

The University Executive

Thursday 23 August 2012, 8.45 am
Court Room, Lord Balerno Building

AGENDA

- | Item | |
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| 1 | MINUTES, ACTIONS AND BUSINESS ARISING |
| 1.1 | Apologies |
| 1.2 | Minutes of the meeting of the UE held on 5 July 2012 |
| 1.3 | Matters Arising and Action Log |
| 1.4 | Business reported by the Chair* |
| 2. | GOVERNANCE MATTERS |
| 2.1 | Research & Knowledge Exchange Board Terms of Reference |
| 2.2 | Health & Safety Policy Statement & Policy |
| 2.3 | University Health & Safety Committee Terms of Reference |
| 3. | REPORTS |
| 3.1 | Strategy and Resources: <ul style="list-style-type: none">- Student Recruitment Update- NSS Results |
| 3.2 | Research and Knowledge Exchange: <ul style="list-style-type: none">- Report from the Deputy Principal (Research & Knowledge Transfer)- Report from the Research & Knowledge Exchange Board- Sustaining the Roberts Agenda |
| 3.3 | Learning and Teaching: <ul style="list-style-type: none">- Annual Institutional Statement to the SFC- Internal Audit Reviews: Business Management, Sport, SLS & IPE |
| 3.4 | International: <ul style="list-style-type: none">- Report from the Senior Deputy Principal- Malaysia Project Update |
| 3.5 | Professional Services: <ul style="list-style-type: none">- Report from the Secretary of the University- Report from the Secretary's Board<ul style="list-style-type: none">- Recommendations from the Recruitment, Enquiries and Admissions Student Life Cycle Working Group- Creating Pride & Belonging: Employee Engagement Strategy- Enhanced selection methods for the recruitment of staff- Management Accounts for the period to 31 July 2012 (full year)- Oracle R12 implementation- UKBA Internal Audit |
| 3.6 | Reports from Schools/Postgraduate Institutes/Dubai Campus: <ul style="list-style-type: none">- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principal (Dubai) |
| 4. | RISK MANAGEMENT AND AUDIT |
| 4.1 | Internal Audit Report: Recruitment |
| 4.2 | Internal Audit Forward Plan 2012-13 |
| 5. | Date of Next Meeting: Thursday 27 September 2012 |

The University Executive

Thursday 5 July 2012, 12.30 pm – 3.30 pm
Court Room, Lord Balerno Building

AGENDA

Item

1 FORMAL MATTERS

- 1.1 Apologies
- 1.2 Minutes of the meeting of the UE held on 31 May 2012
- 1.3 Matters Arising and Action Log

2 RESEARCH STRATEGY DISCUSSION

2.1 PGCap at Heriot-Watt, future development proposal

2.2 PhD Studentship Scheme

2.3 REF Strategy:

- Preparations for REF2014 – scene- setting/ progress to date (AM)
- UoA planned submissions - overview (School Heads / Reps presentations and open discussion):
 - RAE2008 summary
 - Significant factors for REF2014, e.g. joint submissions
 - Eligible numbers for 2014
 - Estimated submission numbers for REF2014 with early assessment of indicative quality
 - Progress with impact case studies
 - Environment issues (including PhD and income statistics)
 - Key REF drivers - opportunities, barriers and issues to be resolved
- Discussion on Selection Criteria for each UoA
- Optimisation and next steps (open discussion led by AM)

