

## Meeting of the Planning & Management Executive

Thursday 23 April 2009, 8.45 am  
Tom Patten Meeting Room, IPE

### AGENDA

#### FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 19 March 2009
- iii Matters Arising and Action Log
- iv Business reported by the Chair

#### OPERATIONAL UPDATE

- 1 Voluntary Severance Scheme Update
- 2 PDR Update
- 3 Student Applications Update
- 4 Branding Engagement Roll Out Update
- 5 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Infrastructure Board
  - Learning & Teaching Board
- 6 Consultations Log
- 7 Strategy Update including 5-year Budget Plan
- 8 Review of the School of Life Sciences: Update

#### **Break: 10.40am**

- 9 Review of Risk Register (Report from the Risk Management Strategy Group to follow)  
The following colleagues have been invited to join the discussion on this item at 11am:
  - Dr Judith McClure
  - Mr Ed Weeple
  - Mr Malcolm Durie

#### ITEMS FOR FORMAL RECEIPT / APPROVAL

##### **Finance:**

- 10 Management Accounts for the period to 31 March 2009 (Period 8)
- 11 Research Grants & Contracts - Proposals and Awards: Report for March 2009 (Period 8)
- 12 Research Grant Awards: Forward Look - March Report (Period 8)
- 13 Prioritisation and Management of Journal Budgets

**Management:**

- 14 Policy and Procedure for Approving, Monitoring, and Reviewing Personal Data Processing Agreements
- 15 Heriot-Watt University Fair Trade Catering Policy
- 16 Religious and Cultural Observance Statement
- 17 International Development Committee
- 18 Academic Promotions Board (Lecturer Advancement) 2008
- 19 Internal Review Cycle 2
- 20 Dubai Campus Review February/March 2009
- 21 Internal Review Report and Action Plan: Computer Science Programme

**FOR INFORMATION**

- 22 Staff Trends Update
- 23 SAS Update Report

## Meeting of the Planning & Management Executive

Thursday 19 March 2009, 8.45 am

South Pod, Edinburgh Business School

### AGENDA

#### STRATEGY UPDATE

- 1 Branding Strategy: Presentation by Stamp Consultancy

#### FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 26 February 2009
- iii Matters Arising and Action Log
- iv Business reported by the Chair

#### OPERATIONAL UPDATE

- 2 Strategy Update
- 3 VS Update (Court Paper)
- 4 New Residences Project Update
- 5 Review of School of Life Sciences: Scope and Remit
- 6 PDR Update
- 7 Research Activities in PDR and Promotion
- 8 Industrial Action: HR Aspects
- 9 PG Student Applications Update
- 10 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Infrastructure Board
  - Learning and Teaching Board – extract from Away Day
- 11 Consultations Log

#### ITEMS FOR FORMAL RECEIPT / APPROVAL

##### Management:

- 12 Proposal for a Career Path in Enterprise & Knowledge Transfer
- 13 Annual Report of the Students Association

##### Finance:

- 14 Management Accounts for the period to 28 February 2009 (period 7)
- 15 Research Grants & Contracts - Proposals and Awards: Report for February 2009 (period7)

16 Research Grant Awards: Forward Look - February Report (Period 7)

17 Mid-Year Research Turnover and Overhead Recovery Review

**FOR INFORMATION**

18 SAS Update Report

**Planning & Management Executive**  
**Thursday 26 February 2009, 8.45 am**  
**South Pod, Edinburgh Business School**

**AGENDA**

**FOR INFORMATION**

- 1 SAS Update Report and Presentation
- 2 Postgraduate Centre

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 29 January 2009
- iii Matters Arising and Action Log
- iv Business reported by the Chair

**OPERATIONAL UPDATE**

- 3 Strategy Review Update:
  - Financial position and Voluntary Severance
  - Performance Review (financial / academic)
  - Topical Theme appointments
  - Opportunities Study
- 4 VS appraisal / recommendation to the Court
- 5 Academic Performance (Quality) Review
- 6 Industrial Action: HR aspects
- 7 Student Applications Update
- 8 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Learning and Teaching Board – extract from Away Day
  - Infrastructure Board
- 9 Consultation on SFC Corporate Plan 2009-2012
- 10 Consultations Log

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

**Finance:**

- 11 Management Accounts for the period to 31 January 2009 (period 6)
- 12 Research Grants & Contracts - Proposals and Awards: Report for January 2009 (period 6)
- 13 Reconciliation of the Forward Look Database with 2007/08 Research Turnover

