

Meeting of the Planning & Management Executive
Thursday 21 August 2008, 8.45 am
Meeting Room, Tom Patten Building

AGENDA

FORMAL MATTERS

- | | | |
|-----|---------------------------------------|----------------|
| i | Apologies | |
| ii | Minutes of the meeting of 3 July 2008 | Enclosed |
| iii | Matters Arising and Action Log | To follow |
| iv | Business reported by the Chair | AM oral update |

STRATEGY

- | | | |
|---|------------------------|--------------------|
| 1 | Strategy Review update | AM oral update |
| 2 | Estate Strategy | PLW's presentation |

OPERATIONAL UPDATE

- | | | |
|---|--|------------------------|
| 3 | Student recruitment update (UG/PG) | RMcG's paper to follow |
| 4 | Sunday Times University Guide 2008 Briefing | RMcG's paper |
| 5 | PDR update | ACW oral update |
| 6 | Reports from the Boards of PME: <ul style="list-style-type: none">• Research Co-ordination Board | GJG's paper |
| 7 | Module results: summer diet of examinations | RJMC's paper |
| 8 | Consultations Log | Enclosed |

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- | | | |
|----|---|------------------------|
| 9 | Management Accounts for the period to 31 July 2008 (full year) | PMcN's paper to follow |
| 10 | Research grants & contracts: proposals & awards: Report for June 2008 | GJG's paper |
| 11 | Research awards Forward Look Report for July 2008 | ACW's paper |

Management:

- | | | |
|----|--|------------------------|
| 12 | Report from the Risk Management Strategy Group and Risk Register | PMcN's paper to follow |
| 13 | Internal Audit Reports from Scott Moncrieff | PMcN's paper |
| 14 | Internal Review Reports and Action Plans: <ul style="list-style-type: none">• Civil Engineering; Construction Management & Surveying and Architectural Engineering• Accountancy UG/PG and Management PG | RJMC's paper |

Project:

- | | | |
|----|-------------------------------------|------------------------|
| 15 | SAS/ ISS Contingency Monthly Report | PMcN's paper to follow |
| 16 | Residences Project | PLW's paper to follow |

FOR INFORMATION

17 Staff Trends Update

ACW's paper

Subsequent meeting: 18 September August 2008, Meeting Room, Tom Patten Building

Meeting of the Planning & Management Executive
Thursday 3 July 2008, 8.45 am
South Pod, Edinburgh Business School

AGENDA

FORMAL MATTERS

- | | | |
|-----|---------------------------------------|----------------|
| i | Apologies | |
| ii | Minutes of the meeting of 5 June 2008 | Enclosed |
| iii | Matters Arising and Action Log | Enclosed |
| iv | Business reported by the Chair | AM oral update |

STRATEGY

- | | | |
|---|---|-----------------------|
| 1 | Budget update from Court Meeting/ Strategy Review | AM/JJ oral update |
| 2 | Estate Strategy | PLW's paper to follow |
| 3 | The Megawatt Programme | PLW's paper |
| 4 | Dubai Plan update | PLW's paper to follow |
| 5 | Marketing and PR Strategy | TM's paper |
| 6 | Fundraising Plan update | JF's (presentation) |
| 7 | Professional Services Quality Review | JJ's paper to follow |
| 8 | Review of LINCS, School of Management & Languages | ACW's paper |

OPERATIONAL UPDATE

- | | | |
|----|--|--------------------------------|
| 9 | Student recruitment applications and acceptances (UGs, PGTs, PGRs) | RMcG's paper to follow |
| 10 | Performance & Development Review update | ACW's paper |
| 11 | Reports from the Boards of PME:

Infrastructure Board
<ul style="list-style-type: none">• Performance Management Policy (for approval)• Capability Policy (for approval)
Research Co-ordination Board | PLW's paper

GJG's paper |
| 12 | Consultations Log | Enclosed |

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- | | | |
|----|---|-----------------------|
| 13 | Management Accounts for the period to 31 May 2008 (period 10) | PMcN's paper |
| 14 | Research grants & contracts: proposals & awards: full report for May 2008 | GJG's paper |
| 15 | Research awards Forward Look report for June 2008 | ACW's paper to follow |
| 16 | HWU Trading Ltd: Business processes for consultancy | GJG's paper |

