

**Meeting of the Planning & Management Executive**  
**Thursday 23 August 2007, 8.45 am**  
**Tom Patten Building, Institute of Petroleum Engineering**

**AGENDA**

**ITEMS FOR FORMAL RECEIPT / APPROVAL: Strategy / Project**

- 1 Student recruitment update: UG/PG / UG clearing \*
  - 2 Postgraduate admissions process review \*
  - 3 Proposed University-wide Admissions Policy for Postgraduate Taught Courses \*
- \* The Director of Recruitment & Admissions will join discussion on these items*

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 5 July 2007
- iii Matters Arising and Action Log
- iv Business reported by the Chair

**OPERATIONAL UPDATE**

- 4 Framework Agreement
- 5 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Infrastructure Board
- 6 RAE progress report
- 7 RAE-relevant vacancies
- 8 SBC Co-location Project: update
- 9 Consultations Log

**ITEMS FOR FORMAL RECEIPT / APPROVAL (continued)**

**Strategy / Project:**

- 10 Galashiels and Riccarton Residences: overview of options
- 11 Edinburgh International Science Festival

**Finance:**

- 12 Management Accounts for the period to 31 July 2007 (Period 12)
- 13 Operating trend update
- 14 Financial progress of Schools and June 2007 Plans
- 15 Research Grants & Contracts – Proposals and Awards: Report for July 2007 (end of year)
- 16 Research Grant Awards: Forward Look - July Report (end of year)
- 17 Pension Salary Sacrifice

18 Financial Regulations

**Management:**

19 Dual and Joint Awards: policy paper

20 Revised Staff Grievance Policy & Procedures

21 Revised Staff Discipline Policy & Procedures

22 Academic Promotions Board (Lecturer Advancement) 2007

**FOR INFORMATION**

23 fEC gains from Research Council Funding

24 SEEL Joint Study: Maximising the economic and commercial impact of the Edinburgh Campus

**Meeting of the Planning & Management Executive**  
**Thursday 5 July 2007, 8.45 am**  
**South Pod, Edinburgh Business School**

**AGENDA**

**Strategy/Project:**

- 1 - Learning for the Future Fundraising Campaign: Update
- Proposed Post-Doctoral Fellowship Scheme  
(Janice Riley will attend for these items)

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 5 June 2007  
Minute of an item considered by correspondence – 15 June 2007
- iii Matters Arising and Action Log
- iv Business reported by the Chair

**OPERATIONAL UPDATE**

- 2 Student recruitment update: UG/PG / UG clearing
- 3 Framework Agreement
- 4 Senior Academic Promotions Board Procedures (Revised)
- 5 Interactive University
- 6 Reports from the Boards of PME:
  - Learning & Teaching Board
  - Infrastructure Board
- 7 RAE-relevant vacancies
- 8 Timetable for the preparation of flexible learning materials
- 9 Consultations Log

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

**Strategy / Project:**

- 10 Dubai Financial Forecast
- 11 EDRMS to support SAS Implementation (EDRMS Phase 1)
- 12 Corporate EPOS (Electronic Point of Sale) System
- 13 Restructuring of the Academic Year: short summer 2008, Registration 2008 and availability of student accommodation
- 14 Project Plan (Terms of Reference) for Performance & Development Review

**Finance:**

- 15 Capital Bids made during the 2007 planning rounds
- 16 Management Accounts for the period to 31 May 2007 (Period 10)

17 Research Grants & Contracts – Proposals and Awards - Report for June 2007

18 Research Grant Awards: Forward Look - May Report

**Management:**

19 Internal and External Audit Reports

20 Proposal for a standard application form for ethical approval

21 Reflections on ELIR – 1 year follow up

22 Report on the Internal Review of Languages and Intercultural Studies

23 Report on the Internal Review of the School of Textiles & Design

**FOR INFORMATION**

24 Oracle Projects Status Report

25 Banking Tender Progress Update

26 Endowment, restricted and donated funds

**Meeting of the Planning & Management Executive**  
**Tuesday 5 June 2007, 8.45 am**  
**Room 1.34 Edwin Chadwick Building**