- 14 Reports from Scott Moncrieff
- General Ledger / Income Debtors
  - Budget Setting and Monitoring / Treasury and Cash Management
  - Integrated Language Services (to follow)

**Management:**

- 15 Risk Register and Report from the Risk Management Strategy Group
- 16 Publications Database and Institutional Repository
- 17 Proposal for a Career Path in Enterprise & Knowledge Transfer
- 18 Internal Review of Undergraduate Provision within the School of Engineering & Physical Sciences
- 19 Annual Report of the Office of Student Support & Accommodation
- 20 Annual Report of Formal Student Complaints

## Meeting of the Planning & Management Executive

Thursday 29 January 2009, 8.45 am  
South Pod, Edinburgh Business School

### AGENDA

#### ITEM FOR FORMAL RECEIPT

- 1 SBC Co-location Project update

#### FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 18 December 2008
- iii Matters Arising and Action Log
- iv Business reported by the Chair

#### OPERATIONAL UPDATE

- 2 Strategy Review Update  
(Topics to be reported under the Strategy Review heading will be advised following the meeting of SWG on 23 January 2009)
- 3 PDR update
- 4 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Learning & Teaching Board
- 5 Preparation for possible industrial action
- 6 Consultations Log

#### ITEMS FOR FORMAL RECEIPT / APPROVAL

##### **Finance/Risk:**

- 7 Management Accounts for the period to 31 December 2008 (period 5)
- 8 Research Grants & Contracts - Proposals and Awards: Report for December 2008 (period 5)
- 9 Research Grant Awards: Forward Look – December Report (Period 5)
- 10 Report from the Risk Management Strategy Group and oral update  
(PME members should bring with them the Risk Register provided to PME in December 2008)
- 11 Pension Risk Management
- 12 Policy on Management of Commercial Billing and the Commercial Debt Collection Process

13 Policy on Management of Student Fees, Charges, Fines and Debts

**FOR INFORMATION**

14 SAS Update Report

**Meeting of the Planning & Management Executive  
Thursday 18 December 2008, 8.45 am  
North Pod, Edinburgh Business School**

**AGENDA**

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 27 November 2008
- iii Matters Arising and Action Log
- iv Business reported by the Chair
  - RAE 2008 Results (AM/GJG)

**OPERATIONAL UPDATE**

- 2 Strategy Review Update
- 3 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Infrastructure Board
  - Learning & Teaching Board
- 4 Learning and Teaching matters:
  - School Response to NSS 2008
  - Report on the Pilot Module Feedback Survey
  - Report on Student Progression
  - Academic Enhancement Plans
- 5 Dubai Plan Update
- 6 Consultations Log

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

**Finance:**

- 7 Management Accounts for the period to 30 November 2008 (period 4)
- 8 Research Grants & Contracts - Proposals and Awards: Report for November 2008 (period 4)
- 9 Research Grant Awards: Forward Look - November Report (Period 4)

**Management:**

- 10 Risk Register and Report from the Risk Management Strategy Group
- 11 Embedding Research in the PDR Process
- 12 Internal Review Report and Action Plan: Institute and Programme Level Review in the Institute of Petroleum Engineering
- 13 Disability Equality Scheme Annual Report 2008 Summary
- 14 Internal Communications Strategy

**FOR INFORMATION**

- 15 Monitoring and Evaluation of Marketing and PR Strategy
- 16 Staff Trends Update
- 17 SAS Update Report

## Meeting of the Planning & Management Executive

Thursday 27 November 2008, 8.45 am  
South Pod, Edinburgh Business School

### AGENDA

#### ITEMS FOR FORMAL RECEIPT / APPROVAL

- 1 Centralisation of PGT admissions  
(the Director of Recruitment & Admissions will join discussion on this item)

#### FORMAL MATTERS

- i Apologies
- ii Minutes of the meeting of 23 October 2008
- iii Matters Arising and Action Log
- iv Business reported by the Chair

#### OPERATIONAL UPDATE

- 2 Strategy Review Update
- 3 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Learning & Teaching Board
  - Infrastructure Board
- 4 PDR Update
- 5 Consultations Log

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

##### Finance:

- 6 Annual Accounts and Financial Statements 2007/08
- 7 Management Accounts for the period to 31 October 2008 (period 3)
- 8 Research Grants & Contracts – Proposals and Awards: Report for October 2008 (period 3)
- 9 Research Grant Awards: Forward Look - October Report (Period 3)
- 10 Report from the Endowment Committee
- 11 Treasury Policy

