted the interest of the ELIR visiting team to speak to students who have had campus transfer experience.

### **20.2 National Performance Centre for Sport (NPCS) Academic Developments**

The UE noted ongoing engagement activities associated with academic development opportunities arising from the NPCS which were being led by the Head of Sports Science. Heads of Schools were asked to encourage their staff to attend the associated events.

### **20.3 Other events**

The Deputy Principal reminded the UE of the MOOCs workshop taking place at the end of April 2015

and a further academic promotions roadshow event. A calendar of dates was available.

**M15/21 ATHENA SWAN UPDATE**

The UE received and noted an update report on Athena SWAN related news and activities which was presented by the Deputy Principal (External Relations). The report included University level and School/Professional Service level updates on progress and highlighted events since September 2014.

Individual UE members were encouraged to complete a 'Doing Things Differently' pledge card if they have not already done so.

**M15/22 ROLE OF VICE-PRINCIPALS AND HEADS OF SCHOOL MALAYSIA**

The UE received and discussed a paper, presented by the Deputy Principal (External Relations), which provided a statement on the related roles and responsibilities of the Vice-Principal (Malaysia) and Heads of Schools.

It was noted that as the HWUM operation had progressed, questions had been raised which suggested a need for further clarification of respective roles and responsibilities. The UE was invited to approve the statement and to consider the proposal that the Vice-Principal (Malaysia) be included with the Head of School and the relevant Dean in agreeing probation targets (Section 3.1.5).

The UE approved the statement as it stood; however, the Principal advised that further discussion on the 'Academic Development' arrangements under 3.1.5 in relation to the Malaysia Campus should be taken off-line and, if agreed, the proposal for inclusion in the process of the Vice-Principal (Malaysia) confirmed in an amendment to the paper.

**M15/23 TRANSITIONAL MANAGEMENT GROUP FOR MALAYSIA (HWUM): TERMS OF REFERENCE**

The UE received and noted the following which were presented by the Deputy Principal (External Relations):

- draft Terms of Reference of the proposed HWUM Management Support Group; and
- a report which showed the mapping of key Malaysia Campus issues to management and governance processes in the post-HWUM Project and Oversight Boards phase.

The UE approved the draft Terms of Reference of the short-life HWUM Management Support Group as a body reporting to the UE. It was noted that the purpose of the Group will be to provide continuity of strategic level support to the HWUM senior management team in key areas for the first twelve months of the post project phase of the Malaysia Campus development.

**M15/24 REPORT FROM THE INTERIM DEPUTY PRINCIPAL (RESEARCH & KE)**

The UE received and noted a report, presented by the Interim Deputy Principal (Research & KE), which provided an analysis of research grants and contracts: proposals and awards for the period to the end of December 2014. The Interim Deputy Principal confirmed that there was further work to be done by the Research & Knowledge Exchange Board to increasing the value of research grants and contracts proposals submitted.

The Interim Deputy Principal also confirmed that he would ensure that REF2014 detailed feedback is distributed to Schools. In this regard, the Head of SML encouraged distribution within Schools to all staff. It was observed that there were positive lessons to be learned from REF2014 successes which should guide future activities and momentum needs to be maintained.

**M15/25 REPORT FROM THE RISK AND PROJECT MANAGEMENT STRATEGY GROUP**

The UE received and noted a report presented by the Secretary of the University on behalf of the Risk and Project Management Strategy Group. The report related to the meeting of the Group held on 16 January 2015. All items were presented for information.

## **Risk Register Overview Report, Strategic and International Risk Registers**

25.1

The UE received and noted a Risk Register Overview Report and Strategic and International Risk Registers, and approved these for onward presentation to the Audit and Risk Committee for consideration at its meeting on 5 February 2015.

## **M15/26 INTERNAL AUDIT REPORTS**

The UE received and noted two review reports from the University's Internal Auditor including:

- Hospitality Cash Handling and Stock Management; and
- IT Disaster Recovery

In relation to the Internal Auditor's recommendation 4.1 in the report of the IT Disaster Recovery review and the related management response, the Secretary of the University highlighted the requirement for a team effort across Schools and the relevant Professional Services.

The UE confirmed that it was content to endorse the management responses to the review recommendations, as set out in each report, noting that both reports will be presented for consideration by the Audit and Risk Committee at its next meeting in February 2015.

## **M15/27 STRATEGIC PROJECTS REGISTER**

The UE received and noted a Strategic Project Register report (as at 23 January 2015), which was presented by the Secretary of the University).

The report detailed the status of the University's strategic projects, as at 23 January 2015, highlighting material changes since the last version of the Register. These included "closure" of the Malaysia Campus Programme which had moved into operational phase. The UE noted also improvements that had been made to the Register, and recent meetings which had taken place to advise key staff of new arrangements for updating Operational Project Registers in SharePoint.

## **M15/28 UNIVERSITY EXECUTIVE TERMS OF REFERENCE**

The UE received and approved revised Terms of Reference for the University Executive to be implemented with immediate effect. The Terms of Reference had been updated in accordance with the annual programme of committee Terms of Reference review and re-approval.

## **M15/29 PUBLIC INTEREST DISCLOSURE POLICY**

The UE received and noted revised Public Interest Disclosure (Whistleblowing) Policy and Procedures which were presented by the Secretary of the University.

The Policy had been updated in response to key changes in the law arising from the Enterprise and Regulatory Reform Act 2013 which included: an amended definition of "qualifying disclosure" to introduce a public interest test; removal of the requirement that certain disclosures be made in good faith and replacing this with a power to reduce compensation where disclosure is not made in good faith; and the introduction of vicarious liability for employers if a worker is subjected to detriment by a co-worker for making a protected disclosure. The revised Policy reflected those changes and had also been checked for compliance against Scottish Code of Good Higher Education Governance guidance on whistleblowing.

It was noted that the Policy and Procedures had been reviewed by the Audit and Risk Committee prior to submission to the Court for approval at the meeting of Court held on 15 December 2014. The Policy had been approved for immediate implementation.

## **M15/30 ANY OTHER BUSINESS**

No other items of business were raised for discussion

**M15/31      DATE OF NEXT MEETING**

The UE noted that the next meeting will take place on Thursday 26 February 2015.

Signed .....

Date .....