



CENTRAL MANAGEMENT GROUP

20 August 2014

Minute

Present:

The Principal
Senior Vice-Principal Professor M Bownes
Vice-Principal Professor J Haywood
Vice-Principal Professor D Miell
Vice-Principal Professor J Norman
Vice-Principal Professor S Rigby
University Secretary, Ms S Smith
Mr H Edmiston, Director of Corporate Services
Mr G Jebb, Director of Estates and Buildings
Mr P McNaul, Director of Finance
Ms T Slaven Deputy Secretary, Strategic Planning

Apologies

Vice-Principal Professor C Jeffrey
Vice-Principal Professor C Breward
Vice-Principal Professor S Hillier
Vice-Principal Professor R Kenway
Vice-Principal Professor A Morris
Vice-Principal Professor Sir John Savill
Vice-Principal Professor J Seckl
Vice-Principal Professor L Yellowlees
Ms S Gupta, Director of Human Resources
Ms L Chambers, Director of Legal Services
Mr D Gorman, Director of Social Responsibility and Sustainability

In attendance:

Assistant Principal Professor A Trew, on behalf of Vice-Principal Professor Yellowlees
Professor C Clarke, Head of School of Health in Social Science
Mr I Conn, Director of Communications and Marketing
Mr G Douglas, Deputy Secretary, Student Experience
Mr B MacGregor, Director of User Services Division
Mr D Waddell, Director of ERI
Dr K J Novosel, Head of Court Services

1 Minute

Paper A

The Minute of the meeting held on 26 June 2014 was approved.

It was noted that this was the first meeting being conducted according to the revised terms of reference for CMG including membership.

CMG welcomed the following new members, some of whom had

previously been in attendance at meetings: Deputy Secretary, Strategic Planning, Ms Tracey Slaven; Director of Estates and Buildings, Mr Gary Jebb; Director of Finance, Mr Phil McNaul; and the Director of Human Resources, Ms Sheila Gupta.

CMG further noted the following: Professor Charlotte Clarke, Head of School, Health in Social Sciences; Mr Gavin Douglas, Deputy Secretary, Student Experience; and Mr Bryan MacGregor, Head of User Services Division who were now in attendance at meetings of CMG.

It was also noted that this was the last meeting of CMG that Professor Bownes will attend in the capacity of Senior Vice-Principal: Professor Bownes will be attending future meetings of CMG in the capacity of Vice-Principal, Community Development. This would have been the last meeting of CMG for Ms Sheila Gupta and in her absence the Group thank her for her work on CMG and across the University.

2 Matters Arising

Current work on immigration reporting requirements was noted. An update to be provided to the next CMG.

3 Principal's Communications

The Principal reported on the following: the NSS results; the positive undergraduate recruitment figures for 2014/2015; the success of the University's significant involvement in the Edinburgh Festivals; challenges around holding events with sensitive/controversial associated issues and the importance of the Dignity and Respect Policy in taking these forward; the on-going work around exploring a strategic alliance with SRUC and to take forward the bid for Turing Institute including the effectiveness of the Court Sub-Groups for both these projects; the Principal's recent visit to Latin America; the likelihood of the University being designated a Model Confucius Institute; the constitutional change debate; and the signing of a MOU with the Royal Zoological Society of Scotland.

SUBSTANTIVE ITEMS

4 Planning Round Timetable

Paper B

There was discussion on the proposed changes to this year's planning round timetable the most significant being the proposal for the first planning draft to be submitted before Christmas to allow fuller analysis; and the second to submit the proposed allocation of

resources to Court for approval at its June meeting. Concern was expressed in introducing these changes this year given that the outcome of the REF would not be announced until 18 December 2014 and Schools and Colleges would wish to reflect on this in their planning submissions. Also it was considered that it would be difficult to amend internal timetables at this stage and this would result in a reduction in the time available for internal consultation of plans at School level.

There was also discussion on how strategic issues within the various areas of responsibility of the Vice-Principals would be reflected through the planning process.

Following further consideration CMG asked that the proposed timetable be reviewed to take account of the timing of the outcome of the REF and to enable information on the coming year's strategic objectives of each of the thematic Vice-Principals to be included in the planning round guidance.

5 NSS results

Paper C

The information was noted in respect of the NSS results (final year undergraduate students surveyed) and the University's internal survey (pre-final year undergraduate students surveyed) and the general correlation between the two surveys. There was disappointment with these results in that although there had been improvements in some areas the overall satisfaction and assessment feedback results remained low and broadly unchanged.

It was agreed that all Schools should make reference to the actions being initiated to improve the student experience and implement the current plan with regard to NSS as part of their planning submission. It was also agreed that Schools should be rated against scores achieved in other Russell Group Universities rather than an internal position. It was further agreed to determine when and how Schools were providing feedback with support provided to implement changes from all relevant senior officers within the University: the importance of strong leadership in this area was noted at School and College level. It was noted that further work may be required to look at staff appraisal processes in respect of learning and teaching and on how to best support Heads of Schools.

There was further discussion on the way forward and it was agreed that the current plan should be progressed with further communications with students on the action being taken.

6 Unconscious bias**Paper D**

CMG fully supported the proposals in respect of training on equality and diversity for those involved in recruitment and promotion and while recognising that making this mandatory may be difficult the risks associated with not undertaking this training outweighed these difficulties. Further work would be undertaken around this and it was noted that there would be an audit to determine the effect of the training.

7 Festival Engagement Report**Paper E**

It had been agreed to undertake further discussion around the proposals in this paper prior to its consideration at the next CMG.

8 Update on Health & Safety Executive Interventions**Paper F**

CMG noted the investigation currently being taken forward by the Health and Safety Executive (HSE) in respect of two cases of staff being diagnosed with occupational asthma in the College of Medicine and Veterinary Medicine and the new approach being adopted by the HSE.

CMG approved the proposals in respect of mandatory training and mandatory health surveillance for relevant staff as set out in the paper.

9 Student Evacuations**Paper G**

CMG noted the actions taken in respect of the students evacuated from the West Bank and approved the proposal to develop a 'Go Abroad Policy' setting out mandatory requirements for those arranging international experiences across the University.

10 Ebola Virus Disease Update: Monitoring Processes**Paper G1**

The proposed approach to monitoring the situation in respect of the Ebola virus was noted and endorsed.

ROUTINE ITEMS**11 Value for Money Report****Paper H**

It was noted the further information was still to be collated in respect of the report and subject to the inclusion of this additional information CMG approved the Report for transmitting to the Audit and Risk

Committee and Court.

12 Management Accounts

Paper I

The satisfactory financial position as at 30 June 2014 in respect of the 2013/2014 financial year was noted: the projected surplus being recorded as £29.2m. The information on the Chancellor's Fellows was particularly welcomed and very encouraging.

13 Any Other Business

Verbal

It was noted that there had been some concerns expressed on the concentration of student accommodation on the south side of the city. Discussions were taking place with relevant organisations and individuals and consideration given internally to the best way forward re future plans for accommodation provision.

ITEMS FOR FORMAL APPROVAL/NOTING

14 Principal's Strategy Group

Paper J

CMG noted the report.

15 Fee Proposals

Paper K

CMG approved the fee proposals as set out in the paper.

16 Date of next meeting

Wednesday, 8 October 2014 at 10 am in the Raeburn Room, Old College.