

**Central Management Group**

**Wednesday, 22 January 2014**



**MINUTE**

Present: Senior Vice-Principal Professor M Bownes (in the Chair)  
Vice-Principal Professor J Seckl  
Mr H Edmiston  
Vice-Principal Professor J Haywood  
Vice-Principal Professor S Hillier  
Vice-Principal Professor C Jeffrey  
Vice-Principal Professor D Miell  
Vice-Principal Mr N A L Paul  
University Secretary Ms S Smith  
Vice-Principal Dr S Rigby  
Professor A Jackson in place of Vice-Principal Professor Miell  
Professor A Trew in place of Vice-Principal Professor Yellowlees

In attendance: Dr I Conn  
Mr P McNaull  
Ms T Slaven  
Ms S Gupta  
Mr G Bell in place of Mr A Currie  
Mr H McKay for items 2 and 3 only  
Dr D Cook

Apologies: The Principal  
Vice-Principal Professor C Breward  
Vice-Principal Professor D Hounsell  
Vice-Principal Professor R Kenway  
Vice-Principal Professor D Miell  
Vice-Principal Professor J Norman  
Vice-Principal Professor L Yellowlees  
Ms F Boyd  
Mr A Currie  
Mr D Waddell

**1 MINUTE OF THE MEETING HELD ON 22 NOVEMBER 2013 Paper A**

The Minute of the meeting held on 22 November 2013 was approved as a correct record.

**2 INTERNAL AUDIT REPORT Paper J**

CMG noted the report and discussed key themes relating to IT security and how the University dealt with pan-University issues. The importance of Head of Schools in supporting IT security was highlighted, it was also noted that benchmarking information on IT security will be available in the future.

**3 INTERNAL AUDIT FOLLOW UP REVIEWS Paper K**

The improved progress in implementing agreed internal audit recommendations over the past year was noted by CMG, with 77% of all recommendations at November 2013 reported as actioned within the agreed timescale. Further improvements had also been achieved in January 2014. CMG agreed to continue to encourage colleagues to support the implementation of internal audit recommendations, in line with the agreed minimum target of 80%.

**4 PRINCIPAL'S BUSINESS**

**4.1 Principal's Communications**

In the absence of the Principal, the Senior Vice-Principal reported on the following: the Noble Prize giving event attended by the Emeritus Professor Higgs and the Principal; funding support received for the Higgs Centre; the prestigious Queen's Anniversary Prize being awarded to Professor Garden and his team for online surgical courses; progress on the National Physical Laboratory; increased collaborations with City of Edinburgh institutions which had resulted in a new Memorandum of Understanding with the National Museum of Scotland; the consultation currently underway on the University's responsible investment policy; the recruitment process for two new Co-opted members of Court and a new Director of Corporate Services; the appointment of Mr Gary Jebb as the new Director of Estates and Buildings; the appointment of Mrs Leigh Chalmers as the Director of Legal Services; the recognition of University staff and associates in the New Year's Honours List – including a Knighthood for Professor Bird for services to science; a CBE for Vice-Principal Professor Yellowlees for services to chemistry; an OBE for Professor Brown for services to science; a CBE for Professor Garden for services to surgery; a CBE for Emeritus Professor Alastair Fowler for services to literature and education; a MBE for former Convener of the General Council Ms Tait for services to education; and a CBE for Visiting Professor McGregor QC for services to the law and education.

**4.2 Principal's Strategy Group Paper B**

CMG noted this report.

**FOR DISCUSSION**

**5 FINANCE DIRECTORS' UPDATE (CLOSED) Paper C**

CMG noted the update which included details of further progress with the National Physical Laboratory and financial planning to support strategic planning.

**6 CAPITAL POLICY – CAPITAL EQUIPMENT EXPENDITURE Paper D**

This new process to improve the accuracy of recording capital items, was noted by the Group. CMG further noted that the arrangements would work in tandem with the Delegated Authorisation Schedule. The Group was reassured that the process did not cut across existing approvals by Head of College/Support Groups.

**7 REF2014 EQUALITY IMPACT ASSESSMENT (CLOSED) Paper E**

The equality profiles of staff included in REF2014 were broadly the same as the general eligible population, with no concerning imbalances. CMG endorsed the report and supported its immediate publication.

