



CENTRAL MANAGEMENT GROUP

4 October 2016

Minute

- Present:** The Principal (Convener)
Senior Vice-Principal Professor Charlie Jeffery
Vice-Principal Professor Dorothy Miell
Vice-Principal Mr Chris Cox
Ms Sarah Smith, University Secretary
Mr Hugh Edmiston, Director of Corporate Services
Mr Gavin McLachlan, Chief Information Officer
Ms Tracey Slaven, Deputy Secretary, Strategic Planning
Mr Gavin Douglas, Deputy Secretary, Student Experience
Mr Phil McNaul, Director of Finance
Mr Gary Jebb, Director of Estates
Ms Leigh Chalmers, Director of Legal Services
Professor David Argyle, Head of School of Veterinary Medicine
Professor Ewen Cameron, Head of School of History, Classics & Archaeology
Professor David Gray, Head of School of Biological Sciences
Professor Jeremy Robbins, Head of School of Literatures, Languages & Cultures
Professor Arthur Trew, on behalf of Vice-Principal Professor Yellowlees
Ms Linda Criggie, on behalf of Ms Zoe Lewandowski, Director of Human Resources
- In attendance:** Mr Noel Lawlor, Chief Internal Auditor (for item 3)
Ms Karen Bowman, Director of Procurement (for item 4)
Mr Barry Neilson, Director of Student Systems (for items 5 & 6)
Ms Kirstie Graham, Deputy Head of Court Services
- Apologies:** Vice-Principal Professor James Smith
Vice-Principal Professor Jonathan Seckl
Vice-Principal Professor Jane Norman
Ms Zoe Lewandowski, Director of Human Resources
Vice-Principal Professor Sir John Savill
Dr Ian Conn, Director of Communications and Marketing

1 Minute

Paper A

The Minute of the meeting held on 30 August 2016 was approved.

2 Principal's Communications

The Principal reported on the following: a celebration yesterday of the first five years of MOOCs, which had provided open online access to a wide range of subject areas, with more planned, and proved hugely

successful; the continued developments following the EU referendum; the ongoing HE Budget negotiations; the recent successful Open Day.

SUBSTANTIVE ITEMS

3 Internal Audit Status Report

Paper G

The Chief Internal Auditor outlined the most significant findings of recent audit engagements and there was a discussion of common themes emerging and actions to address these issues.

The main areas for discussion were around the appropriate use of expenses, following proper procurement protocol for small items, research grants and segregation of duties. Members agreed it was essential transactions were recorded transparently and consistently to prevent misinterpretation. In addition, Grant awarding bodies have expectations and following the agreed internal control processes protects from challenges from external funders.

Members considered that often the reason for not following process was misinterpretation of correct procedure. The language used in the Expenses Policy, as an example, was noted to be sufficiently broad that there could be a range of interpretation. Colleagues would benefit from clearer and more direct processes with less scope for differing interpretations across the University to facilitate compliance.

CMG agreed that there should be further work on exploring how to simplify and communicate the processes for local small level procurement and expenses claims and this should be at a corporate level to ensure consistency across the University. Segregation of duties would be an essential part of this.

It was noted that the Court Audit and Risk Committee provided oversight of management responses to audit issues and wish to be able to track when issues were actioned and closed off and it was requested that this was included in future reports, to assist with oversight of any outstanding issues.

4 Procurement Strategy

Paper B

CMG considered a University Procurement Strategy 2016, updated to comply with new legislative requirements. There was discussion of ethical procurement using local goods and suppliers, and it was noted this was addressed through SRS policies, including the recently adopted Good Food Policy. In line with previous discussion on the outcome of internal audits, members reiterated the importance of clarity of communication to colleagues on procurement processes.

CMG were content with the new Procurement Strategy, noting that it would also be considered by SRS Committee.

5 Home Office Immigration Requirements

Paper C

CMG considered an update on key Tier 4 attendance and engagement issues following a recent meeting of the Home Office Compliance Group. The importance of compliance with Home Office regulations was reiterated and that a whole University approach was essential to ensure this. It was agreed there required to be consistency of monitoring across the three Colleges with a simplified single system to record the minimum required compliance contacts, separately to any additional pastoral support contacts.

Members endorsed the direction of travel outlined in the paper, agreed the importance of an unambiguous, clear, University wide compliance procedure being implemented as a priority and requested a further progress update at a future meeting.

6 Service Excellence Programme

Paper D

CMG considered an update on the Service Excellence Programme and the four current programmes: Student Administration & Support; Human Resources Transformation; Student Recruitment & Admissions and Finance Transformation. It was noted that the project was identifying overly complex administrative processes, often due to poor system integration, duplication and inconsistencies across the University. Members discussed the need for effective communication and engagement across the University to embed changes that would benefit the staff experience and the service to students as well as freeing resource to support the University's growth agenda. The importance of digital transformation in underpinning process change was also noted.

7 Finance Director's Update including Analytic Review of 2015/16

Paper E

The Director of Finance took CMG through the new revenue statement under FRS102, the Comprehensive Statement of Income and Expenditure, outlining the implications of interpreting the year end surplus under the new standard and the importance of communicating that the 'Unrestricted Comprehensive Income for the Year' represented the year end bottom line figure.

8 People Report

Paper F

CMG considered the quarterly update on people related matters. Although pay negotiations for 2016/17 remained unresolved, UCEA had advised to implement the 1.1% pay uplift, backdated to 1 August 2016 and this would be implemented through the October payroll and a communication had gone to staff to this effect. Other activities included the development of a Youth and Student Employment Strategy; a recent well-attended workshop for Heads of School and

other senior people managers on managing performance and capability cases; and resubmission of the Race Charter with an enhanced action plan. CMG noted the advice and support provided to EU staff following the outcome of EU referendum, which had been welcomed.

9 Health and Safety Quarter 4 Report

Paper H

CMG noted a summary of health and safety related incidents that took place during the period 1 June 2016 – 31 August 2016, as well as relevant health and safety issues and developments.

ITEMS FOR NOTING OR FORMAL APPROVAL

10 Fees Strategy Group

**Paper I1
Paper 12**

CMG approved the fee proposals from the College of Arts, Humanities and Social Sciences and the College of Medicine and Veterinary Medicine as set out in the paper and endorsed the Chair's Action in relation to international tuition fees for the 6 year MBChB and the Alberta and IMU Clinical Closed loop programmes, subject to correction of a clerical typo.

11 Principal's Strategy Group

Paper J

The report was noted.

12 Date of next meetings

Tuesday, 8 November 2016 at 10.00 am in Raeburn Room, Old College.