

Central Management Group



Tuesday 11 October 2011

MINUTE

Present: The Principal (in the chair)
Senior Vice-Principal Professor N Brown
Vice-Principal Professor C Breward
Vice-Principal Professor J Haywood
Vice-Principal Professor D Hounsell
Vice-Principal Professor C Jeffery
Vice-Principal Professor D Miell
Vice-Principal Professor L Yellowlees
Professor J Seckl
Acting Vice-Principal Professor S Cunningham-Burley
Mr N A L Paul
Dr K Waldron

In attendance: Dr I Conn
Dr A R Cornish
Mr J Gorringe
Ms S Gupta
Mr H McKay (for items 8 and 18 only)
Ms E Fraser
Dr K J Novosel

Apologies: Vice-Principal Professor M Bownes
Vice-Principal Professor R Kenway
Vice-Principal Professor S Hillier
Vice-Principal Professor L Waterhouse
Mr A Currie
Mr D Waddell
Ms F Boyd

1 MINUTE OF THE MEETING HELD ON 24 AUGUST 2011

Paper A

The Minute of the meeting held on 24 August 2011 was approved as a correct record.

CMG welcomed Vice-Principal Professor Chris Breward and Acting Vice-Principal Professor Sarah Cunningham-Burley to this their first meeting.

It was with great sadness that the Group noted the death of former University Secretary Dr Martin Lowe who had died suddenly on Sunday, 9 October 2011. The Central Management Group observed a minute's silence in his memory.

2 PRINCIPAL'S BUSINESS

2.1 Principal's Communications

The Principal reported on the following: new colleagues at Senate following the recent mergers with ECA on 1 August and with the Medical Research

Council Human Genetics Unit on 1 October 2011; the successful Senate meeting on 5 October; the outcome of Spending Review; the installation of the new Chancellor on 26 September 2011; recent student protest; the Principal's invitation to give evidence at the Scottish Government's Education and Culture Committee in connection with the 2012/2013 draft Budget and 2011 Spending Review; undergraduate recruitment figures; potential industrial action and the University's approach; attendance at the annual dinner of the Scottish Agricultural College; and continuing issues with the UK Border Agency.

2.2 Principal's Strategy Group Paper B

CMG noted the report particularly discussion on NSS 2011 results.

FOR DISCUSSION

3 FINANCIAL UPDATE (CLOSED) Paper C

The current position in respect of SFC allocations over the next three years was noted including the anticipated level of reduction as a result of the withdrawal of RUK-domiciled student funding. While this year's increase in overseas and postgraduate taught and research student numbers was encouraging the overshoot against the target for Home/EU undergraduates had caused considerable strain on accommodation services and would require the 2012/2013 intake of Home/EU undergraduate students to be carefully monitored particularly in CHSS. The proposal to appoint Research Fellows was welcomed as were the opportunities to increase PhD studentships. The current position in respect of the Holyrood development was also welcomed. The Group noted that the criteria for the Post Review Group had been amended which should result in fewer cases requiring to be considered by the PRG.

4 RISK MANAGEMENT ANNUAL REPORT Paper D

CMG noted the Annual Report of the Committee and the statement that the University had been satisfactorily managing its key risks during the year ended 31 July 2011. The statement on there being no allegations of fraud or suspected fraud affecting the Reports and Financial Statements for the year ended 31 July 2011 was also noted albeit that a minor cash loss had been reported and fully investigated.

5 ANTI-BRIBERY AND CORRUPTION POLICY Paper E

CMG fully supported and endorsed this important Policy noting the workshops and training to be provided to staff across the University to take this Policy forward.

6 EQUALITY & DIVERSITY STRATEGY & ACTION PLAN Paper F

It was noted that this Strategy had been prepared in response to the Equality Act 2010 which brought together previously separate pieces of legislation and created a framework covering nine areas and with an expectation that bodies would go beyond compliance levels to advance equality. The action plan replaced the previous separate plans on race, disability and gender and should be regarded as a working document which would be amended as appropriate. It

was also noted that there would be resource implications in taking forward the plan and that specific initiatives would be presented to CMG for consideration. CMG endorsed the Strategy and Action Plan subject to the caveat on resource implications.