3. Date of Next Meeting: Thursday 23 August 2012

The University Executive

Thursday 31 May 2012, 9.15am

Meeting Room 2, Third Floor, The High Mill, Scottish Borders Campus

AGENDA

Item	
1	MINUTES, ACTIONS AND BUSINESS ARISING
1.1	Apologies
1.2	Minutes of the meeting of the UE held on 22 March 2012
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair*
1.5	Consultations and Publications Log*
2.	GOVERNANCE MATTERS
2.1	Learning & Teaching Board Terms of Reference
2.2	Malaysia Project Board Terms of Reference
2.3	TRAC Development & Resource Modelling Working Group Terms of Reference
3.	REPORTS
3.1	International: <ul style="list-style-type: none">- Report from the Senior Deputy Principal- Malaysia Project Update- Report from the International Strategy Board
3.2	Strategy and Resources: <ul style="list-style-type: none">- 5-Year Plan- Student applications/admissions- Management Accounts (for the period ending 30 April 2012 Third Quarter)- Clydesdale bank loan re-negotiation- Oracle R12 Project update- Internal Audit Report: Oracle pre-implementation
3.3	Professional Services: <ul style="list-style-type: none">- Voluntary Severance Policy & Procedures- Report from the Secretary of the University- Report from the Secretary's Board<ul style="list-style-type: none">- Leadership Excellence Framework- Holiday Arrangements – Options for change- Buildings closed days – review of on call rota- Residences Project update
3.4	Learning and Teaching: <ul style="list-style-type: none">- Report from the Deputy Principal (Learning & Teaching)<ul style="list-style-type: none">- Policy on Programme titles, learning outcomes and course- Study Group – International Study Centre- Report from the Learning & Teaching Board
3.5	Research and Knowledge Exchange: <ul style="list-style-type: none">- Report from the Deputy Principal (Research & Knowledge Transfer)- Report from the Research & Knowledge Exchange Board
3.6	Reports from Schools/Postgraduate Institutes/Dubai Campus: <ul style="list-style-type: none">- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)
4.	RISK MANAGEMENT
4.1	Report from the Risk Management Strategy Group and University Risk Heat Map
5.	Date of Next Meeting: Thursday 23 August 2012

The University Executive

Thursday 22 March 2012, 8.45 am
Court Room, Lord Balerno Building

AGENDA

Item

1 MINUTES, ACTIONS AND BUSINESS ARISING

- 1.1 Apologies
- 1.2 Minutes of the meeting of the UE held on 23 February 2012
- 1.3 Matters Arising and Action Log
- 1.4 Business reported by the Chair*
- 1.5 Consultations and Publications Log*

2. GOVERNANCE MATTERS

- 2.1 Vacancy Management Group: Terms of Reference
- 2.2 Principal's Advisory Group: Terms of Reference

3. REPORTS

3.1 International:

- Report from the Senior Deputy Principal
- Malaysia Project Update

3.2 Strategy and Resources:

- PhD Studentship Scheme

3.3 Professional Services:

- Report from the Secretary of the University
- Report from the Secretary's Board
 - Efficient Government Return
- Report from the Director of Human Resource Development

3.4 Research and Knowledge Exchange:

- Report from the Deputy Principal (Research & Knowledge Transfer)
- Report from the Research & Knowledge Exchange Board
 - REF Code of Practice on the Selection of Staff

3.5 Learning and Teaching:

- Report from the Deputy Principal (Learning & Teaching)
- Report from the Learning & Teaching Board

3.6 Reports from School/Heads/Campus V-Ps:

- Oral updates on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)

4. RISK MANAGEMENT AND AUDIT

- 4.1 University Risk Heat Map
- 4.2 Internal Audit Reports
 - Treasury & Cash Management
 - Capital Management Review
 - Strategic & Operational Planning
 - Project Management

5. FINANCE

- 5.1 Oracle Project Update

6. Date of Next Meeting: Friday 27 April 2012 (Away Day)

The University Executive

Thursday 23 February 2012, 8.45 am
Court Room, Lord Balerno Building

AGENDA

Item

1 MINUTES, ACTIONS AND BUSINESS ARISING

- 1.1 Apologies
 - 1.2 Minutes of the meeting of PME held on 26 January 2011
 - 1.3 Matters Arising and Action Log
 - 1.4 Business reported by the chair *
 - 1.5 Consultations and Publications Log *
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2 GOVERNANCE MATTERS

- 2.1 Secretary's Board: Terms of Reference
 - 2.2 International Strategy: Board Terms of Reference
 - 2.3 Campus Services Management Board Terms of Reference
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3 FINANCE

- 3.1 Management Accounts for the period ending 31 January 2012 (half-year)
 - 3.2 TRAC Report
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4 REPORTS

