

Planning and Management Executive
Thursday 25 August 2011, 8.45 am
Conference Lounge, Leonard Horner Hall

AGENDA

Item

MANAGEMENT/PROJECT

- 1 Internal Audit Forward Plan 2011/12
*Presentation by the Internal Auditors
-

FORMAL MATTERS

- i Apologies
 - ii Minutes of meeting of 2 June 2011 and 10 August 2011
 - iii Matters Arising and Action Log
 - iv Business reported by the chair *
-

OPERATIONAL UPDATE

- 2 Malaysia Campus Project
 - 3 Student Recruitment Update
 - 4 RUK Fees Update
 - 5 National Student Survey results
 - 6 Professional Services Review: implementation update
 - 7 Report on Outcome of Voluntary Severance Scheme
 - 8 Staff Engagement Survey Action Plan 2011-13
 - 9 Impact Evaluation of the Leadership Development Programme
 - 10 Reports from the Boards of PME:
 - Research & Knowledge Exchange Board *
 - Learning & Teaching Board*
 - 11 Consultations Log *
-

STRATEGY/PLANNING

- 12 Oracle R12 Implementation Project
 - 13 Healthy University Strategy
-

FINANCE/RISK

- 14 Risk Register
 - 15 Management Accounts for the period to 31 July (Period 12)
 - 16 Research Grants & Contracts, Proposals and Awards and Forward Look report –July 2011 (Period 12)
-

MANAGEMENT/ PROJECT (continued)

- 17 Titles for Academic Staff – International Campuses
- 18 Professional and Management Promotions Board (Senior Promotions) 2011

- 19 SAS Project update
- 20 SAS and the future
- 21 Residences Project Report *
- 22 IT Management Information *

Date of Next Meeting – Thursday 20 September 2011 *ADDITIONAL MEETING
Thursday 29 September 2011



Planning and Management Executive
Wednesday 10 August 2011, 3.30pm
Conference Lounge, Leonard Horner Hall

AGENDA

Item

STRATEGIC ITEM

1 RUK Fees and related

Date of Next Meeting – Thursday 25 August 2011

Planning and Management Executive

Thursday 7 July 2011, 8.45 am

Tom Patten Meeting Room, Tom Patten Building

AGENDA

Item

OPERATIONAL UPDATE

- 1 Transition Heriot-Watt (John Thorne, Co-ordinator)
-

FORMAL MATTERS

- i Apologies
 - ii Minutes of meeting of 2 June 2011
 - iii Matters Arising and Action Log
 - iv Business reported by the chair *
 - Alliance with University of Edinburgh
-

OPERATIONAL UPDATE (cont.)

- 2 RUK Fees
 - 3 Review of Higher Education Governance
 - 4 Research Excellence Framework
 - 5 Reports from the Boards of PME:
 - Learning & Teaching Board *
 - 6 Student Recruitment Update
 - 7 PDR Completion Rate Update *
 - 8 Professional Services Review: implementation update
 - 9 Staff Engagement Survey: Action Plan
 - 10 Consultations Log *
-

MANAGEMENT/ PROJECT

- 11 Draft Ethical Business Policy
 - 12 SAS Project update
 - 13 Residences Project Report *
 - 14 IT Management Information *
 - 15 Review of Accommodation Allowance – Dubai Employees
 - 16 Risk Management Strategy Group Heat Map
 - 17 Management Accounts for the period to 31 May 2011 (Period 10)
 - 18 Research Grants & Contracts, Proposals and Awards and Forward Look report – May 2011 (Period 10)
 - 19 Internal Audit: Institute of Petroleum Engineering
-

Date of Next Meeting – Thursday 25 August 2011

Planning and Management Executive
Thursday 2 June 2011, 8.45 am
Conference Lounge, Leonard Horner Hall

AGENDA

Item

OPERATIONAL UPDATE

- 1 The Scottish Political Landscape (Ross Laird, Grayling Public Affairs)
-

FORMAL MATTERS

- i Apologies
 - ii Minutes of meeting of 19 May 2011
 - iii Matters Arising and Action Log
Business reported by the chair *
-

OPERATIONAL UPDATE (cont)