Management:

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|----|--|------------------|
| 17 | Report from the Risk Management Strategy Group | RMcG oral update |
| 18 | Proposed changes to Regulation 42: Formation of New Companies | GJG's paper |
| 19 | Audit Committee Report to Court: 23 June 2008 meeting | PMcN's paper |
| 20 | Internal Review Reports and Action Plans: <ul style="list-style-type: none">• Civil Engineering; Construction Management & Surveying and Architectural Engineering• Accountancy UG/PG and Management PG | RJMC's paper |

Project:

- | | | |
|----|-------------------------------------|--------------|
| 21 | SAS/ ISS Contingency Monthly Report | PMcN's paper |
|----|-------------------------------------|--------------|

Subsequent meeting: 21 August 2008, Meeting Room, Tom Patten Building

Meeting of the Planning & Management Executive
Thursday 5 June 2008, 8.45 am
Enterprise Seminar Room Tom Patten Building

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 14 May 2008
- iii Matters Arising and Action Log
- iv Business reported by the Chair

OPERATIONAL UPDATE

- 1 Framework Agreement update
- 2 Voluntary Severance Scheme update
- 3 PGT student applications update
- 4 Centralisation of admission of PGT students
- 5 Examination performance
- 6 HWUSA response to Schools' NSS Reports
- 7 Reports from the Boards of PME:
- Learning and Teaching Board
- 8 Consultations Log

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- 9 Budget 2008-2009 and Financial Forecasts
- 10 Topical and Pooling Strategic Investments
- 11 Management Accounts for the period to 30 April 2008 (Period 9)
- 12 Research Awards: Forward Look report for May 2008
- 13 T/R/O Splits for 2006/07 and Financial Progress of Schools

Management:

- 14 Report from the Risk Management Strategy Group and Risk Register
- 15 Academic Promotions Board (Senior Promotion) 2007

Project:

- 16 SAS/ ISS Contingency Monthly Report

* PAPER PREVIOUSLY DISTRIBUTED – PLEASE REFER TO ORIGINAL PAPER

Meeting of the Planning & Management Executive
Wednesday 14 May 2008, 8.45 am
South Pod, Edinburgh Business School

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 24 April 2008
- iii Matters Arising and Action Log
- iv Business reported by the Chair

OPERATIONAL UPDATE

- 1 Strategy Review update
- 2 UUK Guidance on minimising impact on students arising from industrial action with Scottish addendum
- 3 Framework Agreement Update
- 4 Voluntary Severance Scheme update
- 5 Reports from the Boards of PME:
 - Research Coordination Board
 - Infrastructure Board
- 6 Examination performance
- 7 HWUSA response to Schools' NSS Reports
- 8 Consultations Log

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- 9 Budget plan consolidation
- 10 Management Accounts for the period to 30 April 2008 (Period 9)
- 11 Research Grants & Contracts – Proposals and Awards - Report for April 2008
- 12 Research Grant Awards Forward Look – Report for April 2008

Strategy / Project:

- 13 PGT Applications Processing
- 14 SAS Monthly Report
- 15 RAY data submission update
- 16 SBC Co-location Project update

Meeting of the Planning & Management Executive
Thursday 24 April 2008, 8.45 am
SOUTH POD, EDINBURGH BUSINESS SCHOOL

AGENDA

OPERATIONAL UPDATE

- 1 SAS Progress Update:
Gordon Duncan and Wendy Nightingale have been invited to attend for discussion on this item.