- 4.1 **Strategy and Resources:**
 - 5-Year Plan development: report for the Finance Committee
 - Student applications and acceptances update
 - 4.2 **Research and knowledge exchange:**
 - Supporting research intensification
 - Report from the Deputy Principal (Research & Knowledge Transfer)
 - Report from the Research & Knowledge Exchange Board
 - 4.3 **Learning and Teaching:**
 - Report from the Deputy Principal (Learning & Teaching)
 - Report from the Learning & Teaching Board
 - 4.4 **International:**
 - Report from the Senior Deputy Principal
 - Malaysia Project update
 - 4.5 **Professional Services:**
 - Report from the Secretary of the University
 - Report from the Secretary's Board
 - Report from the Occupational Health & Safety Committee: meeting on 7 December 2011
 - Redundancy and redeployment process
 - Remuneration, reward, promotion and probation processes*
 - Facilities Time Policy
 - PDR Update
 - Oracle R12 update
 - 4.6 **Reports from Schools/Postgraduate Institutes/Dubai Campus:**
 - Oral updates on significant School/PGI news and developments from the respective Heads and V-P (Dubai)
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5 Date of Next Meeting – Thursday 22 March 2012

The University Executive

Thursday 26 January 2012, 8.45 am
Court Room, Lord Balerno Building

AGENDA

Item

1 MINUTES, ACTIONS AND BUSINESS ARISING

- 1.1 Apologies
 - 1.2 Minutes of the meeting of PME held on 15 December 2011
 - 1.3 Matters Arising and Action Log
 - 1.4 Business reported by the chair *
 - 1.5 Consultations and Publications Log *
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2 GOVERNANCE MATTERS

- 2.1 Terms of Reference: The University Executive
 - 2.2 University governance structure review update
 - 2.3 Formation and Terms of Reference of the International Strategy Board
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3 FINANCE

- 3.1 Annual TRAC Return – January 2012
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4 REPORTS

- 4.1 **Strategy and Resources:**
 - Scenario for the 5-Year Plan: update
 - 4.2 **Learning and Teaching:**
 - Report from the Deputy Principal (Learning & Teaching)
 - Report from the Learning & Teaching Board
 - 4.3 **Research and knowledge exchange:**
 - Report from the Deputy Principal (Research & Knowledge Transfer)
 - Report from the Research & Knowledge Exchange Board
 - 4.4 **Professional Services:**
 - Report from the Secretary of the University
 - Report from the Secretary's Group
 - Redundancy Process: UCU proposed amendments
 - Ordinance 53: policies and procedures
 - Oracle R12 update
 - 4.5 **International:**
 - Report from the Senior Deputy Principal
 - Malaysia Project update
 - Report on visit to the Saudi Arabian Bureau
 - 4.6 **Reports from Schools/Postgraduate Institutes:**
 - Oral updates on significant School/PGI news and developments from the respective Heads
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5 RISK MANAGEMENT AND AUDIT

- 5.1 University Risk Heat Map (incl presentation from the Secretary of the University)
 - 5.2 Internal Audit Reports:
 - REF & PURE
 - Student Administration System
 - Statutory Returns
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6 Date of Next Meeting – Thursday 23 February 2012

Planning and Management Executive

Thursday 15 December 2011, 8.45 am

Court Room, Leonard Horner Hall

AGENDA

Item

OPERATIONAL UPDATE

- 1 2011 Student Recruitment Cycle: Report & Analysis
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FORMAL MATTERS

- i Apologies
 - ii Minutes of the meetings of 16 November 2011 and item approved by correspondence on 5 December 2011.
Matters Arising and Action Log
 - iii Business reported by the chair *
 - iv
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OPERATIONAL UPDATE (cont.)

- 2 Malaysia Project Update
 - 3 Professional Services Review
 - 4 Reports from the Boards of PME:
 - Research & Knowledge Exchange Board*
 - Secretary's Group*
 - 5 Consultations Log *
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STRATEGY/PLANNING

- 6 Scenario for the 5-Year Plan
 - 7 Academic Staff Recruitment Opportunities
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FINANCE/RISK

- 8 Risk heat map
 - 9 Management Accounts for the period to 30 November 2011 (period 4)
 - 10 Research Grants & Contracts, Proposals and Awards and Forward Look report – November 2011 (period 4)
-

MANAGEMENT/ PROJECT

- 11 Management Governance Changes
 - 12 Interim report on the review of the School of Textiles & Design
 - 13 Ordinance 53 Update
 - 14 Information Services Management Report – November 2011 *
 - 15 Oracle R12 Update *
 - 16 Residences Project Report *
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Date of Next Meeting – Thursday 26 January 2011

