

The University Executive

Thursday 28 August 2014, 8.45 am

Confucius Institute, Postgraduate Centre

AGENDA

Item	
1	MINUTES, ACTIONS AND BUSINESS ARISING
1.1	Apologies
1.2	Minutes of the meeting of the UE held on 3 July 2014
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair
1.5	Consultations and Publications Log *
2	REPORTS
2.1	Professional Services: <ul style="list-style-type: none">- National Performance Centre for Sport staffing- Human Resources Development six monthly report- Home Office update- Business continuity and preparedness – Ebola- Student Residences 2012: post project report- Provision of Professional Services at the Dubai Campus- Report from the Secretary of the University and from the Secretary's Board- Report from the Campus Services Management Board *- Strategic Projects Register *
2.2	Audit & Risk Management: <ul style="list-style-type: none">- Internal Audit Report: Attack & Penetrate Phase 2- Internal Audit Report: Estates Maintenance Services Review- Internal Audit Report: Project Management Methodology review
2.3	Learning and Teaching: <ul style="list-style-type: none">- Report from the Deputy Principal (Learning & Teaching)- Academic Reviews, Academic-Related Professional Services Review and Internal Audits 2013/2014.
2.4	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)
2.5	Strategy and Resources: <ul style="list-style-type: none">- Management Accounts for the period 31 July 2014 (full year)- Student Recruitment Overview report- Tuition Fees 2015/16
2.6	International / External: <ul style="list-style-type: none">- Report from the Deputy Principal (External Relations)- HWUM: Report from the Project Board- Athena Swan: Good Practice in Committees and Boards- Confucius Institute *- Report from the International Strategy Board *
2.7	Research and Knowledge Exchange: <ul style="list-style-type: none">- Report from the Deputy Principal (Research & KT)- Report from the Research & Knowledge Exchange Board *
3	Next meeting: Thursday 25 September 2014

*These items are presented for information and noting. Discussion is not expected; however, if a member wishes to open the topic for discussion, they should notify the clerk by close of play on 27 August 2014.

The University Executive

Thursday 3 July 2014, 8.45 am

Confucius Institute, Postgraduate Centre

AGENDA

Item	
1	MINUTES, ACTIONS AND BUSINESS ARISING
1.1	Apologies
1.2	Minutes of the meeting of the UE held on 3 June 2014
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair*
1.5	Consultations and Publications Log*
2	REPORTS
2.1	Strategy and Resources: <ul style="list-style-type: none">- Student recruitment update- Management Accounts (Period 10)
2.2	International / External <ul style="list-style-type: none">- Report from the Deputy Principal (External Relations)- HWUM Report from the Project Board- HWUM Strategic Risk Register- Review of Senior Academic Promotions 2014- Athena Swan Governance arrangements (for approval)- Report from the joint meeting of the International Strategy Board and the Learning and Teaching Board
2.3	Research & Knowledge Exchange <ul style="list-style-type: none">- Report from the Deputy Principal (Research & KT)
2.3	Learning and Teaching: <ul style="list-style-type: none">- Report from the Deputy Principal (Learning & Teaching)- Report from the Learning & Teaching Board- Annual Report to the Scottish Funding Council on Institution-Led Quality Review 2013/14 (for approval)
2.4	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 (Malaysia)
2.5	Professional Services: <ul style="list-style-type: none">- Report from the Secretary of the University- Report from the Secretary's Board- Report from the Campus Services Management Board- Contribution Pay Procedures and Professional Services: Careers Progression Procedures (for approval)- Senior Remuneration Procedures (for approval)- Strategic Projects Register- Quarterly Complaints Report
3	GOVERNANCE MATTERS
3.1	TRAC Development & Resource Modelling Group Terms of Reference (for approval)
3.2	University Executive Meeting Dates 2015/16 (for approval)
4	Next meeting: Thursday 28 August 2014

