



**Central Management Group**

**Wednesday 17 March 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 R Kenway  
Vice-Principal Professor D Miell  
Vice-Principal Professor Sir John Savill  
Vice-Principal Professor L Waterhouse  
Mr M D Cornish  
Mr N A L Paul

In attendance: Mr I Conn  
Dr A R Cornish  
Mr A Currie  
Mr J Gorringe  
Ms S Gupta  
Mr D Waddell  
Dr J Martin (on behalf of Vice-Principal Professor Brown)  
Ms E Welch (for item 10 only)  
Dr K J Novosel

Apologies: Vice-Principal Professor N Brown  
Vice-Principal Professor D Fergusson

**1 MINUTE OF THE MEETING HELD ON 20 JANUARY 2010**

**Paper A**

The Minute of the meeting held on the 20 January 2010 was approved as a correct record.

CMG welcomed Vice-Principal Professor Dorothy Miell to this her first meeting of CMG as Head of the College of Humanities and Social Science.

**2 MATTERS ARISING**

**2.1 Public Holidays**

It was noted that the consultation on the new arrangements for public holidays had been completed satisfactorily and the arrangements had now been introduced with effect from 1 January 2010. It was further noted that Assistant Principal Dr Rigby had circulated a statement by email confirming that as a result of these changes Semester 1 teaching block next academic session would start on Monday 20 September 2010 and that this first day was a teaching day and not a public holiday.

## **2.2 New Medical School – proposed use of resources received from SFC**

Following discussion at the Finance and General Purposes Committee on 1 February 2010, Court at its meeting on 15 February 2010 had approved an amendment to the proposals presented to CMG on the 20 January 2010 and agreed that the sum of £580k previously to be allocated to EUCLID would now be allocated to the King's Buildings Library and Resource Centre.

## **3 PRINCIPAL'S BUSINESS**

The Principal reported on the following matters: high profile of University's work on all aspects of climate change including carbon storage research; the successful visit by the UK's Technology Strategy Board; the positive media reporting of the merger proposals in respect of eca; the anticipated impact of cuts in public funding; discussions with the Scottish Agricultural College; and the number of recent positive media articles including the recent research on gender characteristics in chickens.

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

**Paper B**

CMG noted the report.

#### **FOR DISCUSSION**

## **4 DRAFT PLANNING SUBMISSIONS 2010/2011 (CLOSED)**

**Paper C**

CMG noted the guidance issued in respect of taking forward the 2010/2011 planning round and noted that final plans for each of the Colleges and Support Groups would be considered at the next meeting of CMG. There was general discussion on the inclusion of activities on enhancing the student experience within plans and it was agreed that this would be discussed at a future PSG.

### **4.1 CHSS**

**Paper C1**

It was noted that the plan should be considered as a being at an early drafting stage particularly given that Vice-Principal Professor Miell had only taken up post on 1 March 2010. CMG noted the major focus and activities in the College in 2010/2011.

### **4.2 CMVM**

**Paper C2**

The plan set out the five principal objectives for the College over the next 18 months with the projection that a breakeven position would be achievable at 31 July 2011. CMG welcomed the continuing achievements of the School of Biomedical Sciences in the Athena Swan project and suggested that it might be helpful to include within the plan information on the transport challenges around the expansion of the outlining campuses.

### **4.3 CSE**

**Paper C3**

It was noted that within the plan there was a focus on income generation: increased numbers of international students, development of postgraduate taught and research programmes and research income, and also on improving the student experience: improving the physical environment at KB including in particular library and learning facilities.

**4.4 CSG Paper C4**

The three overall objectives of CSG for the coming year were noted, in particular managing the impact of the financial climate and the significant estate programme including flexibility to enable quick responses to opportunities. CMG further noted the importance of the timetabling project.

**4.5 ISG Paper C5**

The principal themes of the plan were noted including improving the resilience of current systems and continuing support for the major University wide projects. It was further noted that an international focus on the web was a top priority for the University and that sustainability should also be featured.