**AGENDA**

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 17 May 2007
- iii Matters Arising and Action Log
- iv Business reported by the Chair

**OPERATIONAL UPDATE**

- 1 Framework Agreement
- 2 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Support Services Board
- 3 RAE-relevant vacancies
- 4 IU Update
- 5 International Development Forum
- 6 Consultations Log

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

**Management:**

- 7 Report from the Risk Management Strategy Group
- 8 Audit Recommendations Status Report
- 9 IS/IT Policy Group quarterly report
- 10 Restructuring of the Academic Year

**Finance:**

- 11 SFC Financial Forecast including budget for 2007-2008
- 12 Group Capital Approvals 2006-2007
- 13 Research Grants & Contracts – Proposals and Awards - Report for May 2007

**Meeting of the Planning & Management Executive**  
**Thursday 17 May 2007, 8.45 am**  
**South Pod, Edinburgh Business School**

**AGENDA**

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 19 April 2007
- iii Matters Arising and Action Log
- iv Business reported by the Chair

**OPERATIONAL UPDATE**

- 1 Reflections on outcomes of the Court Away Day and next steps
- 2 Undergraduate and Postgraduate Taught Course student applications and acceptances
- 3 Interactive University: update on financial impact
- 4 Framework Agreement
- 5 Reports from the Boards of PME:
  - Learning & Teaching Board
- 6 SBC update
- 7 International Development Forum
- 8 RAE-relevant vacancies
- 9 Consultations Log

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

**Strategy / Project:**

- 10 International Student Centre via Study Group
- 11 Accommodation Booking & Management System
- 12 Postgraduate Scholarship Initiative update

**Management:**

- 13 Report from the Risk Management Strategy Group, and Risk Register
- 14 Condition and Compliance Survey
- 15 Senior Promotions Board: Promotion to Professor
- 16 Amendments to Ordinances & Regulations
- 17 Examination Space
- 18 Consultancy Fees
- 19 BP University Learning Partner

**Finance:**

- 20 2007 – 2012 5-Year Financial Plan
- 21 Management Accounts for the period to 30 April 2007 (Period 9)
- 22 Research Grants & Contracts – Proposals and Awards - Report for April 2007
- 23 Research Grant Awards, Forward Look April report

**Meeting of the Planning & Management Executive**  
**Thursday 19 April 2007, 8.45 am**  
**South Pod, Edinburgh Business School**

**AGENDA**

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 22 March 2007
- iii Matters Arising and Action Log
- iv Business reported by the Chair

**OPERATIONAL UPDATE**

- 1 Report from the PME Strategy Working Group and planning for the Court Away Day
- 2 Postgraduate Taught Course student applications
- 3 RAE relevant academic vacancies
- 4 Interactive University
- 5 Framework Agreement
- 6 Reports from the Boards of PME: - Research Co-ordination Board
- 7 SBC Co-location Project
- 8 International Forum
- 9 Consultations Log

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

- 10 5-year Plan Top-down Scenario
- 11 10-year cashflow reflecting draft Estate Development Plan
- 12 Management Accounts for the period to 31 March 2007 (Period 8)
- 13 Research Grants & Contracts – Proposals and Awards - Report for March 2007
- 14 Research Grant Awards – Forward Look
- 15 Updating of Financial Regulations
- 16 Banking Services Tender recommendations
- 17 EDRMS Proposal/Business Case
- 18 Academic Promotions Board (Senior Promotions): revised procedures
- 19 Academic Promotions Board (Senior Promotions): case
- 20 Treatment of subsequent inventions commercialised through an existing Heriot-Watt University spin-out company



## **FOR INFORMATION**

- 21 Fees Working Group 2006/07
- 22 Student Administration Services Newsletter
- 23 Guidelines for Restructuring of the Academic Year (sent under separate cover)

**Meeting of the Planning & Management Executive**  
**Thursday 22 March 2007, 8.45 am**  
**South Pod, Edinburgh Business School**

**AGENDA**

- 1 Estate Condition and Compliance Survey Results: Presentation by Director of Estate & Building Services with representatives from Dearle and Henderson from whom the survey was commissioned.
- 2 Replacement of Phase I and Phase II student accommodation at Edinburgh Campus (for approval)