The University Executive

Tuesday 3 June 2014, 8.45 am,
Court Room, Lord Balerno Building

AGENDA

Item	
1	MINUTES, ACTIONS AND BUSINESS ARISING
1.1	Apologies
1.2	Minutes of the meetings held on: <ul style="list-style-type: none">- 12 December 2013- 27 March 2014- 24 April 2014-
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair*
1.5	Consultations and Publications Log*
2	REPORTS
2.1	Learning and Teaching: <ul style="list-style-type: none">- Report from the Deputy Principal (Learning & Teaching)- Report from the Learning & Teaching Board- Progression requirements for students
2.2	Professional Services: <ul style="list-style-type: none">- Report from the Secretary of the University*- Report from the Secretary's Board*- HWU Student Union Constitution- iHR Project: Phase 2- Strategic Projects Register*- Report from the Campus Services Management Board*
2.3	Audit & Risk Management: <ul style="list-style-type: none">- Report from the Risk & Project Management Strategy Group*- Strategic Risk Register and Overview Internal Audit reports: <ul style="list-style-type: none">- Dubai Campus Review- Transparent Approach to Costing (TRAC) Review report- Internal Audit Coverage: Plan for 2014/15 to 2018/19
2.4	Strategy and Resources: <ul style="list-style-type: none">- Five Year Financial Plan- 2014/15 student recruitment overview- 2014/15 Student Recruitment – UG Entrant Enrolment Forecast
2.5	International / External: <ul style="list-style-type: none">- HWUM Funding Structure- Malaysia Campus update
2.6	Research and Knowledge Exchange: <ul style="list-style-type: none">- Report from the Deputy Principal (Research & KT)- Report from the Research & Knowledge Exchange Board
2.7	Reports from Schools, Dubai and Malaysia Campuses: <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)*
3	ANY OTHER BUSINESS
4	DATE OF NEXT MEETING Thursday 3 July 2014

*Items marked with an asterisk are intended to be noted for information and not opened up for discussion. Should any member wish to raise a matter of discussion on any of these items, please notify the clerk by noon on the day before the scheduled meeting date so that the Chair may be given prior notice.

The University Executive

Thursday 24 April 2014, 3.25 pm

Court room, Lord Balerno Building

AGENDA

Item

1 FORMAL BUSINESS

1.1

2 REPORTS

2.1 Academic Promotion and Probation Procedures **(for approval)**

2.2 Data Protection Policy **(for approval)**

2.3 Report from Heriot-Watt University Malaysia Project Board **(for information):**

- Report on Contingency Plan for July to September 2014
- Programme Accreditation – Statement of Roles and Responsibilities

2.4 Proposal to create new School of Earth Science, Energy and the Built Environment

3 ANY OTHER BUSINESS

4 **Date of next meeting: 3 June 2014**

The University Executive

Thursday 27 March 2014, 11.30 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 27 February 2014
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair <ul style="list-style-type: none">- reporting to the University Executive
1.5	Consultations and Publications Log*
2	REPORTS
2.1	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)
2.2	International / External: <ul style="list-style-type: none">- Report from the Deputy Principal (External Relations)- Malaysia Campus update: report from the Malaysia Campus Project Board
2.3	Strategy and Resources: <ul style="list-style-type: none">- National Performance Centre for Sport- Student recruitment update- Strategic Projects Register
2.4	School restructure: <ul style="list-style-type: none">- School of Energy, Earth & Infrastructure
2.5	Audit & Risk Management: <ul style="list-style-type: none">- Report from the Risk & Project Management Strategy Group- Strategic Risk Register- Internal Audit reports:<ul style="list-style-type: none">- Oracle data analytics- Fundamental financial controls- Strategic and operational planning- Budgetary control
2.6	Research and Knowledge Exchange: <ul style="list-style-type: none">- Report from the Deputy Principal (Research & KT)
2.7	Learning and Teaching: <ul style="list-style-type: none">- Report from the Deputy Principal (Learning & Teaching)- Report from the Learning & Teaching Board- Associate Campus briefing
2.8	Professional Services: <ul style="list-style-type: none">- Report from the Secretary of the University- Report from the Secretary's Board- Review of Research and Enterprise Services- Report from the Campus Services Management Board- iHR organisation structure- University Complaints: quarterly report
3	Next meeting: Thursday 24 April 2014

