



**Central Management Group**

**Wednesday 19 May 2010**

**MINUTE**

Present: The Principal  
Vice-Principal Professor M Bownes  
Vice-Principal Professor N Brown  
Vice-Principal Mr Y Dawkins  
Vice-Principal Professor J Haywood  
Vice-Principal Professor S Hillier  
Vice-Principal Professor R Kenway  
Vice-Principal Professor D Miell  
Vice-Principal Professor Sir John Savill  
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 E Fraser ( on behalf of Ms S Gupta)  
Mr F Gribben (for item 2.1 only)  
Mr I Murphy ( for item 11 only)  
Ms F Boyd, Principal's Policy & Executive Officer  
Dr K J Novosel

Apologies: Vice-Principal Professor A McMahon  
Vice-Principal Professor D Fergusson  
Vice-Principal Professor D Hounsell  
Vice-Principal Professor L Waterhouse  
Ms S Gupta  
Mr D Waddell

**1 MINUTE OF THE MEETING HELD ON 21 APRIL 2010**

**Paper A**

The minute of the meeting held on the 21 April 2010 was approved as a correct record.

**2 MATTERS ARISING**

**2.1 Update on Academic & Financial Planning Issues for the School of Education (closed)**

It was confirmed that to date only 12 of the anticipated 22 voluntary severance agreements had been completed in respect of academic staff in the School of Education and therefore it was not yet possible to lift the threat of redundancy in respect of the academic redundancy pool. The Redundancy Committee established by Court required to remain in place until such time as it was clear that the required savings had been secured.

Support staff in only five areas within the School were now included in the separate support staff redundancy pool and it was anticipated that the threat of redundancy would shortly be lifted in four of these five areas; the remaining group being those staff involved directly in supporting course work. The opportunities for re-deployment were high within this group and every effort would be made to encourage individuals to seek re-deployment.

It was noted that the new Head of School was supportive of the actions being taken. CMG further noted that to date there had been no indication if the bids submitted to the SFC for transitional funding had been successful.

CMG therefore concluded that the Redundancy Committees established by Court and CMG required in the meantime to remain in place while every effort would be made to secure the required reductions in expenditure by voluntary means.

### **3 PRINCIPAL'S BUSINESS**

#### **3.1 Principal's Communications**

The Principal reported on the following: the anticipated outcome of Lord Browne's review of fees; discussions with the new Scottish Secretary, Mr Alexander; the Principal's visit to the University of Aachen; the successful visit by the new Chairman of RBS to the imaging Centre at Little France; and the current position in respect of SFC.

#### **3.2 Principal's Strategy Group**

**Paper B**

CMG noted the report.

### **FOR DISCUSSION**

#### **4 FINANCE UPDATE (CLOSED)**

**Paper C**

CMG noted the report, particularly the current position in respect of the allocation of KTG funding by the SFC and the consultation process underway; the uncertainties created by the new Government, the matters anticipated to be contained in the emergency budget and the impact on the University; the position with the USS negotiations and the variable and contradictory comments received to date as part of the consultation on proposed changes to SBS; and the number of voluntary severance agreements completed and the need for HR colleagues to continue to inform staff of the current packages available.

#### **5 EUCLID - UPDATE REPORT**

**Paper D**

The decision to proceed as taken at the 5 May 2010 meeting of the EUCLID Project Strategy and Quality Assurance Group (SQAG) was noted including the provisos and that the risks, while remaining high, were considered to be at acceptable levels. It was anticipated that the switch from DACS (Database of Admissions, Curricula and Students) to EUCLID would be undertaken mid July 2010 and thereafter all reports etc would be actioned using EUCLID held data. Additional training had been put in place and systems were working

satisfactory; there was clear commitment across the University to ensuring the success of the new system.

**6 KNOWLEDGE STRATEGY COMMITTEE Paper E**

CMG endorsed the proposal to formalise arrangements for a Court level IT Committee to be called the Knowledge Strategy Committee. Detailed terms of reference for the new Committee would now be prepared with the intention of seeking Court approval at its meeting on the 21 June 2010. It would be recommended that a Court member should be appointed to join the new Committee.

**7 DRAFT UPDATE OF UNIVERSITY RISK REGISTER Paper F**

The changes from the previous version of the University's Risk Register were noted including the removal of the risk associated with a health and safety incident: operational health and safety risks were included within the Corporate Services Risk Register, and the inclusion of a new risk in respect of the 2011 Enhancement Led Institutional Review (ELIR). It was noted that other areas in the Register had been reworded or updated to reflect the present position eg the merger negotiations with eca.

CMG endorsed the revised Risk Register subject to a revision downward of the likelihood associated with the new ELIR risk 10 and clarification in risk 6 between student categories and lines of responsibility.

**8 REVISED DELEGATED AUTHORISATION SCHEDULE Paper G**

It was noted that a light touch approach had been adopted to update the current Delegated Authorisation Schedule. CMG noted the proposed levels within section 2: Goods Services and Works and endorsed the revised Schedule subject to further consideration of these levels prior to onward to transmission to Finance and General Purposes Committee for consideration and to Court for approval.

**FOR INFORMATION/FORMAL APPROVAL**

**9 QUARTER 3 FINANCIAL FORECAST (CLOSED) Paper H**

CMG noted the paper and the encouraging Q3 forecast year end surplus of £17m based on the March management accounts and further noted the changes from the Q2 forecast position.

**10 MANAGEMENT ACCOUNTS – NINE MONTHS TO 30 APRIL 2010 (CLOSED) Paper I**

It was noted that the financial position continued to improve and the year end surplus could be higher than the Q3 forecast. Cash and short term deposits remained particularly strong and as previously reported this was as a result of allocations from funders ahead of spend.

**11 REVISED UNIVERSITY CONSULTANCY PROCEDURES**

**Paper J**

It was noted that the current procedure was out of date, being last revised in 1997. The updated document reflected current practice and in particular the procedure now applied to service work as well as consultancy activities and defined internal and external activities. CMG approved the revised Staff Administration Manual Chapter 5:6 (SAM5:6) on Procedures for Consultancies and Service Work.

**12 DATE OF NEXT MEETING**

Wednesday, 16 June 2010 at 10.30 am in the Raeburn Room, Old College