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 20 March 2008
- iii Action Log and Matters Arising
- iv Business reported by the Chair – including Strategy Review update

OPERATIONAL UPDATE (Continued)

- 2 Review of Risk Register (paper)
Review of Risk Environment Strategy (presentation)
The following colleagues have been invited to join the discussion on this item at 10.30 am:
 - Alan Parsley
 - Ed Weeple
 - David Brew
- 3 Budget consolidation (presentation)
- 4 Student applications update (UG, PGT, PGR)
- 5 PGT Applications update
- 6 Outcomes of the PME Strategy Discussion Day: 1 April 2008
- 7 Framework Agreement update
- 8 Voluntary Severance Scheme update
- 9 Reports from the Boards
 - Research Co-ordination Board
 - Infrastructure Board
 - Learning & Teaching Board
- 10 Examination Diet 2 Results
- 11 Consultation Log

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- 12 Management Accounts for the period to 31 March 2008 (period 8)
- 13 Research Grants & Contracts – Proposals and Awards: Report for March 2008 (period 8)
- 14 Research Grant Awards - Forward Look: Report for March 2008

Management:

15 Academic Promotions Board (Senior Promotions) 2007

16 Staff Trends update

Project:

17 IS/IT Policy Group update

18 Oracle Projects update

**Meeting of the Planning & Management Executive
Thursday 20 March 2008, 8.45 am
SOUTH POD, EDINBURGH BUSINESS SCHOOL**

AGENDA

OPERATIONAL UPDATE

- 1 SAS Project Update Presentation Gordon Duncan

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 21 February 2008 Distributed
- iii Action Log and Matters Arising Action Log enclosed
- iv Business reported by the Chair AM oral update

OPERATIONAL UPDATE (Continued)

- 2 Strategy Review update JJ oral update
- 3 SFC Annual Grant Letter for 2008/9 Update RMcG's paper to be tabled
- 4 Update on PG(T) applications for 2008/9 and comparison with PGT recovery plan projections RMcG paper to follow
- 5 Reports from the Boards
• Research Co-ordination Board
• Infrastructure Board
• Learning & Teaching Board
GJG's paper
PLW's paper to follow
RJMC's paper to follow
- 6 Teaching & Learning matters:
• Provisional graduate employment statistics
RJMC's paper
- 7 Consultation Log

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- 8 Management Accounts for the period to 29 February 2008 (period 7) PMcN'S paper
- 9 Research Grants & Contracts – Proposals and Awards: Report for February 2008 (period 7) GJG's paper to follow
- 10 Research Grants & Contracts Discussion Paper: Strategic & Operational Issues GJG's paper
- 11 Research Grant Awards - Forward Look: Report for February 2008 ACW's paper to follow

Management:

- 12 Proposed Modification to Ordinance 26: Head of Department PLW's paper
- 13 Audit Report on School of Management & Languages – Employment Financial Controls PMcN's paper

Items for Information:

- 14 Heriot-Watt University Disability Equality Scheme 2006-2009 KAP's paper

**Meeting of the Planning & Management Executive
Thursday 21 February 2008, 8.45 am
SOUTH POD, EDINBURGH BUSINESS SCHOOL**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 24 January 2008
- iii Action Log and Matters Arising incl:
 - SAS Project delivery communications plan (PMcN / TM)
- iv Business reported by the Chair

OPERATIONAL UPDATE

- 1 Strategy Review
- 2 Framework Agreement
- 3 PDR update: Academic Workloads and Reviewers
- 4 Student recruitment update
- 5 HEU undergraduate student target numbers
- 6 Reports from the Boards
 - Research Co-ordination Board
 - Infrastructure Board
 - Learning & Teaching Board
- 7 Teaching & Learning matters:
 - NSS 2007 results: analysis by individual question
- 8 Development Trust and Ethical Receipt of Donations
- 9 THES – QS World University Rankings

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- 10 Management Accounts for the period to 31 January 2008 (mid-year)
- 11 Research Grants & Contracts – Proposals and Awards: Report for January 2008 (mid-year)
- 12 Research Grant Awards - Forward Look: Report for January (mid-year)
- 13 Heriot-Watt University Supplementary Pension Scheme

Project:

- 14 SAS and ISS Contingency Projects
- 15 RAY Progress Report
- 16 SBC Quarterly Report

Management:

- 17 Amendments to Ordinances & Regulations

**Meeting of the Planning & Management Executive
Thursday 24 January 2008, 8.45 am
SOUTH POD, EDINBURGH BUSINESS SCHOOL**

