



**Central Management Group**

**Wednesday 18 November 2009**

**MINUTE**

Present: The Principal  
Vice-Principal Professor A McMahon  
Vice-Principal Professor M Bownes  
Vice-Principal Professor J Haywood  
Vice-Principal Professor D Hounsell  
Vice-Principal Professor R Kenway  
Vice-Principal Professor L Waterhouse  
Acting Vice-Principal Professor D Fergusson  
Mr M D Cornish  
Mr N A L Paul

In attendance: Mr A Currie  
Mr J Gorringe  
Ms S Gupta  
Mr D Waddell  
Mr L Golightley (on behalf of Vice-Principal Professor Sir John Savill )  
Dr K J Novosel

Apologies: Vice-Principal Professor N Brown  
Vice-Principal Mr Y Dawkins  
Vice-Principal Professor S Hillier  
Vice-Principal Professor Sir John Savill  
Mr I Conn  
Dr A R Cornish

*Closed items shown in italics*

**1 MINUTE OF THE MEETING HELD ON 23 SEPTEMBER 2009**

**Paper A**

The Minute of the meeting held on 23 September 2009 was approved as a correct record.

**2 PRINCIPAL'S BUSINESS**

The Principal reported on various matters including: the University being the recipient of the Scottish Council for Development and Industry's Award for Outstanding International Achievement in Scotland's Universities 2009; the successful two day visit to the University by the Chancellor; the Principal's visit to 10 Latin American Institutions with support from Santander Universities; and the current thinking on the future development of the Holyrood site.

**2.1 Principal's Strategy Group**

**Paper B**

CMG noted the issues discussed.

**FOR DISCUSSION**

**3 FINANCIAL UPDATE (CLOSED) Paper C**

The favourable outcome of the negotiations with the Scottish Government/Scottish Funding Council in respect of excess costs met by the University for the Medical School at Little France was commended. CMG also commended the commencement of negotiations to more closely align the MRC's Human Genetics unit at the Western General Hospital with the University. The position on pay negotiations and the review of top up fees in England were also noted.

**4 DRAFT REPORTS AND FINANCIAL STATEMENTS FOR YEAR ENDED 31 JULY 2009 (CLOSED) Paper D**

CMG noted the main highlights of the Reports and Financial Statements: the achievement of a modest surplus of £4m; the University's underlying growth remained strong; the changes to staff numbers particularly the fall in the number of academic and related support staff compared with last year; the significant increase in the University's own investment in the capital programme; the increase in deferred income; and the information on the position of pensions.

It welcomed and commended adoption to Court of the Reports and Financial Statements which demonstrated the continuing strong financial position of the University and the Group.

**5 REVIEW OF 2008/2009 OUTTURN VERSUS FORECAST (CLOSED) Paper E**

The analysis of the movement from the Quarter 3 forecast of a £1.5m deficit to the achieved surplus at year ended was noted by CMG. The main factors contributing to the improved position being: not all the provision for the Roslin Institute had been required; and the considerable effort of Colleges and Support Groups to contain expenditure. The adverse movement in the value of shared equity properties was also noted.

**6 2009/10 STUDENT INTAKE AND SFC HOME/EU UNDERGRADUATE POPULATION CONTROLS (CLOSED) Paper F**

The intake of home/EU undergraduate students in SFC non-controlled subject areas as at 20 October 2009 was significantly above target and the overall population in this category, including continuing students was now almost 1,000 above SFC funded places. As the University received no additional income from the SFC for students for whom there were no funded places such students were effectively being taught for tuition fees alone and actions were being taken to address this issue including monthly progress meetings. CMG noted that in considering appropriate actions and reviewing admission criteria minority subject areas and routes for widening participation access should be afforded some protection.

The intake figures for postgraduate and overseas fee paying full time undergraduate students were encouraging with figures as at 20 October 2009 being above the targets set by the University for recruitment in these areas.

