



Central Management Group

Wednesday 23 September 2009

MINUTE

Present: Vice-Principal Professor A McMahon (in the chair)
Vice-Principal Professor M Bownes
Vice-Principal Professor N Brown
Vice-Principal Professor J Haywood
Vice-Principal Professor S Hillier
Vice-Principal Professor D Hounsell
Vice-Principal Professor R Kenway
Vice-Principal Professor Sir John Savill
Vice-Principal Professor L Waterhouse
Acting Vice-Principal Professor D Fergusson
Mr M D Cornish

In attendance: Mr I Conn
Dr A R Cornish
Mr A Currie
Mr J Gorringe
Mr D Waddell
Ms E Fraser (on behalf of Ms S Gupta)
Ms L Elder (on behalf of Vice-Principal Mr Y Dawkins)
Dr K J Novosel

Apologies: The Principal
Vice-Principal Mr Y Dawkins
Vice -Principal Professor S van Heyningen
Mr N A L Paul
Dr D B Nelson
Ms S Gupta

Closed items shown in italics

1 MINUTE OF THE MEETINGS HELD ON 17 JUNE 2009 AND 21 AUGUST 2009 (BY CORRESPONDENCE) Paper A

The Minute of the meetings held on 17 June 2009 and 21 August 2009 (by correspondence) was approved as a correct record.

CMG noted that Vice-Principal Professor van Heyningen and Dr B Nelson were standing down from membership of this Group and thanked them for all their work on this Group and across the University.

CMG further welcomed Acting Vice-Principal and Acting Head of the College of Humanities and Social Science Professor Fergusson to his first meeting of CMG in his new capacity.

2 MATTERS ARISING

2.1 Utilities Devolution

Paper B

The Utilities Devolution Project had previously been approved by CMG. It now approved the implementation timetable as set out in the Communication Plan to take this project to the next phase and allow the robustness of the information stored in the database to be tested subject to consideration as part of the next planning round on how and whether to proceed to devolve utilities' budgets. CMG further welcomed the opportunity of further engagement with colleagues in estates and buildings in discussing the merit of this approach to reduce the University's carbon footprint and contain unnecessary waste.

2.2 Convener of University's Research Ethics Committee

CMG agreed to appoint Vice-Principal Professor McMahon to the position of Convener of the above Committee to succeed Vice-Principal Professor Chapman with immediate effect.

3 PRINCIPAL'S BUSINESS

3.1 Principal's Strategy Group

Paper C

CMG noted approval of an alternative financial model for the Business School and acknowledged the significant work involved in its implementation. It was confirmed that the proposals to introduce a first year undergraduate course on the global challenges facing society would be progressed through the new Senate Committee structure and that initial debate at Senate level was appropriate prior to further engagement.

3.2 Principal's Communications

In the absence of the Principal, Vice-Principal Professor McMahon reported on the highlights since the last meeting of CMG. This included: the draft budget announced by the Scottish Government; the significant increase in applicant acceptances this year thanking colleagues particular in corporate services for their hard work to ensure suitable accommodation arrangements; the appointment of Professor Miell to the post of Vice-Principal and Head of the College of Humanities and Social Science; the various successful events and openings held including the Chancellor's dinner; and EUSA was congratulated on its Advice Place attaining a Matrix standard: it was thought to be the first students' association facility to have been granted this national accreditation quality award.

3.3 Report on the Centre for International Public Health Policy (closed)

Paper D

CMG noted that the Principal would be implementing all the recommendations in the Report. To avoid doubt, in respect of 5.4 the funding for the Director's post was to continue until the end of the original five-year agreement period. CMG further noted that discussions were continuing to identify an appropriate School to host this Centre.

FOR DISCUSSION

- 4 FINANCIAL PROGRESS UPDATE (CLOSED) Paper E**
- CMG noted the current position in respect to scenario planning and that a draft paper would be considered by the Finance Strategy Group prior to consideration by PSG, CMG and F&GPC. The outcome of the triennial valuation of SBS was very concerning and an external actuary had been engaged to assist the University in preparing options; the view remained that as far as possible there should be equity across all staff categories on pension provision. The position with USS was also concerning. The group of lay members of Court asked to look at the pension issues would be considering both USS and SBS issues. CMG was assured of communications with trade unions via the pension taskforce convened by the Director of Finance.
- CMG was content with the approach to the ongoing challenging financial position.
- 5 EMPLOYMENT STATUTE Paper F**
- CMG welcomed the proposed simplified Ordinance to replace the current Commissioners' Ordinance on employment arrangements for academic staff; it was the intention to seek Court endorsement and comment on the draft Ordinance at its next meeting on the 19 October 2009.
- 6 CONTINGENCY PLANNING – PANDEMIC FLU Paper G**
- CMG welcomed the paper and its assurances on the University's preparedness on this issue particularly noting the University's involvement in taking the lead in the SFC's CHASTE project. It was noted that to date there had been no reports of returning students having contracted the H1N1 influenza strain.
- 7 EUCLID – UPDATE REPORT Paper H**
- CMG noted that funding would require to be identified in order to progress the 'satellite' projects which were now outwith the re-scoped EUCLID project: Vice-Principal Professor McMahon agreed to discuss this matter with the Heads of the Colleges. It was also recognised that further work was required to ensure sustainability of student record systems and that SASG and IS would be taking this forward. The project management structure had been reviewed as a result of Dr O'Halloran, Director leaving in mid November to take up a new post at Strathclyde University and it had been agreed that the current Deputy Director would take a more active outward facing role.
- CMG asked that routine progress reports continue to be available at each CMG meeting.
- 8 TIMETABLING PROJECT - UPDATE Paper I**
- CMG approved the appointment of Dr Nick Hulton to the role of academic champion to take forward phase 1 of the agreed timetabling project during 2009/2010.

