

Planning and Management Executive

Thursday 26 August 2010, 8.45 am

South Pod, Edinburgh Business School

AGENDA

Item	OPERATIONAL UPDATE	Paper Ref
1	Equal Pay Audit (including a presentation by the Equality & Diversity Adviser)	PME/10/126

FORMAL MATTERS

i	Apologies	
ii	Minutes of meeting of 1 July 2010	-
iii	Matters Arising and Action Log	-
iv	Business reported by the chair *	Oral

OPERATIONAL UPDATE (continued)

2	Student recruitment update	PME/10/127
3	National Student Survey 2010 results	PME/10/128
4	Reports from the Boards of PME: - Research Co-ordination Board *	PME/10/129
5	Consultations Log *	PME/10/130

ITEMS FOR FORMAL RECEIPT/APPROVAL

Management / Project:

6	PDR: proposed evaluation and rating mechanism	Presentation
7	Research Staff promotion	PME/10/132
8	Promotions process: Grades 1 - 7	PME/10/133
9	Disciplinary Policy and Procedure	PME/10/134
10	Structures and titles for academic teaching grades	PME/10/135
11	Consultative Committee on Redundancy Avoidance	PME/10/136
12	Travel and Expenses Policy	PME/10/137
13	English Language provision in the School of Management & Languages	PME/10/138
14	SAS Project update	PME/10/139
15	New Residences Programme update	PME/10/140

Finance / Risk:

16	Management Accounts for the period to 31 Jul 2010 May 2010 (full year)	PME/10/142
17	Research Grants & Contracts - Proposals and Awards - July 2010 (full year)	PME/10/143
18	Research Awards Forward Look	PME/10/144

For Information:

19	IT Management Information	PME/10/141
----	---------------------------	------------

Date of Next Meeting – Thursday 23 September 2010

Heriot-Watt University

Planning and Management Executive

Thursday 1 July 2010, 8.45 am
Court Room, Lord Balerno Building

AGENDA

Item		Paper Ref
FORMAL MATTERS		
i	Apologies	
ii	Minutes of meeting of 3 June 2010	-
iii	Matters Arising and Action Log	-
iv	Business reported by the chair *	Oral
OPERATIONAL UPDATE		
1	Student applications and acceptances update	PME/10/110
2	School of Life Sciences Plan	PME/10/111
3	PDR Quality Review	PME/10/112
4	Reports from the Boards of PME: <ul style="list-style-type: none">- Research Co-ordination Board *- Infrastructure Board- Learning & Teaching Board *	PME/10/113 PME/10/114 PME/10/115
5	Consultations Log *	PME/10/116
ITEMS FOR FORMAL RECEIPT/APPROVAL		
Management / Project:		
6	Review of Professional Support Services: Remit, Terms of Reference & Objectives	PME/10/117
7	Harassment & Bullying Policy and Support Contacts proposal	PME/10/118
8	Exceptional Promotion Panel: case for promotion to Professor	PME/10/121
Finance / Risk:		
9	Risk Register update	Oral
10	Management Accounts for the period to 31 May 2010 (Period 10)	PME/10/122
11	Research Grants & Contracts - Proposals and Awards - May 2010 (Period 10)	PME/10/123
12	Research Awards Forward Look: Report for May 2010 (Period 10)	PME/10/124
FOR INFORMATION / COMMENT		
13	SAS Project update	PME/10/125

Date of Next Meeting – Thursday 26 August 2010

Heriot-Watt University

Planning and Management Executive

Thursday 3 June 2010, 9.15 am until 11.15 am

Room 206, High Mill Building, Scottish Borders Campus

AGENDA

Item	Paper Ref
FORMAL MATTERS	
i Apologies	
ii Minutes of meeting of 20 May 2010	-
iii Matters Arising and Action Log	-
iv Business reported by the chair *	Oral
OPERATIONAL UPDATE	
1 PDR Update *	PME/10/99
2 League Tables Update	PME/10/100
ITEMS FOR FORMAL RECEIPT/APPROVAL	
Finance / Risk:	
3 Consolidated 5-Year Plan	PME/10/101
4 Fundraising Progress and Endowment Funds' Performance *	PME/10/102
5 Risk Management Overview	PME/10/103
6 Strategic Internal Audit Annual Plan and Annual Plan 2010/11	PME/10/104
7 Internal Audit Action Monitor Summary	PME/10/105
8 IT follow-up report from the Internal Auditor	PME/10/106
9 Major initiatives in IT and Information governance	PME/10/107
Management /project	
10 Corporate Structure proposal	PME/10/108
11 Emergency Research Review Board	PME/10/109

Date of Next Meeting – Thursday 1 July 2010

Heriot-Watt University

Planning and Management Executive

Thursday 20 May 2010, 8.45 am
Court Room, Lord Balerno Building

AGENDA

Item	Paper Ref
------	-----------

FORMAL MATTERS

i	Apologies	
ii	Minutes of meeting of 22 April 2010	-
iii	Matters Arising and Action Log	-
iv	Business reported by the chair *	Oral

