

**Meeting of the Planning & Management Executive
Thursday 24 August 2006, 8.45 am
Leonard Horner Conference Room**

AGENDA

OPERATIONAL UPDATE

- 1 Fundraising Campaign
(Lord Penrose will attend for discussion on this item)
- 2 Reviewing the University Strategy

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 3 August 2006
- iii Matters Arising – Action Grid
- iv Consultations Log

OPERATIONAL UPDATE (continued)

- 3 National Framework Agreement
(Including presentation from the Director of HR)
- 4 Research Grants & Contracts Proposals and Awards: Report for July 2006
- 5 Interactive University
- 6 Dubai Campus
- 7 IS/IT Policy Group – Progress Report

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 8 Management Accounts for the period to 31 July 2006 (year end)
- 9 Strategic Risk Register
- 10 Corporate IS/IT Security Strategy
- 11 Reform of Higher Education Research Assessment and Funding: consultation

**Meeting of the Planning & Management Executive
Thursday 3 August 2006, 8.45 am
Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 6 July 2006
- iii Matters Arising – Action Grid
- iv PME Schedule of Business JELS's paper
- v Consultations Log

OPERATIONAL UPDATE

- 1 Fundraising JELS oral update
- 2 Student Recruitment Update WRM's paper

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 3 Management Accounts for the period to 30 June 2006 (period 11) PMcN's paper
- 4 Continuous Professional Development JELS's paper
- 5 Athena Swan Charter JELS's paper
- 6 Internal Auditors' Post Implementation Report - Dubai JELS's paper

ITEMS FOR INFORMATION

- 7 Interim Management Report PMcN's paper
- 8 Forward Look on Research Awards ACW's paper
- 9 Discretionary Hardship Funds KAP's paper
- 10 Restructuring the Academic Year RJMC's paper

**Meeting of the Planning & Management Executive
Thursday 6 July 2006, 8.45 am
Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 22 June 2006
- iii Matters Arising

OPERATIONAL UPDATE

- 1 Framework Agreement
- 2 Senior Promotions Board
- 3 Dubai Campus: Summary of Contract
- 4 Research Grants & Contracts: Proposals and Awards – Report for June 2006
- 5 Internal Audit Services

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 6 Risk Register
- 7 Consultancy Payments
- 8 IU in Dubai
- 9 General Complaints Procedures

ITEMS FOR INFORMATION

- 10 Student Administration System Newsletter
- 11 VLE Newsletter

**Meeting of the Planning & Management Executive
Thursday 22 June 2006, 8.45 am
Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 8 June 2006
- iii Matters Arising:

OPERATIONAL UPDATE

- 1 Framework Agreement
- 2 SBC co-location project
- 3 Dubai Campus:
 - Update
 - IU in Dubai

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 4 Strategic Planning documents 2006
- 5 Capital Expenditure
- 6 Library Project - Presentation
- 7 Project Management Methodology
- 8 Management Accounts for the period to 31 May 2006 (period 10)
- 9 Proposed removal of dormant companies
- 10 Restructuring the Academic Year: Business Case
- 11 Report from the QESC on Annual Monitoring and Review
- 12 Report on the Internal Review of Edinburgh Business School
- 13 Report on the Internal Review of the School of Engineering & Physical Sciences

**Meeting of the Planning & Management Executive
Thursday 8 June 2006, 8.45 am
Leonard Horner Conference Room**

AGENDA

PRESENTATION:

- 1 HWU and Knowledge Transfer – Objectives : Outcomes

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 25 May 2006
- iii Matters Arising:

OPERATIONAL UPDATE

- 2 AUT industrial action
- 3 Framework Agreement
- 4 SBC Co-location Project Update
- 5 Reports to Senate Council from PME Boards:
 - Report from Learning & Teaching Board
 - Report from Research Co-ordination Board
 - Report from Support Services Board
- 6 Research Grants & Contracts: Proposals and Awards – Report for May 2006

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 7 Three-year financial plan and budget
- 8 Purchasing Card Policy
- 9 Dubai Expenses
- 10 Approved Learning Partner ICTEC

**Meeting of the Planning & Management Executive
Thursday 11 May 2006, 8.45 am
Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 20 April 2006
- iii Matters arising:
 - Court Away Day

OPERATIONAL UPDATE

- 1 AUT industrial action

FOR APPROVAL

- 2 Framework Agreement

OPERATIONAL UPDATE (continued)

- 3 SBC Co-location Project Update
- 4 IU Progress against Business Plan
- 5 Research Grants & Contracts Report (April 2006)
- 6 Reports from PME Boards:
 - Learning & Teaching Board
 - Research Co-ordination Board (to follow)
 - Support Services Board

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 7 Budget 2006/07
- 8 Staff Number Trends (Jan 2006) - Update
- 9 Internationalisation Strategy
- 10 Structure of the academic year: module size

