



**Central Management Group**

**Wednesday 20 January 2010**

**MINUTE**

Present:  
The Principal  
Vice-Principal Professor A McMahon  
Vice-Principal Professor M Bownes  
Vice-Principal Mr Y Dawkins  
Vice-Principal Professor J Haywood  
Vice-Principal Professor S Hillier  
Vice-Principal Professor D Hounsell  
Vice-Principal Professor Sir John Savill  
Vice-Principal Professor L Waterhouse  
Acting Vice-Principal Professor D Fergusson  
Mr N A L Paul

In attendance:  
Mr I Conn  
Dr A R Cornish  
Mr A Currie  
Mr J Gorringe  
Ms S Gupta  
Dr J Martin (on behalf of Vice-Principal Professor Brown)  
Mr H McKay ( for item 18 only)  
Dr K J Novosel

Apologies:  
Vice-Principal Professor N Brown  
Vice-Principal Professor R Kenway  
Mr M D Cornish  
Mr D Waddell

*Closed items shown in italics*

**1 MINUTE OF THE MEETING HELD ON 18 NOVEMBER 2009**

**Paper A**

The Minute of the meeting held on 18 November 2009 was approved as a correct record.

CMG noted that this would be last meeting to be attended by Professor David Fergusson in his capacity as Acting Vice-Principal and Acting Head of the College of Humanities and Social Science and thanked him for all his work.

**2 MATTERS ARISING**

**2.1 Centre for International Public Health Policy**

CMG noted that following extensive consideration and debate agreement had now been reached on the reconfiguration and relocation of the Centre for International Public Health Policy: the activities of the Centre were now located within two areas in the School of Social and Political Science with staff involved with teaching the current MSc course within the Social Political Unit under Dr Collin. A number of Vice Principals had been involved in taking this matter forward which had been the

subject of formal complaints including Vice Principals Professor Kenway, Professor Chapman, Professor Bruce, Professor McMahon and Professor Sir John Savill. CMG fully endorsed and supported the approach finally reached by Vice-Principal Professor Hillier and Acting Vice-Principal Professor Fergusson following consideration of the report prepared by Vice-Principal Professor Chapman. Initial indications confirmed that the new arrangements were working well.

## **2.2 Modern Languages benchmarking information**

Information on the benchmarking exercise in respect of modern languages provision was currently being considered by the College to assist in the implementation of the strategy agreed for the School of Literatures, Languages and Cultures. The complex nature of the benchmarking information with different approaches between languages and institutions was causing difficulties in providing an overall interpretation of the University's position with initial analysis indicating that the University was at the low end of the range of student contact time comparable with other institutions.

## **2.3 Fraud Policy**

A revised Fraud Policy, fully compliant with Scottish law, had now been published on the University's website and should be brought to the attention of staff.

## **2.4 Public Holidays**

It was confirmed that the consultation on the proposed new public holiday arrangements would finish on the 5 February 2010: initial indications were positive. CMG further noted that these proposals did not conflict with the arrangements introduced through the pay modernisation process.

## **3 PRINCIPAL'S BUSINESS**

The Principal reported on the following matters: the REF methodology and timing of the exercise; and the current positive discussions with eca.

### **3.1 Principal's Strategy Group**

**Paper B**

CMG noted the report particularly welcoming the proposed developments for the site at Holyrood, the ongoing work regarding undergraduate Home/EU student recruitment and the current position within the SFC.

### **FOR DISCUSSION**

## **4 FINANCIAL UPDATE (CLOSED)**

**Paper C**

The position on the 2009 pay round and the emerging position in respect of the 2010 pay round were noted as was the intention to prepare more detailed information on scenario planning. The Pensions' Working Group had now met on a number of occasions and a draft letter addressed to the chair of the Group setting out the University's view on pension matters was tabled and endorsed by CMG.

The uptake of the current voluntary severance arrangements was disappointing and CMG endorsed the proposal to seek Finance and General Purposes Committee's approval to 100% of the cost to fund voluntary severance being met from the centre

for 2009/2010 approved cases. It was recognised that should it be possible to allocate central resources in 2010/2011 to support voluntary severance this was anticipated to be on the basis of 50% funded from the centre with the School/College requiring to meet the remaining cost and that it may not be possible for individual packages to be as generous as those agreed this financial year.