7 PERFORMANCE & DEVELOPMENT REVIEW Paper G

CMG approved, in principle, the Annual Review Policy Statement pending final agreement with the Combined Joint Consultative and Negotiating Committee (CJCNC). CMG welcomed the development of on-line reporting arrangements, guidance documentation and training that would be provided to cover all areas of the review process including interactions with other current HR policies. It was noted that there would be resource implications in taking all these aspects forward.

8 APPROACH TO IMPLEMENTATION OF NEW FEE REGULATIONS (CLOSED) Paper H

There was discussion on the proposals and CMG agreed to the development of an algorithm to enable the automatic prediction of the domicile of applicants. In respect of the further issues it was agreed that additional information was required. Governance and Strategic Planning was asked to determine the anticipated scale of those applicants with ambiguous fee status and it was agreed that there should also be further urgent discussion with SAAS. The fees status within the University's 2012/2013 offer letters should comply with SAAS rules.

9 REPORT FROM ESTATES COMMITTEE (CLOSED) Paper I

CMG approved all the recommendations as set out in the paper and noted the due diligence work being undertaken by EIB in relation to the University securing a long term loan and the implications of this for the capital programme.

10 2010/2011 VALUE FOR MONEY REPORT Paper J

The annual report on the value for money activities of the University was welcomed. As in previous years, the report had been compiled following submissions from across the University with initiatives categorised into four main areas. The continuing importance of delivering cost reducing initiatives was noted. This report would now be presented to the Audit Committee and then onto Court in order to take forward the requirements of the SFC's Financial Memorandum.

11 QUEEN'S DIAMOND JUBILEE (CLOSED) Paper K

It was agreed that the University should mark the Queen's Diamond Jubilee on Tuesday 5 June 2012 by granting an additional holiday to staff and close the University except those areas such as the Library which would require to remain open to provide student services. CMG further noted the resource implications.

FOR INFORMATION/FORMAL APPROVAL

12 SECURITY ADVISORY GROUP – ANNUAL REPORT (CLOSED) Paper L

CMG noted the relocation of the Security section and commended security and servitor staff for their professionalism at recent high profile events. It was suggested that further consideration required to be given to venues and examination arrangements to reduce the continuing unacceptable disturbance outside exam halls. CMG re-affirmed its full support on encouraging all staff to wear their ID cards. The remaining items in the annual report were noted.

13 PROCUREMENT REPORT 2010-2011 Paper M

CMG noted the achievements outlined in the annual procurement report and endorsed the development plan for 2011/2012.

14 REPORT FROM SUSTAINABILITY AND ENVIRONMENTAL ADVISORY GROUP (SEAG) Paper N

The Social Responsibility and Sustainability implementation plan for 2011/2012 was endorsed, noting the successful completion of the 2010/2011 plan. CMG further noted the University's responsibilities in respect of recent Scottish Government guidance on Public Bodies Climate Change Duties and welcomed the achievements recorded in the annual reports on waste management and on transport and parking.

15 ENERGY BUDGET INCENTIVE SCHEME PROPOSAL Paper O

CMG approved the proposed pilot scheme at KB including the rebate of the full value of saving achieved to participating Schools/Departments; the scheme would be rolled out to the rest of the University in 2012/2013.

16 FEES STRATEGY GROUP (CLOSED) Paper P

CMG approved the proposals in respect of two Scholarship agreements as set out in the paper.

17 NEW TRAVEL MANAGEMENT SERVICE AGREEMENT Paper Q

The new travel management service agreement was noted.

18 INTERNAL AUDIT REPORT Paper R

CMG noted the report on internal audit work undertaken in the six months to 30 September 2011 and the main themes emerging. In particular CMG noted the work to develop a comprehensive equipment asset register and welcomed the appointment of the Senior Vice-Principal to take forward the strategic direction with ultimate authority on the items to be recorded. The issues around credit/debit card processing were also particularly noted.

19 SVP CONTINGENCY FUND (CLOSED) Paper S

The final spend on the SVP contingency fund in 2010/2011 was noted and the

commitments to date on the 2011/2012 fund.

20 DATE OF NEXT MEETING

Monday, 14 November 2011 at 2.00pm in the Raeburn Room, Old College.