**7 2010-11 PLANNING ROUND ISSUES (CLOSED) Paper G**

*CMG approved the planning assumptions as stated noting the various cost pressures particularly pensions, utilities' costs and the significant capital*

*programme. It further noted the number of factors creating an uncertain funding environment for 2010/2011 onwards including the anticipated UK election in 2010 and the Scottish Government's response to the Calman Commission; and the inevitable reductions in public funding in 2010/2011 with more significant reductions anticipated in 2011/2012 and beyond. The SFC's proposal to reduce the number of teaching funding subject groups from 12 to 4 created further uncertainty.*

*Based on these assumptions and on the outcome of the financial scenario planning exercise the indicative increase for core budgets for 2010/2011 was -1% and 0% for 2011/2012 and 2012/2013.*

*The main SFC grant letter was anticipated by the end of March and the 2010/2011 planning timetable would follow the same general pattern as the previous year.*

**8 EUCLID – UPDATE REPORT**

**Paper H**

The EUCLID and satellite projects, although making significant progress, had been subject to some slippage and the EUCLID Strategy and Quality Assurance Group was currently assessing the position to ensure delivery of the high priority systems and features. It was reported that discussions with colleagues from School and College offices had been successful in communicating the revised scope of the project and satellite projects. A contingency plan was also being developed particularly for the period immediately after the cessation of the project at the end of the 2009/2010 academic session to make sure all requirements were in place for the start of the next academic year.

**9 STRATEGIC PLAN 2008-2012 TARGETS - ANNUAL PROGRESS REPORT**

**Paper I**

CMG welcomed this very informative document and suggested that the status of 5.3: delivery of the EUCLID project in accordance with the agreed plan, be amended to 'further work required' and that the commentary for this target be appropriately revised. It was noted that Court would be particularly interested in progress in respect of staff appraisals and the proportion of women in higher posts and would require assurances on progress within these areas.

**10 RISK MANAGEMENT COMMITTEE END OF YEAR REPORT**

**Paper J**

CMG was content with the Annual Report of the Risk Management Committee and the assurances in the area of risk control it provided to Court to enable it to sign off the Reports and Financial Statements. It was noted that this Report referred to the previous Risk Register (version 6) and not to the Register approved at the end of last academic session.

**11 REPORT ON PROVISION OF MODERN LANGUAGES (CLOSED)**

**Paper K**

The progress in taking forward the key elements of the three-year strategic plan to ensure the sustainability and growth in the School of Literatures, Languages and Cultures was noted and that the information on the benchmarking exercise would be available in due course. The importance of the benefits to the University, in a number of areas, of maintaining a comprehensive modern languages provision was acknowledged; the development and success of the Confucius Institute and the Centre for the Advanced Study of the Arab World being two significant examples. There was full support for the introduction of innovative initiatives, new programmes and exploring the use of e-learning to develop the full potential of the School.

**12 REPORT FROM THE STANDING CONSULTATIVE COMMITTEE ON REDUNDANCY AVOIDANCE (SCCRA) (CLOSED) Paper L**

CMG welcomed the production of this monitoring report and commended the very effective working of the Committee. CMG further supported regular reporting to Court particularly given the high risk matters considered by this Committee.

**13 ACADEMIC AND FINANCIAL PLANNING ISSUES FOR THE SCHOOL OF EDUCATION (CLOSED) Paper M**

The proposed actions in response to the anticipated reduction in initial teacher education (ITE) student numbers were endorsed for implementation by CMG. As well as the challenges created, the opportunities to review the future vision and the activities of the School were also acknowledged including consideration of increasing research capacity and the potential for further interactions with other areas of the University. It was agreed that there should be early communication with staff in the School.

**FOR INFORMATION/FORMAL APPROVAL**

**14 MANAGEMENT ACCOUNTS – TWO MONTHS TO 30 SEPTEMBER 2009 (CLOSED) Paper N**

CMG noted the current satisfactory financial position for the first two months of the new financial year.

**15 IT STRATEGY Paper O**

The IT Strategy for the University was endorsed by CMG and commended to Court for approval.

**16 INFORMATION SECURITY POLICY Paper P**

The Information Security Policy for the University was endorsed by CMG and commended to Court for approval. CMG welcomed the production of this document to assist in the management of this high risk area and noted that a series of Codes of Practice would form an integral part of this policy

**17 FRAUD POLICY Paper Q**

CMG endorsed the University wide Fraud Policy and commended its adoption to Court.

