



CENTRAL MANAGEMENT GROUP

12 November 2014

Minute

- Present:** Vice-Principal Professor J Seckl (in chair)
Vice-Principal Professor J Haywood
Vice-Principal Professor J Norman
Vice-Principal Professor S Rigby
Vice-Principal Professor J Smith
University Secretary, Ms S Smith
Mr H Edmiston, Director of Corporate Services
Mr G Jebb, Director of Estates and Buildings
Mr P McNaull, Director of Finance
Ms M Ayers, Acting Director of HR
- In attendance:** Ms L Chambers, Director of Legal Services
Professor C Clarke, Head of School of Health in Social Science
Dr I Conn, Director of Communications and Marketing
Mr G Douglas, Deputy Secretary, Student Experience
Mr D Gorman, Director of Social Responsibility and Sustainability
Assistant Principal Professor A Trew, on behalf of Vice-Principal Professor Yellowlees
Dr C Elliot on behalf of Vice-Principal Professor Sir John Savill
Mr F Gribben on behalf of Vice-Principal Professor D Miell
Mr D Kyles, Chief Internal Auditor
Ms F Boyd, Head of Stakeholder Relations and Senior Executive Officer
Ms R Gaukroger, Director of Student Recruitment and Admissions (for item 12 only)
Dr K J Novosel, Head of Court Services
- Apologies** The Principal
Senior Vice-Principal Professor C Jeffrey
Vice-Principal Professor C Breward
Vice-Principal Professor R Kenway
Vice-Principal Professor D Miell
Vice-Principal Professor A Morris
Vice-Principal Professor Sir John Savill
Vice-Principal Professor L Yellowlees
Mrs T Slaven Deputy Secretary, Strategic Planning
Mr B MacGregor, Director of User Services Division
Mr D Waddell, Director of ERI

1 Minute

Paper A

The Minute of the meeting held on 8 October 2014 was approved.

2 Principal's Communications

Vice-Principal Professor Seckl on behalf of the Principal commented on the following: the University's current strong position in the QS and THE World Rankings; the on-going discussions around SRUC; the current position in respect of the Turing Institute bid; the successful launch of the North American Office in New York; and the on-going issues around USS.

SUBSTANTIVE ITEMS

3 Draft Outcome Agreement

Paper B

The Group noted the current draft of the Outcome Agreement. There was debate on the statistical significance of some of the information, particularly in respect of the gender imbalance in specific programmes: it was suggested that further analysis may be required and that it might be more helpful to provide actual numbers rather than percentage information in some areas. Further suggestions were made around quality assurance, knowledge exchange and internationalisation information in the document. A revised document would be presented to the next meeting of Court incorporating any comments from the Policy and Resources Committee prior to its submission to the SFC on 8 December 2014.

4 Strategic Plan: Targets and KPIs Progress Report

Paper C

The format of the report was welcomed and confirmation that the University was on track to achieve the targets and KPIs in the Strategic Plan. The Group noted the challenging areas particularly around the student experience and carbon emissions: it was suggested that 7.1 could perhaps be moved to 7.0d. There was also discussion on the need to take account of inflation in determining if there had been improvements in real terms ie total income per square metre of gross internal area.

5 Mainstreaming elements of the Student Experience Project

Paper D

The Group noted the progress to date by the Student Enhancement Programme Board in taking forward the various strands within the Student Experience Project. The evaluation report mid project was welcomed and it was noted that in order to take forward/enhance a number of these activities funding would be requested via the current planning round. There was discussion on: the Student Information

Points (SIPs) and the proposal to increase the areas of support currently covered; whether there was scope to concentrate on those strands of work demonstrating clear benefits; and on providing actual numbers rather than percentage information to provide a clear indication of progress. It was noted that suggestions and comments would be considered by the Student Enhancement Programme Board.

6 University Events – future direction

Paper E

CMG fully supported the proposals set out in the paper and the intention to establish an Events Working Group to provide further direction particularly around the areas of strategy, delivery and follow-through chaired by the Senior Vice-Principal: aligning events to the University's Strategic Plan. The significant opportunities in this area across the University were noted.