- 9 DRAFT POLICY ON DIGNITY AND RESPECT Paper J**
- CMG endorsed the draft Policy subject to minor amendments including reference to visitors as well as staff and students. CMG noted that in addition to the Policy there would be clear and practical guidance and procedures. It was noted that comment from F&GPC and Court would now be sought on this initial draft Policy prior to wider consultation with Colleges, Support Groups, trade unions and other relevant parties with a view to bringing a final document before Court for formal approval at its December meeting.
- 10 REPORT FROM EPAG (CLOSED) Paper K**
- CMG endorsed all the items set out in the covering sheet, in particular the revised information on the Capital Projections Plan (CPP) and available funding assumptions noting the possible further reduction in resources which had been debated in detail at the EPAG meeting. The revised terms of reference and name change of this group was endorsed and commended to Court for approval. In respect of the revision of the level of funding to be made available for small capital schemes CMG asked that Court be informed of the possible impact on the Income and Expenditure Account as much of this funding was likely to be classified as revenue rather than capital.
- 11 2008/2009 VALUE FOR MONEY REPORT Paper L**
- The 2008/2009 VFM report was approved subject to the addition of further examples to be provided particularly by SASG and ERI prior to onward submission to the Audit Committee in accordance with the agreed policy.
- FOR INFORMATION/FORMAL APPROVAL**
- 12 MANAGEMENT ACCOUNTS - ONE MONTH TO 31 AUGUST 2009 Paper M**
(CLOSED)
- CMG noted the current financial position and welcomed the new format of this routine monitoring paper; any detailed comments on the format should be directed to the Director of Finance.
- 13 STAFF COMMITTEE**
- 13.3 Report from Staff Committee Paper N**
- The proposals to introduce a University-wide approach to performance and development reviews for professorial staff in line with the requirements of the Remuneration Committee that salary decisions must be evidence based was noted and that it was not the intention to duplicate current processes rather to complement existing practice. The need to progress nursery provision was also noted.
- 13.2 Revised Terms of Reference Paper O**
- Subject to consideration of suggested amendments, CMG commended approval of the revised Terms of Reference of the Staff Committee to Court.

14 REPORT FROM SPACE MANAGEMENT GROUP Paper P

CMG endorsed the proposal to increase the room cancellation charges with effect from 3 August 2009 and the revised NPRAS Policy in respect of space management issues subject to clarification of point 4(iv).

15 SECURITY ADVISORY GROUP – ANNUAL REPORT Paper Q

The Annual Report of the Security Advisory Group was noted. CMG agreed it would be appropriate to continue to strongly encourage all staff to wear ID cards but not that this should become a formal directive. It was also suggested that amendments to the language used in parts of the report would be helpful.

16 HEALTH AND SAFETY REPORT Paper R

CMG was satisfied that there had been appropriate and thorough investigation into the incidents reported and that there were no issues requiring further actions. The arrangements for the University's involvement in the Edinburgh Festival had been very successful with no significant incidents reported and CMG endorsed the continued need for a temporary appointment of an events health and safety co-ordinator during this period in future years.

17 VP CONTINGENCY FUND (CLOSED) Paper S

The 2008/2009 outcome and expenditure from the 2009/2010 fund to date was noted; the £500k previously held in this contingency fund for utilities in accordance with the last planning round had now been directly allocated to the utilities budget.

18 PROPOSAL TO ESTABLISH A CHAIR OF PAEDIATRIC CLINICAL NEUROSCIENCE IN THE SCHOOL OF CLINICAL SCIENCES AND COMMUNITY HEALTH Paper T

CMG approved the proposals to establish a new Chair.

19 DATE OF NEXT MEETING

Wednesday, 18 November 2009 at 10.30 am in the Raeburn Room, Old College.