- 2 (Reserved section: Ref Section 33 FOI(S)A).
 - 3 Dubai – New Campus Funding
 - 4 Proposed Ordinance 53: Disciplinary, Removal and Grievance Procedures for Members of Staff and Associated Procedures: Consultation
 - 5 Study Group- Diploma Level Qualification
 - 6 Professional Services Review
 - 7 Consultations Log *
-
- 8 University Five-Year Plan
 - 9 Contract Approval and Authorised Signatories
 - 10 Internal Audit Report: Business Continuity Planning
 - 11 Internal Audit Report: Edinburgh Business School
 - 12 Internal Audit Report: Management Information & Performance Management*
 - 13 Internal Auditor's Annual Report 2010-11
-

Date of Next Meeting – Thursday 7 July 2011

Planning and Management Executive
Thursday 19 May 2011, 8.45 am
Conference Lounge, Leonard Horner Hall

AGENDA

Item

OPERATIONAL UPDATE

- 1 Outcomes of the Staff Engagement Survey
-

FORMAL MATTERS

- i Apologies
ii Minutes of meeting of 21 April 2011
iii Minutes of meeting of 10 May 2011
iv Matters Arising and Action Log
Business reported by the chair *
-

OPERATIONAL UPDATE (cont.)

- 2 Malaysia Project Update
- 3 Learning and Teaching Matters:
- Report from the Learning & Teaching Board
- Progression Performance Indicators (Appendix B)
- ELIR Overview (Appendix C)
- International Student Barometer Survey Results
- 4 Student Recruitment Update
- 5 PDR Completion Rate Update
- 6 Professional Services Review: Priority Recommendations
- 7 Consultations Log *
-
- 8 Risk Management Strategy Group Report & Risk Register
- 9 Internal Audit Report: Equality and Diversity
- 10 Internal Audit Report: Compliance with Legislation
- 11 Internal Audit Summary and updated monitors
- 12 Management Accounts for the period to 30 April 2011 (Period 9)
- 13 Research Grants & Contracts, Proposals and Awards and Forward Look report – April 2011 (Period 9)
- 14 Business Ethics Policy and Procedures: progress report
- 15 Certificate of Sponsorship (Immigration) Changes to Legislation: Impact on HWU Update
- 16 Residences Project Report *
- 17 SAS Project update
- 18 Annual Report to the Court: HWU Students Union *
- 19 IT Management Information *
-

Date of Next Meeting – Thursday 2 June 2011

Planning and Management Executive

Thursday 21 April 2011, 8.45 am

Conference Lounge, Leonard Horner Hall

AGENDA

Item

OPERATIONAL UPDATE

- 1 Virtual Learning Environment (VLE)
-

FORMAL MATTERS

- i Apologies
 - ii Minutes of meeting of 24 March 2011
 - iii Matters Arising and Action Log
 - iv Business reported by the chair *
-

OPERATIONAL UPDATE (cont.)

- 2 Reports from the Boards of PME:
 - Research & Knowledge Exchange Board *
 - 3 Student Recruitment Update
 - 4 Learning & Teaching Strategic Performance Review 2011
 - 5 PDR Completion Rate Update
 - 6 Professional Services Review: implementation update
 - 7 Consultations Log *
-

STRATEGY/PLANNING

- 8 2011 Five-Year plan: March update
 - 9 Use of Released Contingency Funds – April Update
 - 10 Draft Voluntary Severance Policy and Procedures 2011
 - 11 Oversight of International Strategy
 - 12 China Strategy
 - 13 International Development Committee Quarterly Report
-

MANAGEMENT/ PROJECT

- 14 Draft Promotion and Progression Procedures: Professional Services Staff (Grades 1-7)
- 15 Internal Audit: Student Enrolment
- 16 Internal Audit: Payroll
- 17 Internal Audit Action Monitor Summary: progress on Internal Audit recommendations
- 18
 - i) SAS Project update
 - ii) SAS Operation & Development – Post Banner Implementation
 - iii) Impact of SAS-Banner Processes on ALP/IDL Operation

- 19 Residences Project Report *
 - 20 Academic Advancement Board (Spring 2011)
 - 21 Annual Report to the Court: Office of Student Services *
 - 22 Annual Report to the Court: HWU Students Union *
 - 23 IT Management Information *
 - 24 Risk Heat Map
 - 25 Management Accounts for the period to 31 March 2011 (Period 8)
 - 26 Research Grants & Contracts, Proposals and Awards and Forward Look report – March 2011 (Period 8)
 - 27 RCUK Efficiency Savings & FEC Indirect Costs
-

