

Central Management Group

Monday, 12 November 2012

MINUTE



Present: The Principal
Senior Vice-Principal Professor M Bownes
Vice-Principal Professor J Seckl
Vice-Principal Professor J Haywood
Vice-Principal Professor S Hillier
Vice-Principal Professor C Jeffery
Vice-Principal Professor R Kenway
Vice-Principal Professor D Miell
Vice-Principal Dr S Rigby
Vice-Principal Professor L Waterhouse
Mr H Edmiston
Dr K Waldron

In attendance: Dr I Conn
Dr A R Cornish
Mr A Currie
Mr P McNaull
Mr D Waddell
Ms E Fraser (on behalf of Ms S Gupta)
Dr K J Novosel

Apologies: Vice-Principal Professor C Breward
Vice-Principal Professor D Hounsell
Vice-Principal Professor L Yellowlees
Vice-Principal Mr N A L Paul
Ms S Gupta

1 MINUTE OF THE MEETING HELD ON 10 OCTOBER 2012 Paper A

The Minute of the meeting held on 10 October 2012 was approved as a correct record.

2 PRINCIPAL'S BUSINESS

2.1 Principal's Communications

The Principal reported on the following: the Remembrance Service; the development of a protocol by EUSA re guest speakers at student organised events; the speech by the Chancellor of the Exchequer to the Royal Society on 9 November on science funding; recent media reporting on University fundraising and on the benefit of seeking advice from CAM on any media issue; and the preparations for REF.

2.2 Principal's Strategy Group Paper B

CMG noted the report and that the discussions on intake targets had principally been around undergraduate home/EU/RUK students.

FOR DISCUSSION

3 FINANCE UPDATE (CLOSED) Paper C

It was noted that there was continuing uncertainty in respect of the preferred funder to take forward the Holyrood development. CMG further welcomed the revised Post Review Group remit and that as from November 2012 the Group would review appointments retrospectively on a quarterly basis. There was also discussion on the position with the SBS pension scheme and that this would be considered further by F&GPC and Court.

4 PLANNING GUIDANCE 2013/2014 (CLOSED) Paper D

The new approach to the planning round was welcomed and approved by CMG. The Group noted that following the approval of the 2012-2016 Strategic Plan, Colleges and Support Groups would now require to prepare medium term strategic plans covering a three year period which would be rolled forward with a lighter touch annual process. This approach would eliminate in-year budgetary adjustments (adjustments being included in the following year's budget except in the event of a material shortfall in income where appropriate cost reduction would be required), promote more efficient resource allocation, and improve performance monitoring against a realistic set of KPIs and the University's major targets. It was further noted that there was to be a review of the current arrangements for setting NPRAS space rates to incentivise efficient use of space which would be implemented in 2014/2015.

The major issues affecting the operating environment of the University were noted. Within this context and taking account of other budget assumptions CMG noted and endorsed the indicative uplifts of 2.5% for the next two years for Colleges and 2% for Support Groups with indicative uplifts in 2015/2016 of 2% and 1.5% respectively for Colleges and Support Groups. It was further endorsed that the uplift for Student Unions for the next three years should be the same as that for Support Groups.

5 PROGRESS REPORT - STRATEGIC PLAN 2008-2012 Paper E

CMG noted that of the 33 targets in the last Strategic Plan, 27 had been met or were on track, 1 target was categorised as requiring further work and 5 had not been achieved. There was discussion on the five targets not achieved, the progress that been made in these areas, and the continuing monitoring which would be undertaken going forward.

6 ENHANCEMENT OF UNIVERSITY-WIDE IT SECURITY Paper F

CMG approved the proposals as set out in the paper and endorsed and commended the Information Security Policy to Court for approval. The challenges in taking forward a University-wide security policy were noted and there was agreement on the need for a proportionate approach: critical systems such as student and financial applications and sensitive data particularly information on named individuals required a robust approach. The responsibilities of the Heads of Colleges, Support Groups and Schools in ensuring that appropriate security measures were in place in their area/s were endorsed and that future auditing arrangements should take cognisance of these responsibilities.

7 RISK MANAGEMENT COMMITTEE END OF YEAR REPORT Paper G

The Annual Report of the Risk Management Committee had been prepared as part of the assurance process to enable Court to sign off the 2011/2012 Annual Accounts and covered activities undertaken by the Committee in respect of the risks identified in 2011/2012 Risk Register; a revised Register had now been agreed in respect on 2012/2013. CMG noted the Report and the statement that the University had satisfactorily managed its key risks during the year ended 31 July 2012.