OPERATIONAL UPDATE

1	Student applications and acceptances update	PME/10/82
2	Reports from the Boards of PME: - Research Co-ordination Board * - Infrastructure Board * - Learning & Teaching Board *	PME/10/83 PME/10/84 PME/10/85
3	Learning and Teaching Strategic Performance Review	PME/10/86
4	Research Information System	Oral Update
5	Consultations Log *	PME/10/87

ITEMS FOR FORMAL RECEIPT/APPROVAL

Finance / Risk:

6	Statutory Accounts Timetable	PME/10/88
7	Management Accounts for the period to 30 April 2010 (Period 9)	PME/10/89
8	Research Grants & Contracts - Proposals and Awards - April 2010 (Period 9)	PME/10/90
9	Research Grant Awards: Forward Look - April 2010 (Period 9)	PME/10/91
10	Revised Tender Thresholds: amendments to the Financial Regulations	PME/10/92
11	Quarterly report from the International Development Committee	PME/10/98

Management / Project:

12	Draft Disciplinary Policy and Procedure	PME/10/93
13	Public Affairs Strategy	PME/10/94
14	Collaborative approach to developing commercial activity at SBC	PME/10/95
15	SAS Project update	PME/10/96

Date of Next Meeting – Thursday 3 June 2010

Planning and Management Executive

Thursday 22 April 2010, 8.45 am

Court Room, Lord Balerno Building

AGENDA

Item		Paper Ref
FORMAL MATTERS		
i	Apologies	
ii	Minutes of meeting of 18 March 2010	-
iii	Matters Arising and Action Log	-
iv	Business reported by the chair *	Oral
<hr/>		
OPERATIONAL UPDATE		
1	5-Year Plan preparation	Presentation
2	SFC grants announcement: issues arising	Presentation
3	International Strategy update	Presentation
4	Student applications and acceptances update	PME/10/064
5	Residences Project: progress update	PME/10/065
6	PDR update	PME/10/066
7	Reports from the Boards of PME: - Research Co-ordination Board * - Infrastructure Board *	PME/10/067 PME/10/068
8	Visitor Centre Project update *	PME/10/070
9	Consultations Log *	PME/10/071
<hr/>		
ITEMS FOR FORMAL RECEIPT/APPROVAL		
Finance / Risk:		
10	Management Accounts for the period to 31 March 2010 (Period 8)	PME/10/072
11	Research Grants & Contracts - Proposals and Awards - March 2010 (Period 8)	PME/10/073
12	Research Grant Awards: Forward Look - March 2010 (Period 8)	PME/10/074
Management / Project:		
13	Report from the Promotions Review Group: regarding, selection and progression of non-academic staff	PME/10/075
14	Policy on the secure use of confidential information on portable media	PME/10/076
15	Collaborative approach to developing commercial activity at SBC	PME/10/077
16	User Account Management Policy	PME/10/079
17	Internal Audit Report: School of Management & Languages	PME/10/080
18	SAS Project update	PME/10/081

AGENDA

Item	Paper Ref
FORMAL MATTERS	
i Apologies	
ii Minutes of meeting of 25 February 2010	-
iii Matters Arising and Action Log	-
iv Business reported by the chair *	Oral
OPERATIONAL UPDATE	
1. Residences Project Update (presentation)	Oral
2. Student Applications and Acceptances Update	PME/10/039
3. PDR Update	PME/10/040
4. Reports from the Boards of PME: - Infrastructure Board * - Learning & Teaching Board * - Student Survey Update	PME/10/041 PME/10/042 PME/10/043
5. Consultations Log *	PME/10/044
ITEMS FOR FORMAL RECEIPT/APPROVAL	
Management / Project:	
6. Dubai Campus Developments Business Case	PME/10/045
7. Dubai Entry Standards	PME/10/046
8. Marketing Strategy	PME/10/047
9. Redundancy Payments 2010 Policy	PME/10/048
10. Annual Report to the Court: Staffing Strategy Committee *	PME/10/049
11. Annual Report to the Court: JNCC (UCU) *	PME/10/050
12. Annual Report to the Court: Office of Student Services *	PME/10/051
13. Annual Report to the Court: HWU Students Association *	PME/10/052
14. Annual Report to the Court: Report from the University Chaplain *	PME/10/053
Finance / Risk:	
15. Management Accounts for the period to 28 February 2010 (Period 7)	PME/10/054
16. Research Grants & Contracts - Proposals and Awards - February 2010 (Period 7)	PME/10/055
17. Research Grant Awards: Forward Look - February 2010 (Period 7)	PME/10/056
FOR INFORMATION / COMMENT	
18. SAS Project Update	PME/10/057
19. Review of the Library	PME/10/058
20. Internal Audit Report: Dubai	PME/10/059
21. Internal Audit Report: Estates	PME/10/060
22. Internal Audit Report: Purchasing and Accounts Payable	PME/10/061
23. Internal Audit Report: Marketing and Branding	PME/10/062
24. Date of Next Meeting – Thursday 22 April 2010	