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 22 February 2007
- iii Minutes and notes arising from Away Day on 8 March 2007
- iv Matters Arising and Action Log
- v Business Reported by the Chair

**OPERATIONAL UPDATE**

- 3 Consultations Log
- 4 Student applications update (PGTs)
- 5 Revised student numbers/targets
- 6 SFC Main Grants for 2007/08
- 7 Framework Agreement: Link Pay Modeller update
- 8 RAE relevant academic vacancies
- 9 Interactive University
- 10 International Student Centre
- 11 Student Administration System: selection of a supplier
- 12 Reports from the Boards of PME:
  - Learning & Teaching Board/Joint meeting of Learning & Teaching Board and Research Co-ordination Board
  - Support Services Board
  - Research Co-ordination Board
- 13 SBC Co-location Project

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

- 14 5-year Plan Top-down Scenario
- 15 Internationalisation Strategy: PME Forum

- 16 Management Accounts for the period to 28 February 2007 (Period 7)
- 17 Research Grants & Contracts – Proposals and Awards: Report for February 2007
- 18 Research Grant Awards – Forward Look
- 19 SBC Co-location Project : Residences Options Appraisal – Business Case
- 20 Deposits on Tuition Fees
- 21 Financial Regulations
- 22 HWU Carbon Footprint

**Meeting of the Planning & Management Executive**  
**Thursday 22 February 2007, 8.45 am**  
**Room 1.34 Edwin Chadwick Conference Room, School of the Built Environment**

**AGENDA**

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 25 January 2007
- iii Matters Arising and Action Log
- iv Consultations Log

**OPERATIONAL UPDATE**

- 1 Interactive University
- 2 Framework Agreement and outline Human Resource Strategy
- 3 Internationalisation: a way forward
- 4 International Student Centre – Options Appraisal
- 5 PME Away Day ‘Creating Options’ Draft Programme
- 6 Student Applications
- 7 Reports from the Boards of PME:
  - Learning & Teaching Board
  - Support Services Board
  - Research Co-ordination Board
- 8 RAE-relevant academic vacancies
- 9 Planning Process
- 10 SBC Co-location Project Progress Report
- 11 Customer Relationship Management (CRM) software update
- 12 Telephony Project

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

- 13 Management Accounts for the period to 31 January 2007 (mid-year)
- 14 Research Grants & Contracts – Proposals and Awards: Report for January 2007
- 15 Research Grant Awards – Forward Look
- 16 Review of University Support Services Board
- 17 Risk Management Strategy Group Update Report
- 18 Audit Recommendations implementation – quarterly report

19 Financial Regulations

20 Student Administration System: supplier recommendation and cost forecast

21 Ordinances & Regulations amendments

**ITEMS FOR INFORMATION**

22 EDU Newsletter January 2007

**Meeting of the Planning & Management Executive**  
**Thursday 25 January 2007, 8.45 am**  
**Tom Patten Building, Institute of Petroleum Engineering**

**AGENDA**

**ITEM FOR DISCUSSION/CONSIDERATION**

- 1 Process of admission of PGT students

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 14 December 2006
- iii Matters Arising and Action Log
- iv Consultations Log

**OPERATIONAL UPDATE**

- 2 Interactive University
- 3 Fundraising Campaign Key Dates
- 4 Framework Agreement
- 5 SBC Progress Report
- 6 Student Administration System Status Report
- 7 Strategy Update: towards a destination statement
- 8 Reports from the Boards of PME:
  - Learning & Teaching Board
  - Research Co-ordination Board
  - Support Services Board

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

- 9 HEU UG target numbers 2007/08 and subsequent planning assumptions
- 10 HWU 2006 Mock RAE Report
- 11 Research Grants & Contracts – Proposals and Awards: Report for December 2006
- 12 Research Grant Awards – Forward Look
- 13 Management Accounts for the period to 31 December 2006 (Period 5)
- 14 Pensions Progress Report
- 15 Planning Process: presentation by the Director of Finance
- 16 Long Term Cash Flow Base Case
- 17 Bank Re-financing
- 18 Research Reporting Working Party Report