The University Executive

Thursday 27 February 2014, 8.45 am
Court Room, Lord Balerno Building

AGENDA

Item		Ref	Paper Ref	Status
1	MINUTES, ACTIONS AND BUSINESS ARISING			
1.1	Apologies		-	-
1.2	Minutes of the meetings of the UE held on 30 January 2014		-	Encl.
1.3	Matters Arising and Action Log		-	Encl.
1.4	Business reported by the Chair*		Oral	-
1.5	Consultations and Publications Log*		UE/14/10	Encl.
2	REPORTS			
2.1	Learning and Teaching:			
	- Report from the Deputy Principal (Learning & Teaching)	JWS	UE/14/11	Encl.
	- Report from the Learning & Teaching Board	JWS	UE/14/12	Encl.
	- International Foundation Pathways (Edinburgh)	JWS/MC	UE/14/13	Encl.
	- Academic Reviews and Audits	JWS	UE/14/14	Encl.
2.2	International / External:			
	- Report from the Deputy Principal (External Relations)	GH	UE/14/15	Encl.
	- Report from the International Strategy Board	GH	UE/14/32	Encl.
	- Malaysia Campus Update: report from the Malaysia Campus Project Board	GH	UE/14/16	Encl.
	- Heriot-Watt University Malaysia Phase II development	GH	UE/14/17	Encl.
2.3	Research and Knowledge Exchange:			
	- Report from the Deputy Principal (Research & KT)	AM	UE/14/18	Encl.
	- Report from the Research & Knowledge Exchange Board	AM	UE/14/19	Encl.
	- Research Management and Administration System Procurement	RMcG/AM/AMM	UE/14/20	Encl.
2.4	Reports from Schools/Postgraduate Institutes / Dubai and Malaysia Campuses:			
	- Oral update on significant School / Campus news and developments from the respective Heads and the Vice-Principals (Dubai) and (Malaysia)	-	Oral	-
2.5	Strategy and Resources:			
	- James Watt Studentships	JJ	UE/14/21	Encl.
	- Five-Year Financial Plan	JJ	Presentation	-
	- Student applications update	RMcG	UE/14/22	Encl.
2.6	Professional Services:			
	- Report from the Secretary of the University	AMD	UE/14/23	Encl.
	- Report from the Secretary's Board	AMD	UE/14/24	Encl.
	- Report from the Campus Services Management Board	AMD	UE/14/25	Encl.
	- Strategic Projects Register	AMD	UE/14/31	Encl.
	- Estates Information Management System	MR	UE/14/26	Encl.
	- Talent Management	MA	UE/14/27	Encl.
	- Internal Communications Survey: results	TM	Presentation	-
	- Public Interest Disclosure 'Whistleblowing' Policy	AMD	UE/14/28	Encl.
3	GOVERNANCE MATTERS			
3.1	University Executive Terms of Reference	SKC	UE/14/29	Encl.
3.2	Secretary's Board Terms of Reference	AMD	UE/14/30	Encl.
4	Next meeting: Thursday 27 March 2014 (time to be confirmed)			

The University Executive

Thursday 23 January 2014, 8.45 am

Tom Patten Meeting Room, IPE

AGENDA

Item		Ref	Paper Ref	Status
1	MINUTES, ACTIONS AND BUSINESS ARISING			
1.1	Apologies		-	-
1.2	Business reported by the Chair <ul style="list-style-type: none">- Update on The Campaign		UE/14/01	Encl.
1.3	Business arising <ul style="list-style-type: none">- Briefing from the Director of Information Services: Computer Systems		Oral	-
2	REPORTS			
2.1	Professional Services: <ul style="list-style-type: none">- Space Optimisation- Governance Structures- iHR Project Update	AMD/MD/AC AMD AMD	UE/14/03 Presentation Presentation UE/14/04	Encl. - - Encl.
2.2	Reports from Schools/Postgraduate Institutes/Dubai & Malaysia Campuses: <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)	-	Oral	-
2.3	Strategy and Resources: <ul style="list-style-type: none">- SFC Outcome Agreement 2014/15- Review of IPE	RMcG GH	UE/14/05 UE/14/10	Encl. Encl.
2.4	International / External: <ul style="list-style-type: none">- HWUM Project Board Report, incorporating Finance Report on review of 5-Year plan 2013/14 – 2017/18 and updated assumptions	GH	UE/14/06	Encl.
2.5	Research and Knowledge Exchange			
2.6	Learning and Teaching: <ul style="list-style-type: none">- Report from the Learning & Teaching Board- QAA Visit to Dubai	JWS JWS	UE/14/07 Oral	Encl. -
3	AUDIT & RISK			
3.1	Report from the Risk & Project Management Strategy Group incl: <ul style="list-style-type: none">- Strategic Risk Register Overview- New Strategic Risk Register Template- Strategic Project Master List	AMD	UE/14/08 Presentation	Encl. -
3.2	Health & Safety Review Internal Audit Report	AMD	UE/14/09	Encl.
4	Next meeting: 27 February 2014			