**5 EUCLID – UPDATE REPORT**

**Paper D**

CMG welcomed this report which confirmed the achievements and key benefits as at 31 July 2009 of the project and set out future developments including those required to comply with the UK Border Agency regulations. The further refinements to improve the effectiveness and efficiency of the system to be tackled over time were noted. The on-going dialogue with relevant colleagues in Schools, Colleges and Support Groups to ensure that business practices optimised the benefits of the system was a particular challenge with support and training being offered particularly around the contingency planning for 2010 freshers' week. It was noted that ownership of the system would move to SASG (Registry) working jointly with ISG to ensure appropriate maintenance; the name EUCLID to be replaced with Student & Course Administration System or some such similar terminology.

**6 REPORT FROM ESTATES COMMITTEE (CLOSED)**

**Paper E**

CMG endorsed all the items set out in the covering sheet and welcomed the proposal to introduce of a 'traffic light' system to better describe the status of the various projects which would offer a more flexible approach.

**7 NEW MEDICAL SCHOOL–PROPOSED USE OF RESOURCES RECEIVED FROM SFC (CLOSED)**

**Paper F**

It had previously been reported that the University had been successful in negotiating with the Scottish Government and SFC regarding the excessive costs incurred by the University in respect of the new Medical School being delivered under a PFI arrangement and was now in receipt of £6.351m. The proposed allocation of these funds as set out in the paper which had the support of PSG was endorsed by CMG. It was noted that further details would be available shortly on the Principal's Fellowships with the intention of spreading the funding over 4 years rather than 3 to allow to two tranches of PhD students and that the funds being allocated to the College of Medicine and Veterinary Medicine would be utilised to support strategic developments within the College

**8 FUNDING FOR STUDENT VOLUNTEERING ACTIVITIES**

**Paper G**

CMG approved the proposals as set out in the paper noting the University's commitment to support this activity and the intention to establish a small group with the membership as stated to consider bids put forward from the Settlement and EUSA for the funds available.

**9 SCHOOL OF EDUCATION – UPDATE (CLOSED)**

**Paper U**

The Scottish Government had now confirmed the intention to reduce the number of funded places in initial teacher education (ITE) and had set indicative figures for funded student places in 2010/2011; a SFC announcement was still awaited on this matter and on any changes to the unit of resource for each ITE place.

There had to date been a modest uptake of voluntary severance within the School and CMG supported the proposal contained in the paper to seek Court approval to establish a Redundancy Committee should this prove necessary. The University would continue to discuss these matters with trade unions and to take all reasonable actions to avoid the need for the establishment of such a Committee. It was agreed that it would be helpful if further information could be provided to colleagues in the School of Education on the options available in respect of voluntary severance particularly in anticipation of Finance and General Purposes Committee approving revisions to the current arrangements. It was further agreed that it would be helpful if some indication on the future vision and strategic direction of the School could be disseminated to staff.

CMG further noted that transitional funding may be available and that a decision would be made at that time on the most appropriate use of these funds with particular consideration given to supporting strategic developments within the School.

#### **FOR INFORMATION/FORMAL APPROVAL**

**10      MANAGEMENT ACCOUNTS – FOUR MONTHS TO 30 NOVEMBER 2009      Paper H**  
**(CLOSED)**

CMG noted the satisfactory financial position after four months.

**11      QUARTER 1 MANAGEMENT ACCOUNTS FORECAST 2009-2010      Paper I**  
**(CLOSED)**

It was noted that the Q1 forecast was presented on a Group basis: information on subsidiary companies was now included in the same manner as in the Annual Accounts. A Group surplus of £10.025m was forecast based on the October 2009 management accounts and CMG suggested that it would be helpful if a corporate statement could be drafted by the Director of Finance to inform any discussion within the University on this matter. It was further noted that there was some concern on the level of bad debts which was being addressed and that budget holders continued to monitor expenditure closely and optimise opportunities for income generation.

**12      DIGNITY AND RESPECT POLICY      Paper J**

CMG endorsed the revised Policy which had been subject to wide consultation. It was noted that a further amendment had been requested to 1.1 and this was approved.

CMG commended this Policy to Court and noted that a comprehensive set of guidance and procedural documents were being developed to support the implementation of the Policy.