- 19 Policy on Student Alcohol Use
- 20 Mental Health Policy for Students

**ITEMS FOR INFORMATION**

- 21 Cashflow Management Project Proposal
- 22 KPMG Final Management Letter
- 23 Summary of SFC Corporate Plan 2006 - 9

**Meeting of the Planning & Management Executive  
Thursday 23 November 2006, 8.45 am  
Tom Patten Meeting Room (Upstairs), Tom Patten Building**

**AGENDA**

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 26 October 2006 and items dealt with by correspondence in November 2006.
- iii Matters Arising – Action Log
- iv Consultations Log

**OPERATIONAL UPDATE**

- 1 Interactive University
- 2 Reports from Boards of PME:
  - Learning & Teaching Board
  - Support Services Board
  -

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

- 3 Management Accounts for the period to 31 October 2006 (Period 3)
- 4 Budget Rebalancing Plan
- 5 Annual Accounts 2005/2006
- 6 Research Grants & Contracts – Proposals & Awards – Report for October 2006
- 7 Research Grant Awards – Forward Look
- 8 Knowledge Transfer Partnerships
- 9 Strategic Risk Register
- 10 Framework Agreement
- 11 Academic Staff Review Board (Autumn Lecturer Advancement)
- 12 Academic Promotions Board Emergency Procedures Promotion Panel (Senior Promotions)
- 13 Annual Report from the Collections Committee
- 14 Annual Report from the Office of Student Services
- 15 Annual Report from the Student's Association
- 16 Annual Report from the Chaplain

**ITEMS FOR INFORMATION**

- 17 Summary of formal student complaints



**Meeting of the Planning & Management Executive  
Thursday 26 October 2006, 8.45 am  
Conference Room, Leonard Horner Hall**

**AGENDA**

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 21 September 2006 and items dealt with by correspondence in October 2006.
- iii Matters Arising – Action Log
- iv Consultations Log

**OPERATIONAL UPDATE**

- 1 Strategy Development: presentation  
- and oral updates from conveners LTB, RCB, SSB on progress of strategy development work through PME Boards
- 2 Interactive University
- 3 Student Recruitment
- 4 Framework Agreement

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

- 5 Academic Promotions Board (Senior Promotion): Emergency Procedures Promotion Panel
- 6 Management Accounts for the period to 30 September 2006 (period 2)
- 7 Research Grants & Contracts: proposals and awards – Report for September.
- 8 Research Awards forward look
- 9 School (TRO) Income & Expenditure Accounts 2004/05
- 10 Policy on preparation and use of teaching materials
- 11 Policy on service teaching following restructuring of the academic year
- 12 Future direction of H-Web

**ITEMS FOR INFORMATION**

- 13 Reform of higher education research assessment and funding: consultation response
- 14 Student Administration Service: Project Board Newsletter
- 15 Annual Review 2006: production schedule

**Meeting of the Planning & Management Executive  
Thursday 21 September 2006, 8.45 am  
Edinburgh Business School, North Pod**

**AGENDA**

**STRATEGY DISCUSSION**

- 1 Reviewing the University Strategy: structured discussion on mission and strategic themes

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 24 August 2006
- iii Matters Arising – Action Grid
- iv Consultations Log

**OPERATIONAL UPDATE**

- 1 Fundraising Campaign
- 2 Interactive University
- 3 Dubai Campus
- 4 Framework Agreement (including a presentation by the Director of HR)

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

- 5 Academic Promotions Board (Senior Promotions)
- 6 Management Accounts for the period to 31 August 2006 (period 1)
- 7 Research Awards forward look and update on research pattern as of the end of financial year 2005/06 (for information)
- 8 Knowledge Transfer Partnerships (KTPs)
- 9 Capital Projects budget 2006/07
- 10 Estate Office Annual Report
- 11 Occupational Health & Safety Committee Annual Report
- 12 Health Service Annual Report
- 13 UCU/JNCC Annual Report
- 14 Annual Review 2006: outline plan and call for contributions

**ITEMS FOR INFORMATION**

- 15 Re-development of the HESA Student Record