**18 SETTING STUDENT RENTS Paper R**

It was noted that the proposed rent increases for 2010/2011 and indicative increases for 2011/2012 and 2012/2013 had been endorsed by the Fees Strategy Group and had the support of EUSA. CMG approved the 2010/2011 rent increases which averaged 1.25% for the majority to accommodation with rents frozen in some areas, small reductions in other less favourably located accommodation and a slightly higher increase of 1.31% for Pollock Halls. CMG further approved the cross-subsidy of £1.83m from commercial surplus to students' rents acknowledging that this was an above inflation increase.

**19 REPORT FROM SUSTAINABILITY AND ENVIRONMENTAL ADVISORY GROUP (CLOSED) Paper S**

CMG noted the satisfactory outcome of the 'Universities that Count' benchmarking exercise 2009 with the University being ranked 2<sup>nd</sup> in respect of the environment index and joint 5<sup>th</sup> for the corporate responsibility index. Subject to further lobbying to improve the appropriateness of the questionnaire CMG approved the recommendation that the University takes part in the 2010 exercise but sympathised with the view that annual conduct of this exercise was excessive: the process to be led by Vice-Principal Professor Bownes, the Director of Corporate Services and the Energy & Sustainability Adviser. CMG further noted the improvements achieved by the University in the areas of waste and recycling and the success in taking forward the project to cut carbon emissions; it was suggested that it may be useful to review the accuracy of the preliminary results for travel prior to wider distribution.

**20 DRAFT SOCIAL RESPONSIBILITY & SUSTAINABILITY STRATEGY Paper T**

CMG endorsed the draft Strategy for wider consultation across the University community noting the intention to prepare a number of action plans to deliver the finalised Strategy. The Director of Corporate Services was confirmed as the senior management executive champion of sustainable procurement as required under the Scottish Government Plan.

**21 HEALTH AND SAFETY QUARTERLY REPORT FOR JULY-SEPTEMBER 2009 Paper U**

The quarterly report from Health and Safety was noted.

**22 REPORT FROM SPACE MANAGEMENT GROUP Paper V**

The NPRAS rates to be applied for 2010/2011 as set out in the paper were endorsed and the rates for 2009/2010 confirmed.

**23 REPORT FROM UNIVERSITY'S RESEARCH ETHICS COMMITTEE Paper W**

CMG approved the proposal to incorporate the business currently considered by the Research Ethics Committee within the Research Policy Group thus disbanding the Research Ethics Committee, noting the considerable overlap in remit and membership of both these groups. A section on the agenda of future meetings of the Research Policy Group would be given over to matters relating to research ethics to which the current members of the Research Ethics Committee would be invited to attend.

**24 FEES STRATEGY GROUP Paper X**

CMG approved the following as recommended by the Fees Strategy Group:

- Home and Away fees scheme for postgraduate students (reduced fees for those studying away from the University for 12 months or more) to be abolished for new students.
- The annual continuation fees to be charged pro rata for the full period of the approved extension rather than quarterly from 2010/2011.

- Undergraduate Home/EU students to be charged for credits taken pro rata to the appropriate full time programme tuition fee up to 80 credits and the full year fee to be charged for those in excess of 80 credit from the start of 2010/2011. Current fees were charged in units of 20 credits. This approach also to be applied to overseas/high cost rate of tuition fees.
- All fee discount schemes require to be considered by the Fees Strategy Group
- The fee proposals as set out in Appendix 1 for various programmes in each of the Colleges.

**25 REVIEW OF PUBLIC HOLIDAYS**

**Paper Y**

After debate, CMG approved the proposals on the new arrangements for public holidays subject to further consideration of the proposal on overtime as set out in 2.7 of the paper.

**26 PROPOSALS TO ESTABLISH A CHAIR OF VASCULAR BIOLOGY**

**Paper Z**

CMG approved the proposal to create a new Chair of Vascular Biology noting that the title of the Chair may be amended. The University Secretary agreed to prepare a short note for CMG approval on the process and protocol for naming chairs after eminent individuals.

**27 DATE OF NEXT MEETING**

Wednesday, 20 January 2010 at 10.30 am in the Raeburn Room, Old College