8 PRINCIPAL'S CAREER DEVELOPMENT PhD SCHOLARSHIPS Paper H

CMG fully supported the continuation of this successful scheme in 2013/2014.

9 REPORT FROM STAFF COMMITTEE (CLOSED) Paper I

The number of issues currently being progressed by the Staff Committee was noted including legislation requirements, development issues and cultural change. CMG welcomed the intention to hold a special meeting on the topic of 'Academics in the 21st Century', endorsed the proposed amendments to the terms of reference of the Staff Committee and noted the outcome of appeals against dismissal since the Staff Committee's last report.

10 CHANCELLOR'S FELLOWSHIPS – UPDATE Paper J

The Group noted the current position and that negotiations were on-going to confirm some offers of appointment. It was agreed that where there were any areas of under recruitment further advertisements should be placed to ensure that all agreed positions were filled by the end of this academic year. CMG welcomed the high calibre of those appointed to these posts and noted the gender balance. It was confirmed that ERI and IAD were working closely to provide support and induction for new Chancellor's Fellows. CMG endorsed this and asked that they ensure there was no duplication of effort

FOR INFORMATION/FORMAL APPROVAL

11 REPORT FROM FEES STRATEGY GROUP (CLOSED) Paper K

The intention to revise the current operating arrangements of the Group and to formulate a template for new courses re fee proposals to enable the Group to take a more strategic overview was welcomed by CMG. The discussion on the publishing of fee information was also welcomed. CMG fully supported the recommendation that where a fee had not been determined at the point of publication of the prospectus that no fee figure should be included and that potential applicants should be referred to the website for up to date information. The discussions around issues with international students was noted and work to determine a fixed or an agreed annual increase perhaps linked to sectoral inflation for the duration of undergraduate degree programmes for international students was endorsed.

CMG further approved a cross-subsidy of £1.831m from commercial surplus to student rents and a base increase in rents of 2.25% for most types of

- University student accommodation for 2013/2014; this was in line with proposals approved last year.
- 12 ROUTINE FEES (CLOSED) Paper L**
- CMG approved the recommendations in respect of the fees for various courses in the College of Humanities and Social Science for 2012/13 and 2013/14 and for postgraduate taught courses in the College of Science and Engineering for 2013/2014 as set out in the paper.
- 13 NPRAS SPACE RATES 2013/2014 Paper M**
- CMG approved the revised NPRAS space rates for 2013/2014.
- 14 SECURITY ADVISORY GROUP ANNUAL REPORT Paper N**
- The Annual Report of the Security Advisory Group was welcomed. In particular CMG noted the actions taken to contain post exam celebrations and the continuing challenges, commended the work of security staff in dealing with sensitive high profile events and the need to consider health and safety issues and fully endorsed the proposal to support the development by EUSA of a guidance document for students and societies on the conduct of meetings with visiting speakers. CMG further re-affirmed its full support on encouraging all staff to wear and display their ID card.
- 15 CLIMATE ACTION PLAN UPDATE 2012 Paper O**
- CMG noted the Annual Report 2011/2012 on the Climate Action Plan and progress to date in areas such as waste and transport management. The increase in the estate and University activities continued to impact on the University achieving absolute reductions in carbon emissions and progress to take forward the devolution of energy budgets and other measures were noted.
- 16 HEALTH AND SAFETY REPORT Paper P**
- CMG noted the minute of the last meeting of the Health and Safety Committee including the emergency telephone numbers arrangements and the quarterly report on accidents and incidents. The number of reportable incidents was noted and that consideration was being given to how to tackle awareness raising on personal safety issues.
- 17 UNIVERSITY ATHENA SWAN BRONZE (CLOSED) Paper Q**
- The Group fully endorsed the University's Athena Swan Bronze award renewal application and noted its importance in enabling Schools to be able to attain and retain Athena Swan awards; any further suggested amendments would be forwarded to the Deputy Director of HR as soon as possible.
- 18 PROPOSAL TO CREATE FIVE NEW CHAIRS IN THE BUSINESS SCHOOL Paper R**
- CMG approved the proposal to create five new Chairs in the Business School.
- 19 DATE OF NEXT MEETING**

Wednesday, 23 January 2013 at 10.30 am, in the Raeburn Room, Old College.