Heriot-Watt University

Planning and Management Executive

Thursday 25 February, 8.45 am
Tom Patten Meeting Room, IPE

AGENDA

Item	Paper Ref
FORMAL MATTERS	
i Apologies	
ii Minutes of meeting of 28 January 2010	-
iii Matters Arising and Action Log	-
iv Business reported by the chair *	Oral
OPERATIONAL UPDATE	
1. Residences Project Update	PME/10/022
2. Student Applications and Acceptances Update: February 2010	PME/10/023
3. PDR Completion Update	PME/10/024
4. Reports from the Boards of PME: - Research Co-ordination Board * - Infrastructure Board *	PME/10/025 PME/10/026
5. Consultations Log *	PME/10/027
ITEMS FOR FORMAL RECEIPT/APPROVAL	
Management / Project:	
6. India Office Proposal	PME/10/028
7. Report from the International Development Committee	PME/10/029
8. Re-grading/Selection and Progression of Non-Academic Staff	PME/10/038
9. Management of Change – New Policies: - Proposal for Consultation on Avoidance Policy - Redeployment Policy - Redundancy Payment Policy	PME/10/030
10. Mental Health Policy and Procedures for Staff	PME/10/031
11. TRAC Report	PME/10/032
Finance / Risk:	
12. Risk Register and Report from the Risk Management Strategy Group	PME/10/033
13. Management Accounts for the period to 31 December 2009 (Period 5) and to 31 January 2010 (Period 6)	PME/10/017 PME/10/034
14. Research Grants & Contracts - Proposals and Awards – December 2009 (Period 5) and January 2010 (Period 6)	PME/10/018 PME/10/035
15. Research Grant Awards: Forward Look – December 2009 (Period 5) and January 2010 (Period 6)	PME/10/19 PME/10/036

FOR INFORMATION / COMMENT

- | | | |
|-----|---|------------|
| 16. | SAS Update * | PME/10/037 |
| 17. | Guidance on Engaging Self Employed/Consultants/Agency Staff * | PME/10/020 |
| 18. | Organisational Development Needs Report | PME/10/021 |

19. Date of Next Meeting – Thursday 18 March 2010

Heriot-Watt University

Planning and Management Executive

Thursday 28 January 2010, 8.45 am

Tom Patten Meeting Room, IPE

AGENDA

Item	Paper Ref
FORMAL MATTERS	
i Apologies	
ii Minutes of meeting of 17 December 2009	-
iii Matters Arising and Action Log	-
iv Business reported by the chair * - Raising the profile of the Honorary Graduands Nomination Process	Oral
OPERATIONAL UPDATE	
1. 5-Year Plan 2010: first preparations	Presentation
2. Consolidation of UG Student Numbers: Update on Implementation	PME/10/001
3. Residences Project: Progress Report	PME/10/002
4. SAS Project update	PME/10/003
5. Staff Survey Update	PME/10/004
6. Development and Alumni Office: Update	PME/10/005
7. Reports from the Boards of PME: - Research Co-ordination Board * - Infrastructure Board * - Learning & Teaching Board *	PME/10/006 PME/10/007 PME/10/008
8. Consultations Log *	PME/10/009
ITEMS FOR FORMAL RECEIPT/APPROVAL	
Management / Project:	
9. ALP Partner in IRAN: ICTEC	PME/10/010
10. Management of Change – New Policies: - Proposal for Consultation on Avoidance Policy - Redeployment Policy - Redundancy Payment Policy	PME/10/011
11. Re-grading/Selection and Progression of Non-Academic Staff	PME/10/012
12. Policy on Employment of Casual and Temporary Staff engaged in Learning and Teaching Activities	PME/10/013
13. Draft Submission to SFC on the Efficient Government Initiative Return	PME/10/014
14. Hardship Fund for International Students	PME/10/015
Finance / Risk:	
15. Risk Register and Report from the Risk Management Strategy Group	PME/10/016
16. Management Accounts for the period to 31 December 2009 (Period 5)	PME/10/017

- | | | |
|-----|---|------------|
| 17. | Research Grants & Contracts - Proposals and Awards - December 2009 (Period 5) | PME/10/018 |
| 18. | Research Grant Awards: Forward Look - December 2009 (Period 5) | PME/10/019 |
-

FOR INFORMATION / COMMENT

- | | | |
|-----|---|------------|
| 19. | Guidance on Engaging Self Employed/Consultants/Agency Staff * | PME/10/020 |
| 20. | Organisational Development Needs Report | PME/10/021 |
-

- | | | |
|-----|---|--|
| 21. | Date of Next Meeting – Thursday 25 February 2010 | |
|-----|---|--|
-