



CENTRAL MANAGEMENT GROUP

20 June 2017

Minute

Present: Senior Vice-Principal Professor Charlie Jeffery (Convener)
Vice-Principal Professor Dorothy Miell
Vice-Principal Professor Jane Norman
Vice-Principal Mr Chris Cox
Vice-Principal Professor James Smith
Ms Sarah Smith, University Secretary
Mr Hugh Edmiston, Director of Corporate Services
Mr Gavin McLachlan, Chief Information Officer
Mr Phil McNaull, Director of Finance
Mr Gary Jebb, Director of Estates
Ms Zoe Lewandowski, Director of Human Resources
Ms Leigh Chalmers, Director of Legal Services
Ms Tracey Slaven, Deputy Secretary, Strategic Planning
Mr Gavin Douglas, Deputy Secretary, Student Experience
Professor David Gray, Head of School of Biological Sciences
Professor Jeremy Robbins, Head of School of Literatures, Languages & Cultures
Professor David Argyle, Head of School of Veterinary Medicine
Professor Ewen Cameron, Head of School of History, Classics & Archaeology
Professor Arthur Trew, on behalf of Vice-Principal Professor Yellowlees
Dr Catherine Elliott, on behalf of Vice-Principal Professor Sir John Savill

In attendance: Ms Kirstie Graham, Deputy Head of Court Services

Apologies: The Principal
Vice-Principal Professor Sir John Savill
Vice-Principal Professor Lesley Yellowlees
Vice-Principal Professor Jonathan Seckl
Dr Ian Conn, Director of Communications and Marketing

1 Minute

Paper A

The Minute of the meeting held on 30 May 2017 was approved.

2 Principal's Communications

The Senior Vice-Principal, on behalf of the Principal, reported on the following: reassurances about fire safety across the University estate and student residential accommodation in the wake of the Grenfell Tower tragedy; incentives to recruit to online distance learning programmes; clarification on misleading media reports about the number of EU academics leaving UK universities, with our EU staff numbers increasing

each year as new recruits significantly outweigh departures; the outcome of the UK general election which resulted in a potentially unstable political landscape.

SUBSTANTIVE ITEMS

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| 3 | Expenses Policy | Paper B |
| | <p>Following an Internal Audit Report, which highlighted a number of issues with staff expenses, and as part of a broader review of internal controls, a new Expenses Policy was being developed. CMG noted the key issue of personal accountability, with both the claimant and approver responsible for compliance with the Policy, which was shorter, provided greater clarity of language and would be reviewed annually. CMG was supportive of this direction of travel, recognising the reputational implications and the importance of a culture of compliance, to prevent misuse of funds, both intentional and non-intentional, and address public perception. A number of detailed points were made, to be considered before the new Policy was approved, including how this should be best communicated.</p> | |
| 4 | Revised Contextualised Admissions Policy | Paper C |
| | <p>CMG approved the revised Contextualised Admissions Policy, which refined the contextualised admissions system from three to two levels, which would make it easier to communicate our approach to learners and which reflected the Scottish Government's focus on students from SIMD20 areas by guaranteeing an offer at the minimum level for these students.</p> | |
| 5 | Search Engine for Fundraising | Paper D |
| | <p>CMG approved the continuing use of charity search engines on machines in the University's Open Access Labs and also approved Trees for Life as the EUSA nominated charity for 12 months commencing August 2017.</p> | |
| 6 | People Report | Paper E |
| | <p>CMG noted the quarterly update, including the revised 'Managing Capability Policy' and that the proposed roll-out from August would be preceded by dedicated workshops, facilitated by Pinsent Masons, to support evenness of interpretation and consistent implementation across the University.</p> | |
| 7 | Health and Safety Quarter 3 Report | Paper F |
| | <p>CMG noted the summary of health and safety related incidents and relevant health and safety issues and developments that took place during the period 1 March 2017 to 31 May 2017.</p> | |

8 Recruitment Update **Paper G**

The initial update on the recruitment cycle as of 1 June 2017 was noted.

9 Fee Strategy Group **Paper G1**

CMG noted the report from the Fee Strategy Group meeting of 5 June 2017 and approved the tuition fee proposals and the revised terms of reference and remit of the Fee Strategy Group as set out in the paper.

ITEMS FOR NOTING OR FORMAL APPROVAL

10 Principal's Strategy Group **Paper H**

The report was noted.

11 Date of next meeting

Tuesday, 29 August 2017 at 10.00am in the Raeburn Room, Old College.

12 CMG Communications

The key messages arising from the meeting to be communicated more broadly were noted.