

THE UNIVERSITY EXECUTIVE

Minutes of the meeting held on 26 September 2013

Present:

Prof S K Chapman, Principal and Vice-Chancellor (Chair)

Prof R J M Craik, Vice-Principal (Malaysia) (via Skype)

Ms A-M Dalton, Secretary of the University

Prof P De Wilde, Head of School, Mathematical & Computer Sciences (MACS)

Prof J Jones, Vice-Principal

Ms L Kirkwood-Smith, (Clerk to the UE)

Mr A Kitchin, Joint Head of School, Edinburgh Business School (EBS)

Prof R MacIntosh, Head of School, Management & Languages

Prof S McLaughlin, Head of School, Engineering & Physical Sciences (EPS)

Prof G Pender, Head of School, The Built Environment (SBE)

Prof J W Sawkins, Deputy Principal (Learning & Teaching)

Prof F Waldron, Head of School, Textiles and Design

Present also:

Mr M Adderley, Director of HR (for items 178–180)

Mr R McGookin, Director of Planning

Ms C McAllister, Head of Sport and Exercise (for item M181)

Mr A Menzies, Director of Finance

Apologies:

Professor G Hogg, Deputy Principal (External Relations)

Prof A Miller, Deputy Principal (Research & KT)

Prof D Hopkins, Head of School, Life Sciences (SLS)

Prof D Stow, Head of Institute, Petroleum Engineering (IPE)

Prof A Kaka, Vice-Principal (Dubai)

1. MINUTES OF THE PREVIOUS MEETING

The UE approved the minutes of the meeting held on 22 August 2013 and the item dealt with by correspondence on 17 September 2013.

2. ACTION LOG AND MATTERS ARISING

Action Log

The UE noted actions and related updates as reported in the Action Log.

Matters arising

There were no matters arising.

3. BUSINESS REPORTED BY THE CHAIR

Athena SWAN

The Principal highlighted the University's recent success in re-gaining Athena SWAN Bronze status and acknowledged with thanks and appreciation the work of Steve McLaughlin, Gill Hogg, Sue Collier and Sharan Virdee in particular in supporting development of the University's application. The Principal highlighted the future opportunity to work towards a Silver award at School/academic department level.

Centre for Earth and Marine Technology

The Principal updated the UE on the outcomes of the first Centre for Earth & Marine Technology Combined

Project Board meeting at which, inter alia, the proposed governance arrangements and Heads of Terms associated with the project were agreed.

Malaysia Campus

The Principal updated the UE on a recent visit to Malaysia and the successful outcomes of a meeting held with Putrajaya Holdings to resolve slippage in the Malaysia campus building programme.

Dubai Campus

The Principal updated the UE on the recent official opening of the second phase of the Dubai Campus.

4. AUTO-ENTROLMENT UPDATE

The UE received and discussed an update report, presented by the Director of HRD, which confirmed the arrangements that the University had in place for auto enrolment of staff not already in pension schemes into a scheme from 1 July 2013 and making employer pension contributions.

The UE noted that there were a small number of staff for whom auto enrolment into schemes already deemed to be qualifying schemes did not apply, i.e. they were not contributing members to the Universities Superannuation Scheme (USS), the Lothian Pension Fund (LPF) or the Teachers' Pension Scheme (TPS). To meet the University's obligations under automatic enrolment, it had been agreed by the Short Life Working Group established to oversee compliance that an alternative Government- established National Employee Saving Trust vehicle be adopted.

The UE was invited to and agreed ratification of Heriot-Watt employee and employer contributions for NEST for implementation.

The UE noted employer contribution costs associated with NEST which would rise over time. It was noted that the costs would not fall disproportionately in any School, but could have a larger impact on Professional Services. It was agreed that the costs should be considered again over the course of the coming year.

5. BI-ANNUAL REPORT FROM HUMAN RESOURCES DEVELOPMENT (HRD)

The UE received and noted a biannual report which was presented by the Director of HRD. The report provided an update on organisation wide people issues, HRD activities and a workforce data and commentary.