7 Special Investigations – lessons learned

Paper F

The special investigations of five incidents by internal audit over the last 12 months were noted by CMG and the identified weakness and areas for improvements. There was detailed consideration of circumstances of each of the cases, the issues arising around the University's devolved structure, and the range of actions required including raising awareness and providing appropriate support: confirming that the University would take robust action including if deemed appropriate involving the police was one of the important messages to disseminate. It was also agreed that the induction process could be strengthened to inform new staff of their responsibilities across a range of compliance/accountability areas: a generic approach for all new staff and a more specific approach at College/School/department level.

8 Undergraduate Strategies

Paper G

The Group noted the increasingly competitive environment in which the University operated and the expectation of rapid decision making on applications. The College strategies for undergraduate offer-making were welcomed and it was noted that the processes within each College/School were different. There was discussion on various issues particularly around ensuring as fast a turn round as possible within current constraints, how we compared to other Russell Group institutes, the merit of taking decisions on applications as these were received, the need to take cognisance of the widening participation agenda and realistic minimum qualifications. While there was evidence of year on year improvements in the turn round of applications, Student Recruitment and Admissions would continue to work with colleagues across the University to disseminate good practice and refine strategies.

9 Proposals for the Medical School **Paper H**

CMG approved the proposal to merge the three Schools of Biomedical Sciences; Clinical Sciences; and Molecular, Genetic and Population Health Sciences to form a single School noting the strong benefits of this new structure. As from the 1 August 2015 the College of Medicine and Veterinary Medicine would consist of the Royal (Dick) School of Veterinary Studies and the Medical School.

10 Award for Students **Paper I**

The proposal as set out in the paper was approved, in principle, by CMG and the University Chaplain was authorised to proceed to initiate appropriate discussions to take forward this proposal.

11 EUSA and ESCA **Paper J**

ESCA – Funding Proposal

There was discussion on the request for continuing additional funding to develop further the activities of ESCA (involved in raising monies for charities). It was noted that ESCA was not part of the University and CMG endorsed, in principle, the funding request to be considered further as part of the planning round.

Relationship Agreement between EUSA and ESCA **Paper K**

CMG noted the Agreement which clarified the relationship between these two separate organisations.

EUSA Volunteering Annual Report **Paper L**

CMG welcomed the report and the separate intention of EUSA to be bidding for continuing and additional funding via the planning round to develop student volunteering.

ROUTINE ITEMS

12 Finance Director's Update **Paper M**

The Group noted the report and in particular the restructuring currently underway within the Finance Department which would be fully implemented early in the New Year on appointment to the redefined position of Deputy Director of Finance; the success of the 'meet the finance team' which could perhaps be replicated by other support Group departments; the current on-going work around the USS consultations; and pressures on staffing costs and how best to take this forward in relation to the planning/budgeting process.

13 Report from Space Enhancement and Management Group Paper N

The revised remit and membership of the Space Enhancement and Management Group was approved by CMG. The work the SEMG to ensure best use of learning and teaching space was commended.

14 NPRAS rates Paper O

CMG approved the 2015/2016 NPRAS space rates to be applied in respect of the 2015/2016 planning round.

15 Annual Report on Complaint Handling Paper P

CMG noted the annual report and that the majority of complaints were handled and resolved at the frontline.

ITEMS FOR FORMAL APPROVAL/NOTING (Please note these items are not normally discussed.)

16 Principal's Strategy Group Paper Q

The report was noted.

17 Elite Athletes - Policy and Procedure for Undergraduate Applications Paper R

The Group supported that policy and procedure and noted that applicants required to meet entry qualifications.

18 Fee proposals Paper S

The proposed fees as set out in the paper were approved.

19 Study Aboard Tuition Fees Paper T

The proposed fees as set out in the paper were approved.

20 Student rent proposals for 2015/2016 and indicative for 2016/2017

Withdrawn

21 Foundation of a new Chair of Economics Paper V

The proposal was approved.

22 Date of next meeting

Tuesday, 20 January 2015 at 10 am in the Raeburn Room, Old College.