**4.6 SASG Paper C6**

The CMG noted the restructuring which was being undertaken within SASG including the integration of Academic Affairs within Registry and the reduction in management layers resulting in the discontinuation of one third of grade 10 posts. CMG highlighted the importance of the work required to support the new Senate Committee structure and quality assurance/enhancement processes.

The joint planning submission from SASG and ISG was noted in respect of governance of and support for the Student and Course Administration Systems after the EUCLID project finished at the end of December 2010.

**4.7 Student Unions Paper C7**

CMG welcomed the planning approach of the Student Unions and was supportive of providing additional funds to take forward societies development should funding become available. Some caution was expressed on the reliance within the plans of income from the Edinburgh Festivals given the increasing health and safety issues with some of the venues.

**5 FINANCIAL UPDATE (CLOSED) Paper D**

The current position in respect of SFC funding and anticipated impact was noted and the on-going negotiations regarding USS and the continuing commitment to produce proposals for consultation in April 2010. The information on the post approval process and voluntary severance was noted.

**6 ACADEMIC AND FINANCIAL PLANNING ISSUES FOR THE SCHOOL OF EDUCATION (CLOSED) Paper E**

CMG noted that it had previously received information at its meetings on 18 November 2009 and 20 January 2010 regarding the implications for the School of Education of the Scottish Government's decision to reduce the number of Initial Teacher Education (ITE) students it would fund in 2010/2011 and the estimated reduction in the recurrent budget for the School. As a result, Court at its meeting on 15 February 2010 on the recommendation of CMG had approved the establishment of a Redundancy Committee in accordance with the Commissioners' Ordinance for academic staff and noted that it would be for CMG to take forward arrangements to manage reductions in support staff.

CMG approved the recommendation of the ITE Planning Group to establish a Redundancy Committee for support staff, based on the business case justifications contained in this and previous papers to CMG. It further agreed to delegate authority to the Redundancy Committee to define criteria, if necessary, of individuals selected for redundancy to achieve reductions in support staff expenditure in the School of Education as set out in a) to c) in the paper. CMG noted that all reasonable steps would be taken to secure staff losses by voluntary means.

The on-going work to identify recurrent savings was noted and the discussions with staff and trade unions. CMG further noted the position on the availability of transitional funding from the SFC and that bids had been submitted to access these resources under curriculum for excellence.

**7 EUCLID: UPDATE REPORT Paper F**

The progress in taking forward the EUCLID project was noted in particular the successful testing results of the IT infrastructure.

**8 NEW FINANCIAL ARRANGEMENTS FOR THE BUSINESS SCHOOL (CLOSED) Paper G**

CMG approved the proposed financial model for the Business School.

**9 INTERNATIONALISATION STRATEGY: UPDATE Paper H**

The significant progress in taking forward the Internationalisation Strategic Plan was welcomed by the Group and the production of the Edinburgh Global Annual Report 2009 setting out achievements during the year. The launch of the website and the Global Academies were particularly commended. The tabled paper on expenditure was noted.

**10 SBS REFORMS (CLOSED) Paper I**

CMG noted the update report on the activities of the Pensions' Working Party and the proposals made to the SBS Trustees as set out in Appendix A, in particular the changes proposed at a, e and f. The current approach was supported by CMG and it was suggested that as there was some flexibility around the cap of a 2.5% inflation uplift for each year and that it may be helpful to provide further information on this area now as part of the consultation process.

It was noted that the consultation, at the request of the SBS Trustees, would now commence on 15 April 2010 and the timetable would be appropriately amended to reflect this revised start date; the Court meeting on 21 June 2010 would however still receive the outcome of the consultation. It was further intimated that careful consideration would be given to how the consultation was conducted, the level of information provided and to ensuring that all those affected received the notification: use of external addresses was advised.