##### Management:

- 12 Risk Register and Report from the Risk Management Strategy Group
- 13 Risk Management Policy
- 14 Proposed new Ordinance: External Academic Partners and Policy on The Management and Oversight of Academic Partners

- 15 Guidance for Heads of Schools and Course Team Leaders on Teaching Workload and Quality
- 16 Role of Court in overseeing Quality Assurance and Enhancement

**FOR INFORMATION**

- 17 Annual Report of the Finance Committee
- 18 Annual Report of the Audit Committee
- 19 SAS Update Report

**Meeting of the Planning & Management Executive**  
**Thursday 23 October 2008, 8.45 am**  
**South Pod, Edinburgh Business School**

**AGENDA**

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

- 1 Strategy Review Update
- 2 Professional Services Review and Service Theme Team Proposals
  - There will be a presentation and paper from Gerda Bartsch and Julian Jones will support this item.
- 3 HR Strategy

**FORMAL MATTERS**

- i Apologies
- ii Minutes of the meeting of 18 September 2008
- iii Matters Arising and Action Log
- iv Business reported by the Chair

**OPERATIONAL UPDATE**

- 3 Student Numbers Update
- 4 National Student Survey 2008 Results
- 5 League Tables and Rankings Update
- 6 Reports from the Boards of PME:
  - Research Co-ordination Board
  - Learning & Teaching Board
  - Infrastructure Board
- 7 PDR Update
- 8 Consultations Log

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

**Finance:**

- 9 Management Accounts for the period to 30 September 2008 (Period 2)
- 10 Research Grants & Contracts – Proposals and Awards: Report for September 2008 (Period 2)
- 11 Research Income Forecasting Tool
- 12 Process to Approve Institutional Commitment to Major Initiative Bids

**Management:**

- 13 Contribution Pay Policy
- 14 Fraud Prevention Policy

15 Draft Strategic Annual Audit Plan 2008/09 to 2010/11

16 Academic Promotions Board (Senior Promotions)

**FOR INFORMATION**

17 SAS/ISS Contingency Monthly Report

18 Annual Review 2008: Call for contributions

19 SBC Co-location Project Update

**Meeting of the Planning & Management Executive**  
**Thursday 18 September 2008, 8.45 am**  
**Meeting Room, Tom Patten Building IPE**

**AGENDA**

**FORMAL MATTERS**

- |     |  |                 |
|-----|--|-----------------|
| i   | Apologies                                |                 |
| ii  | Minutes of the meeting of 21 August 2008 | To follow       |
| iii | Matters Arising and Action Log           | Enclosed        |
| iv  | Business reported by the Chair           | ACW oral update |

**OPERATIONAL UPDATE**

- |   |   |  |
|---|---|--|
| 1 | UG/PG Applications/Admissions   | RMcG's paper to follow                               |
| 2 | Reports from the Boards of PME: <ul style="list-style-type: none"><li>- Research Co-ordination Board</li><li>- Learning &amp; Teaching Board</li><li>- Infrastructure Board</li></ul> | GJG's paper<br>RJMC's paper<br>PLW's paper to follow |
| 3 | Consultations Log   | To follow  |

**ITEMS FOR FORMAL RECEIPT / APPROVAL**

**Finance:**

- |   |   |              |
|---|---|--------------|
| 4 | Management Accounts for the period to 31 August 2008 (Period 1)                       | PMcN's paper |
| 5 | Research Grants & Contracts – Proposals and Awards: Report for August 2008 (Period 1) | GJG's paper  |
| 6 | Research Grant Awards: Forward Look - August Report (Period 1)                        | ACW's paper  |

**Management:**

- |    |  |                        |
|----|--|------------------------|
| 7  | Preliminary Estates Strategy prepared by Drivers Jonas           | PLW's paper            |
| 8  | Annual Report from the Estate Office (Estate Strategy Committee) | PLW's paper            |
| 9  | Risk Management Policy   | PMcN's paper to follow |
| 10 | Risk Register and Report from the Risk Management Strategy Group | PMcN's paper           |
| 11 | Ray and Examinations Diet 2009                                   | KAP's paper            |
| 12 | Gender Equality Scheme Annual Report                             | PLW's paper            |
| 13 | Annual Report of the University Collections Committee            | PLW's paper            |
| 14 | Annual Report of the Occupational Health & Safety Committee      | PLW's paper            |
| 15 | Annual Report of the University Health Service                   | PLW's paper            |

**FOR INFORMATION**

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|----|------------------------------------|------------------------|
| 16 | SAS/ISS Contingency Monthly Report | PMcN's paper to follow |
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