Date of Next Meeting – Thursday 19 May 2011

Planning and Management Executive

Thursday 24 March 2011, 8.45 am

Conference Lounge, Leonard Horner Hall

AGENDA

Item

OPERATIONAL UPDATE

- 1 Oracle efinancials Upgrade Project (presentation by Andy Thomson, Global Resourcing)
-

FORMAL MATTERS

- i Apologies
 - ii Minutes of meeting of 23 February 2011
 - iii Matters Arising and Action Log
 - iv Business reported by the chair *
-

OPERATIONAL UPDATE (cont.)

- 2 Recruitment and Admissions and Applications update.
 - 3 PDR Completion Rate Update
 - 4 Reports from the Boards of PME:
 - Research & Knowledge Exchange Board *
 - Learning & Teaching Board *
 - 5 Consultations Log *
-

STRATEGY/PLANNING

- 6 Professional Services Review : Implementation update
-

FINANCE/RISK

- 7 Risk Management Strategy Group Report & Risk Register
 - 8 Management Accounts for the period to 28 February 2011 (Period 7)
 - 9 Research Grants & Contracts, Proposals and Awards and Forward Look report – February 2011 (Period 7)
 - 10 Middle East Debtors – Status Update
 - 11 Internal Audit Action Monitor Summary – Progress on Internal Audit recommendations
-

MANAGEMENT/ PROJECT

- 12 International travel and proposed revision of the Travel & Expenses Policy
 - 13 Exceptional Promotion: Academic Promotions Board (Senior Promotions)
 - 14 SAS Project update
 - 15 Residences Project Report
 - 16 Equality and Diversity: Simon Fanshawe Session Follow-up
 - 17 IT Management Information
-

Date of Next Meeting – Thursday 21 April 2011

Planning and Management Executive

Wednesday 23 February 2011, 8.45 am
Court Room, Lord Balerno Building

AGENDA

Item

FORMAL MATTERS

- i Apologies
 - ii Minutes of meeting of 27 January 2011
 - iii Matters Arising and Action Log
 - iv Business reported by the chair *
 - School representation on Committees of the Senate
 - Honorary Graduate nominations
-

OPERATIONAL UPDATE

- 1 Reports from the Boards of PME:
 - Research & Knowledge Exchange Board *
 - Learning & Teaching Board *
 - 2 Student Applications and Acceptances Update
 - 3 PDR Completion Rate Update
 - 4 Consultations Log *
-

STRATEGY/PLANNING

- 5 2011 Five-Year plan: February update
 - 6 Budget envelopes for Professional Services
 - 7 Proposal for release of contingency, 2010/11
 - 8 Professional Services Review
 - 9 HAST Final Report
-

FINANCE/RISK

- 10 Renewal of Lloyds TSB Bank Mandate
 - 11 Management Accounts for the period to 31 January 2011 (Period 6)
 - 12 Research Grants & Contracts, Proposals and Awards and Forward Look report – January 2011 (Period 6)
 - 13 Internal Audits: School of Textiles and Design and School of Engineering and Physical Sciences
-

MANAGEMENT/ PROJECT

- 14 Residences Project Report
 - 15 TRAC Report
 - 16 Annual Report from the University Chaplain
 - 17 SAS Project update
 - 18 IT Management Information
-

Date of Next Meeting – Thursday 24 March 2011

Heriot-Watt University

Planning and Management Executive

Thursday 27 January 2011, 8.45 am

South Pod, Edinburgh Business School

(Location for item 1: EBS Auditorium)