**8 EQUALITY MANAGEMENT GROUP: TERMS OF REFERENCE Paper F**

The Equality Management Group (EMG) had its first meeting in November 2013 when it sought to improve its terms of reference to reflect EMG's leading role in respect of the Equality Strategy and to clarify reporting mechanisms with other committees. CMG noted and approved the amended terms of reference and the change of title from "Equality Management Group" to "Equality Management Committee".

**9 ESTATES COMMITTEE REPORT (CLOSED) Paper G**

CMG noted and endorsed the recommendations in the paper. It was further noted that the total spend in the paper totalled £37.65M.

CMG discussed and supported proposals for the Easter Bush commercialisation Hub Project, endorsing the additional funding of VAT to enable the building to be used flexibly. The importance of enhancing the student experience via the built environment was also discussed. Other items discussed included: works to the playing arena at Peffermill; co-locating student services and EUSA through a new centre encompassing the existing Union and buildings in George Square; the Easter Bush Energy Centre which would support the University's Climate Action Plan goals, the optional appraisal for ECA and development of Kings Building and School of Biological Sciences Estate. It was noted that the Space Management Group has been renamed the Space Enhancement and Management Group and has been merged with the Learning and Teaching Spaces Advisory Group. The additional governance requirements of co-funded projects were also noted by the Group. CMG thanked the Estates Committee for considering these developments which would deliver enhancements across the University.

**10 HEALTH AND SAFETY QUARTERLY REPORT Paper L**

CMG noted this report, which included the minute of the last meeting of the Health and Safety Committee. It was noted that the University has maintained its Gold level Healthy Working Lives Award, a review of occupational health provision is underway and that there has been a relatively low incidence of accidents.

**11 STAFF COMMITTEE REPORT (CLOSED) Paper H**

The Group supported the Staff Committee's proposal of further developing an internal staff communication strategy. CMG noted that it had been reported to Staff Committee that the University's gender pay gap was identified as significant at grade 10 only. To close the gender pay gap required sizeable changes in staff, therefore it would take some time to close the gap. Other items discussed included: a new social media policy for staff; governance of risk appetite; and a gold smart card for grade 9 and 10 retired staff, to access some University services.

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| <b>12</b> | <b>BIOLOGICAL SERVICES (CLOSED)</b>   | <b>Paper I</b> |
|           | CMG approved in principle the development of a unified management structure of the University's Biological Resources programme.   |                |
|           | <b>FOR INFORMATION/FORMAL APPROVAL</b>  |                |
| <b>13</b> | <b>MIGRATION MANAGEMENT GROUP UPDATE (CLOSED)</b>   | <b>Paper M</b> |
|           | CMG noted the contents of this update, in particular the processes of review, data capture and an anticipated audit in the forthcoming years. The Group welcomed the University's overall visa application approval rate of 99.2% for 2013.       |                |
| <b>14</b> | <b>REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDED 31 JULY 2013</b>  | <b>Paper N</b> |
|           | The final report and financial statement for year ended 31 July 2013 had been published. CMG noted the paper and took cognisance of the key highlights contained within the report, such as the ratio of operating surplus to total income at 5%. |                |
| <b>15</b> | <b>MANAGEMENT ACCOUNTS UP TO 30 NOVEMBER 2013 (CLOSED)</b>  | <b>Paper O</b> |
|           | CMG noted the report, including the growth in research expenditure (7% compared to the previous year to date) which had increased by £3.3M across the three colleges.   |                |
| <b>16</b> | <b>QUARTER 1 MANAGEMENT ACCOUNTS FORECAST (CLOSED)</b>  | <b>Paper P</b> |
|           | This forecast was noted by CMG as satisfactory.   |                |
| <b>17</b> | <b>10 YEAR FINANCIAL FORECAST (CLOSED)</b>  | <b>Paper Q</b> |
|           | CMG noted this ten year forecast and further noted that the model does not make assumptions about significant changes in the external environment.  |                |
| <b>18</b> | <b>CHANGE OF NAME OF CHAIR OF CLINICAL REPRODUCTIVE SCIENCE AND NAME IT: THE ELSIE INGLIS CHAIR OF CLINICAL REPRODUCTIVE SCIENCE</b>  | <b>Paper N</b> |
|           | CMG approved the renaming of the Chair of Clinical Reproductive Science to the Elsie Inglis Chair of Clinical Reproductive Science.   |                |
| <b>19</b> | <b>DATE OF NEXT MEETING</b>   |                |
|           | Wednesday, 5 March 2014 at 10:30 in the Raeburn Room, Old College.  |                |