The attention of the UE was drawn in particular to recent progress across a range of fronts, a proposal for the staff survey dates, the Workforce/HRD Scorecard and Management Information and progress on the Professional Service Review recommendations.

It was noted that the Deputy Principal (Learning & Teaching) would confer further on PGCAP revisions following the meeting with a view to ensuring that all Deans and Heads of Schools fully understand the agreed new arrangements. The new arrangements were agreed in response to Recommendation 212 of the Professional Services Review.

The UE received and noted academic promotions and appointments made in the period from 1 March to 31 August 2013, agreeing that, in terms of Ordinance 16, the UE should report these for information to the Senate and to the Court at their forthcoming meetings.

6. iHR PROJECT UPDATE

The UE received and discussed a recommendation, presented by the Director of HRD, seeking release of a further phase of funding of £560k in the current financial year in order to progress to the second (development) phase and secure an 'Implementation Partner' on a fixed price basis, in line with the business case and Project Initiation Document. It was noted that spend against this further allocation of project funds would be subject to approval by the Project Board.

The UE noted and was satisfied with progress made to date – a condition which had been agreed by the UE when it approved the initial phase of the project in May 2013.

7. NATIONAL PERFORMANCE CENTRE FOR SPORT

The UE received and discussed a report on the University's bid to host the National Performance Centre for Sport (NPCS) which was presented jointly by the Vice-Principal and the Head of Sport and Exercise.

The UE approved a recommendation, following the announcement of Heriot-Watt University as the preferred bidder following its Stage two bid, that the NPCS project should proceed to Design States D and E in the period up to February 2014. It was noted that this phase would also involve concluding negotiations with *SportScotland* and in parallel, engaging with Edinburgh Council over their contribution, the planning application, and instigating the procurement process for selection of contractors.

The UE agreed that the above recommendation should be relayed to the Court for consideration and approval at its meeting on 30 September 2013, conditional on approval also by the Finance Committee which would meet to consider the case for further progression of the project at its scheduled meeting on 8 October 2013.

In looking ahead to the point of delivery of the Centre, the UE noted opportunities and expectations in relation to student scholarships for prospective students with sporting talent, as well as catering for potential student transfers to Heriot-Watt for reason of this new facility. **Reserved section: Ref Sections 30, FOI(S)A.)**

8. ATHENA SWAN UPDATE

The UE received and noted an update report, presented by the Deputy Principal (External Relations), which provided an update Athena SWAN Action Plan and the establishment of Self-Assessment Teams in Schools.

The UE noted that interviews for the post of Athena SWAN Officer were scheduled to take place in the coming week with the aim of appointing an individual with directly relevant background experience.

The Principal requested that the Deputy Principal (Research and Knowledge Transfer) and the Director of External Affairs, respectively, ensure that the University's REF Statements are updated and consistent in the light of the Athena SWAN Bronze Award news and also that the relevant Athena SWAN branding is included in the University's website as soon as possible.

9. MALAYSIA CAMPUS UPDATE

The UE received and noted an update report on the Malaysia Campus which was provided by the Vice-Principal (Malaysia). The report included updated information on student and staff recruitment and campus developments. The UE noted the accompanying Malaysia Campus Operational Risk Register, updated as at 20 September 2013.

10. UPDATES FROM HEADS OF SCHOOL

The UE noted oral news updates from Heads of Schools present at the meeting.

11. REPORT FROM THE SECRETARY OF THE UNIVERSITY

The UE received and noted an update report from the Secretary of the University by way of the September 2013 edition of the Secretary's Board bulletin.

12. REPORT FROM THE SECRETARY'S BOARD: MEETING HELD ON 3 SEPTEMBER

The UE received and noted a report of the meeting of the Secretary's Board held on 3 September 2013 which was presented by the Secretary of the University. All items were presented for information.

The Secretary of the University sought and gained the approval of the UE on the following policies which had been previously approved by the Secretary's Board and which were appended to the Board's report:

- IT and Communications Facilities Acceptable Use Policy
- Information Security Policy Framework

Information Security Incident Management Policy (This was accompanied by Information Security Incident Management Procedures)

The UE discussed the difficulty of raising the required level of awareness of the policies of all staff of the University and ensuring that the key information points are picked up. It was recommended therefore that a very brief summary is prepared to help support broad staff awareness and understanding of the key points.