AGENDA

Item		Paper Ref
STRATEGY/PLANNING		
1	Tribal Benchmarking (Support Service Heads invited to attend this presentation)	Presentation
2	Professional Services Review Presentation	Presentation
FORMAL MATTERS		
i	Apologies	
ii	Minutes of meeting of 16 December 2010	-
iii	Matters Arising and Action Log	-
iv	Business reported by the chair *	Oral
OPERATIONAL UPDATE		
3	Reports from the Boards of PME: - Research & Knowledge Exchange Board * - Learning & Teaching Board *	PME/11/02 PME/11/03
4	International Development Committee: Quarterly Report *	PME/11/04
5	ELIR Update and Key Themes *	PME/11/05
6	Staff Engagement Survey	PME/11/20
7	Consultations Log *	PME/11/06
STRATEGY/PLANNING (continued)		
8	Proposed new planning processes for Dubai	PME/11/07
9	Approval of an ALP in Iraq	PME/11/08
FINANCE/RISK		
10	Management Accounts for the period to 31 December 2010 (Period 5)	PME/11/09
11	Research Grants & Contracts, Proposals and Awards and Forward Look report – December 2010 (Period 5)	PME/11/10
12	Risk Management Strategy Group Report & Risk Register	PME/11/11
13	Internal Audit Report: Endowments Investment Management (Dec 2010)*	PME/11/12
14	Internal Audit Report: Review of Student Experience (Dec 2010)*	PME/11/13
15	Internal Audit Report: Student Residences (Dec 2010)*	PME/11/14
16	Internal Audit Report: HR Strategy and Workforce Management (Oct 2010)*	PME/11/15
17	Internal Audit Action Monitor Summary	PME/11/16

MANAGEMENT/ PROJECT

18	Review of Report on the Equal Pay Audit	PME/11/17
19	Residences Project Report	PME/11/21
20	SAS Project update*	PME/11/18
21	IT Management Information*	PME/11/19

Date of Next Meeting – Wednesday 23 February 2011

Planning and Management Executive

Thursday 16 December 2010, 8.45 am
South Pod, Edinburgh Business School

AGENDA

Item

OPERATIONAL UPDATE

- 1 New Bribery Act (presentation by Dundas & Wilson)
-

FORMAL MATTERS

- i Apologies
ii Minutes of meeting of 17 November 2010
iii Minutes of meeting of 6 December 2010
iv Matters Arising and Action Log
v Business reported by the chair *
-

OPERATIONAL UPDATE (cont.)

- 2 Reports from the Boards of PME:
- Research & Knowledge Exchange Board *
- Learning & Teaching Board *
- Infrastructure Board*
3 Consultations Log *
-

STRATEGY

- 4 Professional Services Review: Headlines
5 Preparation for the 2011 5-year Plan
-

FINANCE/RISK

- 6 Risk Register update
7 Management Accounts for the period to 30 November 2010 (Period 4)
8 Research Grants & Contracts, Proposals and Awards and Forward Look report – November 2010 (Period 4)
9 Efficient Government Return
-

MANAGEMENT/ PROJECT

- 10 Encouraging pride and belonging through healthy working proposals
11 SAS Project update
-

FOR INFORMATION

- 12 Learning and Teaching Handbook
-

Date of Next Meeting – Thursday 27 January 2011

Heriot-Watt University

Planning and Management Executive

Monday 6 December 2010, 1.00 pm.

Court Room, Lord Balerno Building

Lunch will be provided

AGENDA

Item

OPERATIONAL UPDATE

- 1 Residences Project update
 - 2 Academic Promotions Board (Senior Promotions) 2010
-

FOR FORMAL RECEIPT / APPROVAL

- 3 International Strategy
-

AGENDA

Item

OPERATIONAL UPDATE

1 Counter-terrorism Strategy

FORMAL MATTERS

- i Apologies
 - ii Minutes of meeting of 14 October 2010
 - iii Matters Arising and Action Log
 - iv Business reported by the chair *
-

OPERATIONAL UPDATE (cont.)

- 2 Student numbers update and (HEU UG) target setting
 - 3 Reports from the Boards of PME:
 - Research & Knowledge Exchange Board *
 - Learning & Teaching Board *
 - 4 Reports on China visit *
 - 5 Staff numbers update *
 - 6 Consultations Log *
-

FINANCE/RISK

- 7 Risk Register Update
 - 8 Internal Audit Monitor Summary: Progress on Internal Audit Recommendations (06/07 – 09/10)
 - 9 Travel and Expenses Policy
 - 10 Management Accounts for the period to 31 October 2010 (First Quarter)
 - 11 Research Grants & Contracts, Proposals and Awards – October 2010 (Period 3)
 - 12 Research Grant Awards: Forward Look – October 2010 (Period 3)
-

MANAGEMENT/ PROJECT

- 13 Professional and Management Promotions Board (Senior Promotions 2010)
- 14 Residences Programme Update
- 15 Establishment of a Department of Study: Access to Continuing Education Department
- 16 Occupational Health and Safety Committee: Role and remit
- 17 Occupational Health & Safety Committee Annual Report