ITEMS FOR INFORMATION

- 11 Student Administration System: Update from the Project Board

**Meeting of the Planning & Management Executive
Thursday 20 April 2006, 8.45 am
Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of 5 April 2006 (by correspondence)
- iii Matters arising:
5 April 2006 business:
 - Management Accounts for Period 7
 - ELIR Review
 - Scottish Funding Council Grant Announcement

OPERATIONAL UPDATE

- 1 Scottish Borders Campus Update
- 2 Research Grants & Contracts Report (March 2006)
- 3 Court Away Day

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 4 Management Accounts for the period to end March 2006 (period 8)
- 5 Strategic Risk Register
- 6 Framework Agreement
- 7 Sino-Scottish Universities Programme
- 8 Preparation and use of teaching materials
- 9 Report on the internal review of the Web Supported Learning Management Programme
- 10 Ordinances & Regulations papers

ITEMS FOR INFORMATION

- 11 University Report on the Internal Review of the School of Mathematical & Computer Sciences
- 12 University Marketing Guidelines and Toolkit

**Meeting of the Planning & Management Executive
Wednesday 1 March 2006
8.45 am, Court Room, Lord Balerno Building**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 15 February 2006
- iii Matters Arising

OPERATIONAL UPDATE

- 1 SBC Co-location project
- 2 Dubai Campus
- 3 Reports from PME Boards for Senate Council:
 - Learning & Teaching Board
 - Research Co-ordination Board
 - Support Services Board
- 4 National Framework Agreement
- 5 AUT Industrial Action

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 6 Management Accounts for the period to 31 January 2006 (half year)
- 7 Free Weights Facility – Centre for Sport & Exercise
- 8 “Contribution metrics” Learning & Teaching and Research
- 9 Draft Policy on Early Retirement
- 10 Draft RAE Staff Selection and Equal Opportunities Policies
- 11 Amendments to Ordinances & Regulations
- 12 Student Services Annual Report and Strategy
- 13 Chaplaincy Annual Report
- 14 Collections Committee Annual Report and Heriot-Watt University Acquisition & Disposal Policy
- 15 Welfare Forum Annual Report

ITEMS FOR INFORMATION

- 16 40th Anniversary of Granting of Charter (revised paper)
- 17 Design Plans for the Postgraduate Centre and Library redevelopment

ANY OTHER COMPETENT BUSINESS / “BURNING ISSUES”

**Meeting of the Planning & Management Executive
Wednesday 15 February 2006
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 2 February 2006
- iii Matters Arising

OPERATIONAL UPDATE

- 1 SBC Co-location Project
- 2 Results v budget for the period to 31 January 2006 (half-year)
- 3 Fundraising Campaign

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 4 Research Grants & Contracts: Proposals and Awards – Report for January 2006
- 5 Research Grants & Contracts Income

ANY OTHER COMPETENT BUSINESS / “BURNING ISSUES”

**Meeting of the Planning & Management Executive
Thursday 2 February 2006
8.45 am, Leonard Horner Conference Room**

The Chairman of Court will attend this meeting.

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 20 January 2006
- iii Matters Arising

OPERATIONAL UPDATE

- 1 SBC Co-location Project
- 2 Student Applications update
- 3 Planning/Strategy Day: proposal for revised arrangements for strategy presentations/discussion

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 4 Draft Work-life Balance Policy and Job Share Procedure
- 5 Draft Redeployment Policy and Procedure in relation to Ill Health and Disability

ITEMS FOR INFORMATION / COMMENT

- 6 RAE 2008 preparations
- 7 Annual Accounts 2004/05
- 8 Underlying Operating Position Trend

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

Meeting of the Planning & Management Executive

Friday 20 January 2006

8.45 am, Leonard Horner Conference Room (finishing time 10.45 am **)**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 15 December 2005
- iii Matters Arising

OPERATIONAL UPDATE

- 1 Interactive University
- 2 SBC Co-location Project
- 3 Trade unions' pay dispute
- 4 Reports from PME Boards for Senate Council
 - Learning & Teaching Board
 - Research Co-ordination Board
 - Support Services Board

ITEMS FOR FORMAL RECEIPT / APPROVAL

- 5 Management Accounts for the period to 31 December 2005 (Period 5)
- 6 New student system
- 7 Research Grants & Contracts: proposals and awards (December 2005)
- 8 Academic Promotions Board (Lecturer A) 2005 – Autumn meeting and Research Staff Review Board
- 9 Amendments to Ordinances & Regulations

ITEMS FOR INFORMATION / COMMENT

- 10 Strategic Opportunity with Hong Kong Polytechnic University
- 11 Recent media coverage

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Thursday 15 December 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 24 November 2005
- iii Matters Arising

OPERATIONAL UPDATE

- 1 Framework Agreement
A presentation will be given by the Director of HR
- 2 SBC Co-location Project

A copy of the update for Court at its meeting on 12 December 2005 is enclosed
- 3 Reports from PME Boards for Senate Council
 - Learning & Teaching Board

THIS PAPER WAS DISTRIBUTED TO MEMBERS PREVIOUSLY.