## **FOR INFORMATION/FORMAL APPROVAL**

- 11            MANAGEMENT ACCOUNTS – SIX MONTHS TO 31 JANUARY 2010            Paper J**  
**(CLOSED)**
- The satisfactory half yearly financial position as set out in the top-level management accounts was welcomed.
- 12            QUARTER 2 MANAGEMENT ACCOUNTS FORECAST 2009-2010            Paper K**  
**(CLOSED)**
- The Q2 forecast based on the January 2010 management accounts anticipated a year end University Group surplus of £10.594m, a slight increase from the Q1 forecast; CMG noted the reasons for the movement. Overall, the University remained in a solid financial position.
- 13            REPORT OF STAFF COMMITTEE            Paper L**
- CMG noted the continuing work of the Staff Committee and in particular the good practice being promoted in respect of Saturday and out of hours evening working. The data on absence levels and staff turnover which compared favourably with sector averages was welcomed.
- 14            REPORT OF SPACE MANAGEMENT GROUP            Paper M**
- The recommendations in respect of the introduction of a second cut off date for the room booking process, the shortening of the booking request period by one week and the inclusion of CMVM rooms into the booking system for 2010/2011 were approved. CMG further supported and approved the NPRAS rates associated with projects that had started on site and those that had not in respect of the rates agreed in June 2007.
- 15            FEES STRATEGY GROUP (CLOSED)            Paper N**
- CMG approved the increase of 4% for standard fee rates for undergraduate, postgraduate taught and postgraduate research for 2011/2012 for those fees not set by the Scottish Government. It welcomed the introduction of a new fee spine point 0 between the standard postgraduate taught fee rate and fee spine point 1 and that as many new programmes as possible were being placed on a fee spine point.
- CMG further approved the non-standard fee rates for 2010/2011 and 2011/2012 and noted that following the meeting it had now been agreed that fees for the new Professional Doctorate in Psychotherapy and Counselling could be placed on the fee spine rather than being on non-standard fee; CMG approved the proposed fee structure for this Doctorate programme. The Registry fees for 2011/2012 for matriculation/re-examination, annual continuation fees and postgraduate examination and re-submission fees were approved; uplifts were in line with the previously agreed policy.
- 16            EDMARC REPORT            Paper O**
- This first report from the Equal and Diversity Monitoring and Research Committee (formerly EOTAG) setting out an analyses of student and staff data

was welcomed by CMG. The Group in particular noted with interest the detailed breakdown information of student data at School and College and the information on the proportion of women in Senior Lecturer and Professor posts at Edinburgh compared to other Russell Group Institutions; women remained under-represented in higher-grade academic posts and CMG welcomed that EDMARC would be looking at this issue in more depth.

- 17 DATA SECURITY AND MOBILE WORKING: UPDATE Paper P**
- CMG noted the report and the actions being taken to mitigate the risks associated with all aspects of increased mobile working by students and staff.
- 18 COMPUTING REGULATIONS Paper Q**
- CMG endorsed the Computing Regulations and recommended their adoption to Court.
- 19 CRIMINAL RECORD CHECKS Paper R**
- CMG approved the proposals as set out in the paper.
- 20 GRADE 10 PROFESSORIAL AND SENIOR STAFF SALARY REVIEW 2010 (CLOSED) Paper S**
- CMG endorsed the importance of retaining and rewarding senior staff and agreed that the existing level of awards (102 incremental and 32 lump sum awards) should remain available in respect of the 2010 grade 10 Professorial and Senior Staff Salary Review.
- 21 VP CONTINGENCY FUND; UPDATE (CLOSED) Paper T**
- The resources still uncommitted within the Vice-Principal's contingency fund were noted. CMG further noted the breakdown of the funds allocated to date, in particular the additional resources provided to SASG to support increased demands on student support services as a result of the high student intake in 2009/2010.
- 22 CLIMATE ACTION PLAN FROM SUSTAINABILITY & ENVIRONMENTAL ADVISORY GROUP (SEAG) Paper U**
- CMG was supportive of the sustainability agenda and reducing the University's carbon footprint and endorsed the Action Plan. It asked however that prior to consideration of the Climate Action Plan 2010 by the Finance and General Purposes Committee and Court for amendments to be made to clarify a number of matters in the Plan, in particular on the financial assumptions of the investment and returns in taking forward this Plan and on carbon emissions levels.
- 23 DATE OF NEXT MEETING**
- Wednesday, 21 April 2010 at 10.30 am in the Raeburn Room, Old College.