- 13      DISABILITY EQUALITY SCHEME 2009      Paper K**
- CMG noted and approved the content of this second Disability Equality Scheme required to be produced to comply with the Disability Discrimination Act (2005) and further commended the support provided to students and staff.
- 14      PROPOSALS FOR THE NAMING OF CHAIRS AFTER EMINENT INDIVIDUALS      Paper L**
- The new procedure for the naming of Chairs after eminent individuals was approved subject to revision of item 4 to indicate that a very strong case was required should it be proposed to change the title of a chair during the incumbency of an individual.
- 15      REPORT FROM SUSTAINABILITY & ENVIRONMENTAL ADVISORY GROUP (SEAG)      Paper M**
- CMG endorsed the revised Sustainability and Environmental Strategy and commend its approval to Court. It further fully endorsed the implementation plan to take forward the Strategy in 2010 requesting that further work be undertaken to ensure that colleagues across the University were aware of their roles in delivering the plan. CMG further endorsed the Recycling and Waste Management Policy 2010 and commended its approval to Court.
- 16      REPORT FROM HEALTH AND SAFETY COMMITTEE AND HEALTH AND SAFETY QUARTERLY REPORT      Paper N**
- The report from the last meeting of the Health and Safety Committee and the Quarterly report for the period 1 October to 31 December 2009 were noted. CMG welcomed the University's leadership role in taking forward the Northern Biosafety Training Centre which will facilitate an accredited biosafety course to meet UK compliance requirements and a proposed new EU Standard.
- 17      FEES STRATEGY GROUP      Paper O**
- CMG approved the actions taken by the Convener of the Fees Strategy Group in respect of revised fees from 2010/2011 for the MSc course in Operational Research and the extension for a further two years of the fee arrangements for the existing two-year collaborative European Masters MSc in Informatics.
- 18      INTERNAL AUDIT REPORT      Paper P**
- CMG noted the outcome of the 23 internal audit assignments highlighted within the report completed from April to December 2009. It was noted that the recommendations in respect of the EUCLID project were being considered and that the assignment on Roslin had confirmed that the internal controls and procedures adopted to manage the integration of core administrative systems had preformed effectively.
- CMG further noted that mobile IT working/data security had emerged as common themes and the recent approval by Court of an IT Strategy and Information Security Policy was welcomed. The need to promote a risk assessment approach and encourage good practice in these areas was endorsed and CMG agreed it would be

helpful to undertake an overall risk assessment of the different types of data stored within the University.

Members of CMG were encouraged to approach the Chief Internal Auditor as part of the annual internal audit planning process.

**19 GOVERNANCE FOR MAJOR UNIVERSITY PROJECTS: DEVELOPING A TOOLKIT Paper Q**

It was noted that this paper had been prepared in response to the lessons learned from the EUCLID and other major recent projects, setting out a toolkit developed with the support of Valuta to assist members of Project Boards in undertaking their roles and a guide to those involved in managing major projects which included information on how to determine if a project was a ‘major’ project. CMG noted that this brought together, in particular, the approaches taken in managing major IT and estates projects but was equally valid for other types of major projects undertaken across the University; approaches would not however be identical.

CMG endorsed the toolkit and the information on major projects.

**20 PROPOSAL TO ESTABLISH A CHAIR OF ONCOLOGY Paper R**

CMG approved the proposal to establish a new Chair.

**21 PROPOSAL TO ESTABLISH A CHAIR OF POWER PLANT ENGINEERING AND CARBON CAPTURE Paper S**

CMG approved the proposal to establish a new Chair.

**22 PROPOSAL TO ALTER THE TITLE OF THE CHAIR OF RESPIRATORY MEDICINE Paper T**

CMG approved the proposed alteration of the title of the Chair.

**23 PROPOSAL TO ALTER THE TITLE OF THE PERSONAL CHAIR OF CARDIOLOGY Paper V**

CMG approved the proposed alteration of the title of the Personal Chair.

**24 PROPOSAL TO ALTER THE TITLE OF THE CHAIR OF VASCULAR BIOLOGY Paper W**

CMG approved the proposed alteration of the title of the Chair.

**25 DATE OF NEXT MEETING**

Wednesday, 17 March 2010 at 10.30 am in the Raeburn Room, Old College.