Planning and Management Executive
Wednesday 16 November 2011, 8.45 am
Conference Lounge, Leonard Horner Hall

AGENDA

Item

FORMAL MATTERS

- i Apologies
 - ii Minutes of the meetings of 27 October 2011
 - iii Matters Arising and Action Log
 - iv Business reported by the chair *
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OPERATIONAL UPDATE

- 1 Reserved section (Ref sections 30, 33, FOI(S)A).
 - 2 Professional Services Review
 - 3 Reports from the Boards of PME:
 - Learning & Teaching Board *
 - Annual Strategic Review 2010/11*
 - Research & Knowledge Exchange Board
 - 4 Consultations Log *
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FINANCE/RISK

- 5 Risk Management Strategy Group Update & Risk heat map
 - 6 Management Accounts for the period to 31 October 2011 (period 3)
 - 7 Research Grants & Contracts, Proposals and Awards and Forward Look report – October 2011 (period 3)
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MANAGEMENT/ PROJECT

- 8 Visas for Dubai Employees
 - 9 Temporary change to VMG policy
 - 10 Academic Promotions and Appointments under Ordinance 16
 - 11 Information Services Management Report – October 2011 *
 - 12 SAS Banner – Quarterly Update*
 - 13 Oracle R12 Update*
 - 14 Residences Project Report *
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Date of Next Meeting – Thursday 15 December 2011

Planning and Management Executive
Thursday 27 October 2011, 8.45 am
Conference Lounge, Leonard Horner Hall

AGENDA

Item

FORMAL MATTERS

- i Apologies
 - ii Minutes of the meetings of 29 September 2011
 - iii Matters Arising and Action Log
 - iv Business reported by the chair *
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OPERATIONAL UPDATE

- 1 Reserved section: Ref Section 30, FOI(S)A.
 - 2 Professional Services Review
 - 3 Reports from the Boards of PME:
 - Learning & Teaching Board *
 - 4 Consultations Log *
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STRATEGY/PLANNING

- 5 Planning Update
 - 6 Student Experience Strategy
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FINANCE/RISK

- 7 Annual Accounts and Financial Statements 2010-11*
 - 8 Annual Report on Endowments and Funding
 - 9 Management Accounts for the period to 30 September 2011 (period 2)
 - 10 Research Grants & Contracts, Proposals and Awards and Forward Look report –September 2011 (period 2)
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MANAGEMENT/ PROJECT

- 11 Internal Audit: School of the Built Environment and Engineering and Physical Sciences
 - 12 Forthcoming IT Priorities
 - 13 Information Services Management Report – September 2011 *
 - 14 Academic Advancement Board (Autumn 2011)
 - 15 Oracle R12 Update*
 - 16 Residences Project Report *
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Date of Next Meeting – Wednesday 16 November 2011

Planning and Management Executive
Thursday 29 September 2011, 8.45 am
Conference Lounge, Leonard Horner Hall

AGENDA

Item

OPERATIONAL UPDATE

- 1 Eco Village Development Plan
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FORMAL MATTERS

- i Apologies
ii Minutes of the meetings of 25 August and 20 September 2011
iii Matters Arising and Action Log
iv Business reported by the chair *
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OPERATIONAL UPDATE (cont)

- 2 (Reserved section: ref Sections 30,33 FOI(S)A)
3 Student recruitment update
4 Academic recruitment update
5 Professional Services Review: Final list of recommendations and next steps
6 Reports from the Boards of PME:
- Research & Knowledge Exchange Board *
- Learning & Teaching Board *
7 Consultations Log *
-

STRATEGY/PLANNING

- 8 Strategic planning process
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FINANCE/RISK

- 9 Risk Heat Map
10 Annual Accounts & Financial Statements 2010/11
11 Key Variances to the Budget 2010/11
12 Management Accounts for the period to 31 August 2011 (period 1)
13 Research Grants & Contracts, Proposals and Awards and Forward Look report –August 2011 (period 1)
14 Forecast Income Shortfall 2011-12
15 Tuition Fees 2012/13
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MANAGEMENT/ PROJECT

- 16 Annual Institutional Statement on Quality Assurance and Internal Subject Review
17 Oracle R12 Update*
18 Residences Project Report *
19 IT Management Information *
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Date of Next Meeting – Thursday 27 October 2011