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 4 December 2007
- iii Action Log and Matters Arising incl:
 - CIPD accreditation – RJMC
 - Consultancy procedures – GJG
 - Study Group – RJMC
 - Strategy Review website update – TM
 - Any other matters arising
- iv Business reported by the Chair

OPERATIONAL UPDATE

- 1 Recommendations for the management of new scholarships and scholarships information (The Director of Postgraduate Studies and the Director of Recruitment & Admissions will attend for this item)
- 2 Strategy Review
- 3 Workload Allocation for Research Activity and the PDR System: RCB discussion paper
- 4 Framework Agreement
- 5 Reports from the Boards
 - Research Co-ordination Board
 - Infrastructure Board
 - Learning & Teaching Board
- 6 Teaching & Learning matters:
 - Monitoring of Module Results (Diet 1 results): update
- 7 Consultations Log

ITEMS FOR FORMAL RECEIPT / APPROVAL

Management:

- 8 Risk Management Report and Risk Register
- 9 PME Board membership roles
- 10 IS/IT Policy Group Quarterly Report

Project:

- 11 SAS Quarterly Report (Presentation)
- 12 EDRMS Project

Finance:

- 13 Management Accounts for the period to 31 December 2007 (period 5)

- 14 Operating Trend and Research Income update
- 15 Research Grants & Contracts – Proposals and Awards: Report for December 2007 (Period 5)
- 16 Research Grant Awards: Forward Look – Report for December (Period 5)
- 17 Financial Regulations

FOR INFORMATION

- 18 Tuition Fee analysis: UK competitors 2006/07 & 2007/08

Meeting of the Planning & Management Executive
Tuesday 4 December 2007, 8.45 am
SEMINAR ROOM: INSTITUTE OF PETROLEUM ENGINEERING

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 21 November 2007
- iii Matters Arising and Action Log
- iv Business reported by the Chair

OPERATIONAL UPDATE

- 1 SCHOLAR Programme update: presentation by Prof P John
- 2 Strategy Review update: presentation
- 3 Framework Agreement
- 4 RAE 2008 update
- 5 School of Life Sciences, CIPD accreditation
- 6 Teaching & Learning matters:
 - Monitoring of Module Results: update
 - Consultation on Teaching Workload: update
 - Study Group: update
- 7 Media Coverage: Quarterly Report
- 8 Consultations Log

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- 9 Research Grants & Contracts – Proposals and Awards: Report for November 2007 (Period 4)
- 10 Research Grant Awards: Forward Look – Report for November (Period 4)

Management:

- 11 Annual Report from the HWU Students' Association

FOR INFORMATION

- 12 Audit Committee Annual Report
- 13 Finance Committee Annual Report
- 14 ELIR Institutional Review follow up
- 15 Draft outline Annual Review 2007

Meeting of the Planning & Management Executive
Wednesday 21 November 2007, 8.45 am
South Pod: Edinburgh Business School

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 18 October 2007
- iii Matters Arising and Action Log
- iv Business reported by the Chair

OPERATIONAL UPDATE

- 1 Strategy Review update: Recovery Planning (presentation and paper)
- 2 Framework Agreement
- 3 Reports from the Boards of PME:
 - Research Co-ordination Board
 - Learning & Teaching Board
 - Infrastructure Board
- 4 RAE 2008
 - Update on data preparation (oral report)
 - Selection of staff for inclusion in RAE 2008 submission: update
- 5 Consultations Log

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- 6 Management Accounts for the period to 31 October 2007 (Period 3)
- 7 Research Grants & Contracts – Proposals and Awards: Report for October 2007 (Period 3)
- 8 Research Grant Awards: Forward Look – Report for October (Period 3)
- 9 Tuition Fees: 2008/09
- 10 Internal Audit Recommendations (summary)
- 11 External Audit Recommendations (summary)
- 12 Internal Audit Reports

Management:

- 13 Report from the Risk Management Strategy Group
- 14 Amendments to Ordinances & Regulations
- 15 Records retention policy for examination scripts and marked course work
- 16 Strategic review of student services
- 17 Annual Report from the Office of Student Services

18 Annual Report of formal student complaints and appeals

19 Annual Report of the University Chaplain

20 Annual Reports of the JNCC UCU / EIS/ULA

Project:

21 SBC Project Report

For information:

22 Staff trends

Meeting of the Planning & Management Executive
Thursday 18 October 2007, 8.45 am
North Pod: Edinburgh Business School

AGENDA

FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 20 September 2007
- iii Matters Arising and Action Log
- iv Business reported by the Chair

OPERATIONAL UPDATE

- 1 Strategy Review update: presentation
 - Performance Review (paper to follow)
 - Opportunities Study (oral update)
- 2 Modification to Examination Board practice
- 3 Framework Agreement
- 4 Student numbers update
- 5 Reports from the Boards of PME:
 - Research Co-ordination Board
 - Learning & Teaching Board
 - Support Services Board
- 6 RAE 2008
 - Update on data preparation (oral report)
 - Staff selection and numbers (paper)
- 7 Fundraising Campaign update
- 8 Consultations Log

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- 9 Annual Accounts 1 August 2006 to 31 July 2007
- 10 Management Accounts for the period to 30 September 2007 (Period 2)
- 11 Research Grants & Contracts – Proposals and Awards: Report for September 2007 (Period 2)
- 12 Research Grant Awards: Forward Look – Report for August 2007 (Period 2)

Management:

- 13 Policy on Advance Instalments for Postgraduate Tuition Fees
- 14 Internal Review of the School of Life Sciences
- 15 Amendments to Ordinances & Regulations

Project:

- 16 Oracle Projects update report
- 17 IS/IT Policy Group quarterly report
- 18 SAS Highlight report

For information

- 19 Annual Review 2007: call for contributions

**Meeting of the Planning & Management Executive
Thursday 20 September 2007, 8.45 am
South Pod: Edinburgh Business School**

AGENDA

FORMAL MATTERS

- | | | |
|-----|--|----------------|
| i | Apologies | |
| ii | Minutes of the meeting of 23 August 2007 | Enclosed |
| iii | Matters Arising and Action Log | Enclosed |
| iv | Business reported by the Chair | AM oral update |

OPERATIONAL UPDATE

- | | | |
|---|--|----------------------------|
| 1 | Framework Agreement | MCC oral update |
| 2 | UG/PG Applications/Admissions | RMcG paper to follow |
| 3 | Reports from the Boards of PME: <ul style="list-style-type: none">- Research Co-ordination Board- Learning & Teaching Board | GJG's paper
PLW's paper |
| 4 | RAE-relevant vacancies | RMcG's paper |
| 5 | Consultations Log | Enclosed |

ITEMS FOR FORMAL RECEIPT / APPROVAL

Finance:

- | | | |
|----|---|------------------------|
| 6 | Management Accounts for the period to 31 August 2007 (Period 1) | PMcN's paper to follow |
| 7 | Research Grants & Contracts – Proposals and Awards: Report for August 2007 (Period 1) | GJG's paper |
| 8 | Research Grant Awards: Forward Look - August Report (Period 1) | ACW's paper |
| 9 | Endowment Management | ACW paper to follow |
| 10 | Banking Project Update | PMcN oral update |

Management:

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|----|---|--|
| 11 | Risk Register | PMcN's paper |
| 12 | Academic Promotions Board (Senior Promotions) | MCC's paper |
| 13 | Gender Equality Scheme and Equal Pay Policy | PLW's paper |
| 14 | Annual Report from the Estate Office (Estate Strategy Committee) | PLW's paper |
| 15 | Annual Report of the Staffing Strategy Committee | PLW paper to follow |
| 16 | Annual Report of the University Collections Committee | PLW paper to follow |
| 17 | Annual Reports of the JNCC: <ul style="list-style-type: none">• UCU• EIS/ULA | MCC paper to follow
MCC paper to follow |

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|----|---|---------------------|
| 18 | Annual Report of the Occupational Health & Safety Committee | PLW paper to follow |
| 19 | Annual Report of the University Health Service | PLW's paper |
| 20 | Annual Report of the Welfare Forum | PLW's paper |

FOR INFORMATION

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|----|--------------|-------------|
| 21 | Staff Trends | ACW's paper |
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