The UE discussed what were broadly viewed as very significant compliance challenges associated with the IT and Communications Facilities Acceptable Use Policy and the Information Security Policy Framework. For example, in terms of common usage of mobile devices which cannot be encrypted. Difficulties were also noted in relation to MAC use. Concerns were also expressed in relation to the potential impediment to work and ultimately competitiveness, albeit that the policies were reported to in line with those of other institutions.

The UE requested that the policies should be accompanied by brief summary guidance to staff including relevant do and don't tips and advice with the aim of making compliance with the policies as easy as possible for all staff.

13. REPORT FROM THE CAMPUS SERVICES MANAGEMENT BOARD

The UE received and noted a report from the Campus Services Management Board meeting held on 27 August 2013 which was presented by the Secretary of the University. No particular comments were raised in relation to the report.

14. STUDENT UNION CODE OF PRACTICE AND FREEDOM OF SPEECH CODE OF PRACTICE

Student Union Code of Practice

The UE received and approved a draft Student Union Code of Practice which had been prepared to ensure compliance with Article 22 of the Education (Scotland) Act 1994 on the operation of the Student Union.

The UE recommended that an addition be made to the Code to provide clarity on the scope of the Code given the context of the University's multi-campus composition and that the Code should be presented to the Court for approval at its meeting on 30 September 2013.

Freedom of Speech Code of Practice

The UE received and approved a draft Freedom of Speech Code of Practice for onward presentation to the Court for approval at its meeting on 30 September 2013. It was noted that the Code of Practice had been drafted in cognisance of the long standing common law recognition of the general right to free speech in Scots Law. A variety of pieces of legislation covered other aspects such as the requirement to eliminate discrimination, harassment, victimisation or any other prohibited conduct.

15. HEALTH AND SAFETY POLICY STATEMENT AND POLICY

The UE received and approved without comment a revised Health & Safety Policy Statement and Health and Safety Policy for onward presentation to the Court. It was noted that the revised Policy and Statement were approved by the University Health and Safety Committee at its meeting held on 15 August 2013.

The paper invited the UE to take particular note of the responsibilities and obligations placed on members of the senior management team including members of the University Executive which were detailed in the Policy.

16. COLLECTION MANAGEMENT POLICY, STANDARDS AND PROCEDURES AND COLLECTIONS COMMITTEE TERMS OF REFERENCE

The UE received and approved without comment an updated Collection Management Policy, Standards and Procedures and Collections Committee Terms of Reference, for onward presentation to the Finance Committee for consideration and approval at its meeting to be held on 8 October 2013.

17. RESEARCH & KNOWLEDGE EXCHANGE STRATEGY 2013-18

The UE received and noted an updated Research and Knowledge Exchange Strategy 2013-18 which had been presented for consideration and approval.

The UE agreed to postpone consideration of this item until the next meeting at which the Deputy Principal (Research & Knowledge Exchange) will be present.

In relation to the University level Strategic Plan it was noted that the Strategic Plan page on HWeb contained paraphrased extracts of the Strategic Plan in which the wording within the Plan had been altered. The Vice-Principal was authorised to liaise with the External Affairs Directorate to resolve any inconsistencies.

In relation to REF preparedness and accessibility of information via the relevant web pages, the Principal requested that a systematic check is carried out to ensure that all the URLs are working as they should.

18. REPORT FROM THE DEPUTY PRINCIPAL (RESEARCH & KNOWLEDGE EXCHANGE)

The UE received and noted a report which had been submitted by the Deputy Principal (Research & Knowledge Exchange). In the absence of the Deputy Principal the paper was presented by the Vice-Principal.

The UE approved the recommendation, as set out in the report, of a fully specified threshold level for the joint B10 (Mathematics) REF Unit of Assessment.

19. REPORT FROM THE RESEARCH & KNOWLEDGE EXCHANGE BOARD: MEETING HELD ON 9 SEPTEMBER 2013

The UE received and approved, for onward presentation to the Senate, a report from the Research & Knowledge Exchange Board which related to the meeting of the Board held on 9 September 2013.