A copy of the Learning & Teaching handbook is enclosed.

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 4 Management Accounts for the period to 30 November 2005 (Period 4)
- 5 Research Grants & Contracts: proposals and awards (November 2005)
- 6 Future collaboration with Interactive University
- 7 Business case for new student system
- 8 Conferment of the title of Research Fellow
- 9 Annual Review 2005

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Thursday 24 November 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 3 November 2005
- iii Matters Arising

OPERATIONAL UPDATE

- 1 SBC Co-location Project
- 2 Dubai Campus
- 3 Interactive University
- 4 Reports from PME Boards for Senate Council
 - Learning & Teaching Board
 - Research Co-ordination Board

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 5 Management Accounts for the period to 31 October 2005 (period 3)
- 6 Research Grants & Contracts :Proposals and Awards (October report)
- 7 Amendments to Ordinances & Regulations
- 8 Draft outline of Annual Review 2005

FOR INFORMATION/COMMENT

- 9 SRIF3 Collaborative Procurement

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Thursday 3 November 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 20 October 2005
- iii Matters Arising

OPERATIONAL UPDATE

- 1 Projected out-turn and cost savings
- 2 SBC Project update

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 3 Draft consolidated Annual Accounts for the year ended 31 July 2005
- 4 Internal Audit Report: Oracle Post Implementation Review
- 5 Internal Audit Report: Research Grants & Contracts Office Process Review
- 6 Internal Audit Report: Research Grants & Contracts Office: PME Reporting

FOR INFORMATION/COMMENT

- 7 IS/IT Policy Group and proposal for strategic management of H-Web
- 8 Planning for future campus developments

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Thursday 20 October 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 6 October 2005
- iii Matters Arising

OPERATIONAL UPDATE

- 1 IU Business Plan and China Initiatives
- 2 Student numbers and financial consequences
- 3 Scottish Borders Campus Project
- 4 Report for Senate from the Research Co-ordination Board

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 5 Management Accounts for the period to 30 September 2005 (period 2)
- 6 Ordinances & Regulations amendments
- 7 Draft Travel Policy and Guidelines

FOR INFORMATION/COMMENT

- 8 Agenda for Staff Congress on 31 October 2005

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"

**Meeting of the Planning & Management Executive
Thursday 6 October 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 22 September 2005
- iii Matters Arising

OPERATIONAL UPDATE

- 1 Student recruitment
- 2 Dubai Project
- 3 Scottish Borders Campus Project
- 4 IU China Initiatives
- 5 Enhancement-Led Institutional Review (ELIR) and Draft Reflective Analysis (RA) and case study documents
 - The Deputy Principal (Learning & Teaching) will give a supporting presentation
- 6 Reports for Senate from the Boards of PME:
 - Learning & Teaching Board
 - Research Co-ordination Board
 - Support Services Board

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 7 Storage Area Network (SAN) Technology – Need for Corporate Approach
- 8 Revised remits and membership for IS/IT Policy Group and Service Providers Group

FOR INFORMATION/COMMENT

- 9 Project Management Methodology

PME OPPORTUNITIES DAY, 17 OCTOBER 2005

ANY OTHER COMPETENT BUSINESS / “BURNING ISSUES”

**Meeting of the Planning & Management Executive
Thursday 22 September 2005
8.45 am, Leonard Horner Conference Room**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 25 August 2005
- iii Matters Arising

OPERATIONAL UPDATE

- 1 Arrangements for the start of the academic year
- 2 Dubai Project
- 3 Scottish Borders Campus Project
- 4 Enhancement Led Institutional Review (ELIR)
- 5 Framework Agreement (The Director of HR will give a short presentation)

ITEMS FOR FORMAL RECEIPT/APPROVAL

- 6 Management Accounts for the period to 31 August 2005 (Period 1)

15 MINUTE BREAK

- 7 Reports on Internal Programme and School Reviews:
 - Economics
 - Urban Studies
 - Physics
 - Management
 - Built Environment
- 8 Estate Office Annual Report 2004/05
- 9 Occupational Health & Safety Committee Annual Report 2004/05
- 10 Health Centre Annual Report 2004/05

FOR INFORMATION/COMMENT

- 11 Policy on Remission of Fees
- 12 Annual Review 2005: call for contributions

ANY OTHER COMPETENT BUSINESS / "BURNING ISSUES"