- 18 SAS Project update
- 19 REALISM project progress report
- 20 IT Change Management programme update *
- 21 IT Management Information *
- 22 Opening of a brokerage account in Toronto, Canada

Date of Next Meeting – Thursday 16 December 2010

Planning and Management Executive

Thursday 14 October 2010, 8.45 am

Court Room, Lord Balerno Building

AGENDA

Item		Paper Ref
FINANCE / RISK		
1	Annual Accounts and Financial Statements 2009/10	PME/10/166
2	Management Accounts for the period to 30 September 2010 (Period 2)	PME/10/167
3	Research Futures and Heriot-Watt Crucible - presentation with Dr Ruth Neiland, Technology & Research Services	Presentation
FORMAL MATTERS		
i	Apologies	
ii	Minutes of meeting of 23 September 2010	-
iii	Matters Arising and Action Log	-
iv	Business reported by the chair *	Oral
OPERATIONAL UPDATE (cont.)		
4	Student numbers update	PME/10/168
5	English Language teaching	Oral
6	Consultations Log *	PME/10/169
MANAGEMENT/ PROJECT		
7	Employee Relations at Heriot-Watt University	PME/10/170
8	USS Pension consultation	Presentation
9	2011 Staff Survey implementation update	Presentation
10	Academic Advancement Board: Autumn 2010	PME/10/171
11	SAS Project update	PME/10/172
12	IT Management Information *	PME/10/173
FINANCE/RISK		
13	Tuition Fees 2011/12	PME/10/174
14	Research Grants & Contracts, Proposals and Awards - September 2010 (Period 2)	PME/10/175

Date of Next Meeting – Wednesday 17 November 2010

Planning and Management Executive

Thursday 23 September 2010, 8.45 am
South Pod, Edinburgh Business School

AGENDA

Item	Paper Ref
OPERATIONAL UPDATE	
1 Information Governance and Security (Dundas & Wilson) : - Information Governance: the legal and reputational issues - Information Governance: REALISM: Real Information Security Management (including presentation)	Presentation PME/10/145
FORMAL MATTERS	
i Apologies	
ii Minutes of meeting of 26 August 2010	-
iii Matters Arising and Action Log	-
iv Business reported by the chair *	Oral
OPERATIONAL UPDATE (cont.)	
2 Student Applications and Acceptances Update	PME/10/131
3 Pursuing Excellence Through PDR: Implementation Update	PME/10/146
4 i International Development Committee Quarterly Report ii International Strategy Update	PME/10/147
5 Academic Developments for a New Campus	PME/10/148
6 Reports from the Boards of PME: - Research & Knowledge Exchange Board * - Infrastructure Board * - Learning & Teaching Board *	PME/10/149 PME/10/150 PME/10/151
7 Student Survey Results - NSS 2010 - 'bank question' results - International Student Barometer – Summer Wave 2010 - Postgraduate Taught Experience Survey 2010	PME/10/152
8 Tribal Benchmarking	Oral
9 Consultations Log*	PME/10/153
MANAGEMENT/ PROJECT	
10 Internal Audit Reports i Internal Audit Annual Report 2009/10 ii Internal Audit Report: Operational Planning iii Internal Audit Action Monitor Summary: progress on Internal Audit recommendations 2006/07-2009/10	PME/10/154
11 Stress Awareness Policy and Procedures	PME/10/155
12 Institutional Statement on Quality Assurance and Internal Subject Review	PME/10/156
13 Market Research Strategy 2010-2012	PME/10/165
14 Annual Report of the Estate Office	PME/10/157
15 Annual Report of the University Health Service *	PME/10/158

16	Annual Report of the University Collections Committee *	PME/10/159
17	SAS Project update	PME/10/160

FINANCE/RISK

18	Risk Register update	PME/10/161
19	Management Accounts for the period to 31 August 2010 (Period 1)	PME/10/162
20	Research Grants & Contracts - Proposals and Awards - August 2010 (Period 1)	PME/10/163
21	Research Grant Awards: Forward Look - August 2010 (Period 1)	PME/10/164

Date of Next Meetings - Thursday 14 October 2010
- Wednesday 17 November 2010