All items in the report were presented for information.

20. 2013/14 STUDENT RECRUITMENT: UPDATE AS AT MID-SEPT 2013

The UE received and discussed an update report on enrolled full-time student numbers by category/campus location as at 20 September 2013 which was presented by the Director of Planning.

It was noted that recruitment over the capped limit of Scottish/EU students would attract a penalty claw-back. The UE endorsed the recommendation that the penalty should be distributed post-Q1 across Schools in proportion to their respective levels of excess, net of excess SIMD40 recruitment.

Recruitment of new RUK/OS UG students was above target, however these numbers were offset by lower than expected retention rates, such that the overall population only achieved rather than exceeded target; thus there was no surplus available to offset any shortfall elsewhere. It was noted that areas of potential saving would be considered in the autumn planning round and there could be no early release of contingency funding.

The Director of Planning offered to assist Schools with more detailed analysis of the numbers wherever required.

21. TUITION FEES 2014/15

The UE received and discussed proposed tuition fees for 2014/15 which were presented by the Vice-Principal on behalf of the Fees Working Group.

The UE approved onward recommendation of the proposed fees to the Finance Committee for consideration at its next meeting on 8 October 2013.

The UE noted that there had been misallocation of a few SBE courses to other Schools in the fees table and agreed that these errors should be corrected prior to the report being submitted to the Finance Committee.

It was noted that the proposed standard fee increases, while above the previous year's increase, would position the University's fees at a median level in the sector with the intention of keeping pace with this level further into the future.

The UE noted and discussed the anomalous position of RUK postgraduate taught (PGT) course fee levels which continued to be at variance with RUK undergraduate fee levels both within the University and sector-wide in Scotland. In general the Scottish sector has not been moving quickly to close this gap. The Vice-Principal confirmed that the Fees Working Group will be giving further consideration to future plans for RUK PGT fees in the course of the year.

22. FEES WORKING GROUP: TERMS OF REFERENCE

The UE received, noted and approved updated Terms of Reference for the Fees Working Group and agreed that these should be relayed to the Finance Committee for consideration and approval at its meeting to be held on 8 October 2013.

23. CONFUCIUS INSTITUTE FOR BUSINESS AND COMMUNICATIONS

Reserved section (Ref Sections 30, 33 FOI(S)A).

24. REPORT FROM THE DEPUTY PRINCIPAL (LEARNING & TEACHING)

The UE received and noted a report presented by the Deputy Principal (Learning & Teaching).

The report provided an update on:

- organisational arrangements relating to the planned review of UK Transnational Education in the United Arab Emirates by the Quality Assurance Agency from 1 – 12 February 2014. The review team would visit the Dubai Campus on 2 and 3 February 2014; and
- use of the James Watt Centre¹ suite for student learning and teaching activities during semester time and the benefits achieved by the additional facilities.

25. REPORT FROM THE LEARNING & TEACHING BOARD

The UE received and approved for onward presentation to the Senate a report from the Learning & Teaching Board which related to the meeting of the Board held on 18 September 2013.

The UE noted and approved item 1 of the report which presented a revised policy on Campus Transfers Policy to come into effect from 2014/15. It was agreed that the Policy should be implemented in replacement of the existing Policy on Transfer between Study Locations. The Vice-Principal highlighted the importance of timely communications between Campus V-Ps and Heads of Schools and that arrangements in the year are agreed before the autumn planning round.

All other items in the report were presented for information.

26. RESEARCH AND KNOWLEDGE EXCHANGE BOARD: TERMS OF REFERENCE

The UE noted and approved updated Research & Knowledge Exchange Board Terms of Reference for implementation.

27. ANY OTHER BUSINESS

Future UE discussion topics

The Principal requested that a refreshed campaign for new academic appointments be included in the agenda for the UE Away Day to be held on 24 October 2013.

The Principal requested that an update report on the Heriot-Watt / University of Edinburgh Strategic Alliance be included in the agenda for discussion at the UE meeting date on 12 November 2013.