Tuesday 26 January 2011

MINUTE

<u>Present</u> :	The Principal (in the chair) Vice-Principal Professor A McMahon Vice-Principal Professor D Fergusson 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 Professor J Seckl Mr N A L Paul Dr K Waldron
<u>In attendance</u> :	Mr A Currie Mr J Gorringe Ms S Gupta Mr D Waddell Ms L Elder (on behalf of Vice-Principal Mr Y Dawkins) Ms K Bowman (for items 15 and 16 only) Mr H McKay (for item 13 only) Ms M Macpherson (for item 17 only) Dr K J Novosel
<u>Apologies:</u>	Vice-Principal Professor M Bownes Vice-Principal Professor N Brown Vice-Principal Mr Y Dawkins Vice-Principal Professor L Waterhouse Dr I Conn Dr A R Cornish

1 MINUTE OF THE MEETING HELD ON 23 NOVEMBER 2010

Paper A

The Minute of the meeting held on 23 November 2010 was approved as a correct record. CMG congratulated Vice-Principal Professor McMahon on being appointed Vice-Chancellor of Aberystwyth University with effect from 1 August 2011.

2 PRINCIPAL'S BUSINESS

2.1 Principal's Communications

The Principal reported on the following: developments on the proposed merger with eca; the content of the SFC grant letter; the implications of the Green Paper re future funding; developments in respect of the Border Agency; the recent student occupation and need to raise security awareness and have in place appropriate continuity plans; and the Scottish political environment.

2.2 **Principal's Strategy Group**

CMG noted the report, particular the importance of maintaining home/EU student undergraduate recruitment within SFC funded place levels.

FOR DISCUSSION

3 EDINBURGH COLLEGE OF ART (CLOSED)

The current position in respect of taking forward the proposed merger with eca was noted.

4 **RESTRUCTURING OF CORPORATE HR (CLOSED)**

CMG endorsed the proposed approach and benefits of restructuring corporate HR as set out in the paper. Under the new structure six staff in professional officer and administrative roles had initially been identified as being at risk of potential redundancy. Following discussion on the options available with the individuals involved, satisfactory solutions have been identified for all but two professional officer roles. CMG noted that as these roles were no longer required it was satisfied that compulsory redundancies were necessary within corporate HR and recommended to Court the need to establish a Redundancy Committee noting that discussions would continue with the individuals involved and the University's recognised trade unions in order to avoid redundancy.

5 Paper E **REPORT FROM ESTATES COMMITTEE (CLOSED)**

The various items as set out in the cover sheet were endorsed by CMG. In particular CMG recommended to Court the revisions to the terms of reference of the Committee. CMG fully supported the approach being progressed by the Estates Committee to take forward the projects within the capital programme.

6 **EUCLID - END OF PROJECT REPORT**

CMG noted the final end of project report of EUCLID.

FOR INFORMATION/FORMAL APPROVAL

7 MANAGEMENT ACCOUNTS – FIVE MONTHS TO 31 DECEMBER Paper G 2010 (CLOSED)

The favourable financial position after five months was noted and welcomed by CMG.

8 **QUARTER 1 MANAGEMENT ACCOUNTS FORECAST 2010- Paper H** 2011(CLOSED)

CMG noted the Q1 University outcome forecast of £17.7m based on the October management accounts and the indications of a continuing improving position. Of particular note was the favourable variance relating to an actuarial adjustment to pension costs and the forecast favourable variances in the Colleges.

Paper B

Paper D

Paper C

Paper F

9 BRIBERY ACT

The actions required to be taken to ensure compliance with the new Bribery Act 2010 which comes into force on the 1 April 2011 were noted and endorsed by CMG. It was welcomed that the University already had in place a number of anti-bribery policies and procedures. The Act introduced the new crime of corporate failure to prevent bribery which also applied out with the UK and the University would require to ensure that it had adequate procedures to prevent acts of bribery by staff and individuals associated with the University. CMG noted that both the Risk Management Committee and the Audit Committee would be considering this matter further.

10 REPORT FROM STAFF COMMITTEE

CMG noted the continuing excellent work being taken forward by the Staff Committee. The success of the leadership development programme was commended and the cost effectiveness of the professional service provided by HR as demonstrated by the benchmarking exercise was noted.

11 **REPORT FROM HEALTH AND SAFETY COMMITTEE**

The report from the Health and Safety Committee was noted, particularly the information on a dangerous occurrence which had resulted in no injuries and was still being fully investigated. As was to be anticipated, there had been a number of weather related incidents and it was noted that the Veterinary School was dealing with a small number of cases of parasite infections which were being actively managed.

12 FEES STRATEGY GROUP (CLOSED)

CMG approved the fee rates for 2011/2012 in respect of the PG certificate in swimming science and new programmes in the School of Social and Political Studies and the fee rate for 2011 Business School's summer programme as set out in the paper.

13 INTERNAL AUDIT REPORT (CLOSED)

CMG noted the internal audit assignments undertaken during the 2010 calendar year and the issues highlighted as a result of these assignments. In particular the increasing importance of robust procedures to ensure compliance with external funding requirements was noted. CMG welcomed the role of the internal audit service in assessing that appropriate controls and monitoring procedures were in place across a diverse range of areas within the University.

14 UPDATE ON THE DISTANCE EDUCATION INITIATIVE

It was noted that four bids had been received in respect of the fast-track process and it was anticipated that a similar process for this initiative would be operated in the following years. The transparent nature of the bidding process was commended by CMG and it was further noted that dependent on the bids received there was an opportunity to re-profile the currently agreed funding.

Paper L

Paper M

Paper N

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Paper J

Paper K

15 UNIVERSITY PROCUREMENT CAPABILITY 2010

CMG welcomed the continuing success and achievements of the Procurement Office noting that the University had gained a 'superior' capability in the areas assessed by APUC Ltd against the Scottish Government Procurement Capability Assessment (PCA); an improvement on the position in 2008/2009. The Scottish Government had a strong interest in the area of best practice in procurement and achieving value for money.

16 EU PROCUREMENT DIRECTIVES (CLOSED)

It was noted that this was the first time that the University had been offered the opportunity to comment on the proposed response of the Scottish Procurement Directorate/Cabinet Office on revisions to EU Procurement Directives. CMG approved the suggested comments as set out in the paper and noted the intention of APUC to co-ordinate a sector response.

17 PROTECTION OF VULNERABLE GROUPS

The new PVG Scheme, anticipated to be implemented with effect from 28 February 2011 was very much welcomed by CMG. The new legislation reduced the number of University staff now defined as being in regulated work with only a small number of positions as set out in the table in the paper likely to fall within the scope of the PVG Scheme. Currently, the University had to undertake a number of Enhanced Disclosure Scotland checks on staff including Court Members which would no longer be required from the end of February 2011.

18 RESEARCH FUNDING SUPPORT AND STRATEGY AT THE Paper R UNIVERSITY OF EDINBURGH (CLOSED)

CMG welcomed this important paper which provided a comprehensive review of the University's current position in respect of securing research funding as benchmarked against its peer UK institutions and proposals to maintain and improve the University's engagement with the main research funders. The proposed strategy was fully supported by CMG.

19 ANY OTHER COMPETENT BUSINESS

The flexibility in the capital programme was discussed should there be an opportunity to secure additional funding.

CMG approved the suggestion in respect of the funding and naming of new chairs; funding for a period of five years would be sufficient to consider the establishment of a new chair in the name of the donor.

20 DATE OF NEXT MEETING

Wednesday, 9 March 2011 at 10.30 am in the Raeburn Room, Old College.

Paper O

Paper P