The University Executive

Thursday 12 December 2013, 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 12 November 2013
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair*
1.5	Consultations and Publications Log*
2	REPORTS
2.1	Professional Services: <ul style="list-style-type: none">- Management Accounts (Quarter1)- Report from the Secretary of the University- Report from the Secretary's Board- Ethical Business: Bribery Prevention Policy- Human Resources Proposals- University Complaints: Quarterly Report- Report from the Campus Services Management Board- Review of Research & Enterprise Services
2.2	Audit & Risk Management: <ul style="list-style-type: none">- Report from the Risk & Project Management Strategy Group- Risk and Project Management Strategy Group: Terms of Reference
2.3	Research and Knowledge Exchange: <ul style="list-style-type: none">- Report from the Deputy Principal (Research & KT)- Report from the Research & Knowledge Exchange Board
2.4	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)
2.5	Learning and Teaching: <ul style="list-style-type: none">- Electronic Journal Licensing- Report from the Deputy Principal (Learning & Teaching)- Report from the Learning & Teaching Board- School Annual Monitoring and Review/Key Performance Indicator Meetings, 2011/2012
2.6	Reports from the Deputy Principal (External Relations): <ul style="list-style-type: none">- Academic Promotion and Probation Procedures- Report from the Deputy Principal (External Relations)- HWU Malaysia Project Board Report- Annual Report from the Executive Management Committee West London College
3	Date of next meeting: 30 January 2014

The University Executive

Tuesday 12 November 2013, 8.45 am
Court Room, Lord Balerno Building

AGENDA

Item	
1	MINUTES, ACTIONS AND BUSINESS ARISING
1.1	Apologies
1.2	Minutes of the meetings of the UE held on 26 September and 24 October 2013
1.3	Notes from the UE Away Day held on 24 October 2013
1.4	Matters Arising and Action Log
1.5	Business reported by the Chair* <ul style="list-style-type: none">• Orkney Campus developments• NPCS developments• Industrial action: update
1.5	Consultations and Publications Log*
2	REPORTS
2.1	Learning and Teaching: <ul style="list-style-type: none">- HWU International Foundation Programme- Report from the Deputy Principal (Learning & Teaching)- Report from the Learning & Teaching Board
2.2	Research and Knowledge Exchange: <ul style="list-style-type: none">- Report from the Research & Knowledge Exchange Board: REF submission
2.3	Strategy and Resources: <ul style="list-style-type: none">- Residences Phase II 2016- School financial performance 2012/13- 2014 Five-Year Plan: An initial scenario- James Watt Studentship Proposal 2013/2014
2.4	Reports from Schools/Postgraduate Institutes/Dubai Campus: <ul style="list-style-type: none">- School / Campus news updates
2.5	International/External: <ul style="list-style-type: none">- Report from Deputy Principal (External Relations)- Report from the International Strategy Board- HWUM Project Board Report
2.6	Professional Services: <ul style="list-style-type: none">- Engaging with Health & Safety- Annual Accounts and Financial Statements 2012/13- Report from the Secretary of the University<ul style="list-style-type: none">- Constitutional Review update and Scottish Code of Higher Education Governance- Report from the Secretary's Board
2.7	Audit & Risk Management: <ul style="list-style-type: none">- Internal Audit Report: Internal and External Infrastructure Test
3	Date of next meeting: 12 December 2013

The University Executive

Thursday 26 September 2013, 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 22 August; and Minute of an item dealt with by correspondence on 17 September 2013
1.3	Matters Arising and Action Log
1.4	Business reported by the Chair*
1.5	Consultations and Publications Log*
2	REPORTS
2.1	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)
2.2	Professional Services: <ul style="list-style-type: none">- Report from the Secretary of the University- Report from the Secretary's Board- Report from the Campus Services Management Board- Student Union and Freedom of Speech Code of Practice- Auto-enrolment update- Bi-annual report from Human Resources Development- iHR Report- Health & Safety Policy Statement & Policy including: University Health & Safety Committee Terms of Reference- University Collections Management Policy and Collections Committee Terms of Reference
2.3	Strategy and Resources: <ul style="list-style-type: none">- National Performance Centre for Sport- Student Recruitment Update- Tuition Fees 2014/15
2.4	International / External: <ul style="list-style-type: none">- Malaysia Campus Update- Confucius Institute Update
2.5	Research and Knowledge Exchange: <ul style="list-style-type: none">- Research & Knowledge Exchange Strategy- Report from the Deputy Principal (Research & KT)- Report from the Research & Knowledge Exchange Board
2.6	Learning and Teaching: <ul style="list-style-type: none">- Report from the Deputy Principal (Learning & Teaching)- Report from the Learning & Teaching Board
3	GOVERNANCE MATTERS
3.1	Research & Knowledge Exchange Board Terms of Reference
3.2	Fees Working Group Terms of Reference
4	Forthcoming meeting: 24 October 2013 (Away Day) Next regular meeting: 12 November 2013