

Secretary's Board Bulletin

The School and Professional Service representatives of the Board are:

Ms Ann Marie Dalton,
Secretary of the University (Chair)

Mr Mark Adderley,
Director of Human Resources

Ms Caroline Brown,
Director of Administration (IPE)

Ms Philippa Burrell,
Director of Administration (SBE)

Ms Sue Collier,
Director of Governance and Legal Services

Mr Malcolm Deans,
Director of Campus Services

Ms Maggie Dunn,
Director of Administration (SLS)

Ms Morag Heggie,
Director of Administration (EBS)

Ms Lesley Lindsay,
Director of Administration (TEX)

Mrs Gillian McFadzean,
Director of Research & Enterprise Services

Mr Andrew Menzies,
Director of Finance

Ms Theresa Merrick,
Director of External Affairs

Ms Lorna Morrow,
Director of Administration (MACS)

Mrs Kathy Patterson,
Academic Registrar & Deputy Secretary

Mr Derek Penman,
Director of Administration (EPS)

Mr Campbell Powrie,
Director of Administration (SML)

Mr Mike Roch,
Director of Information Services

Ms Sheelagh Wallace,
Director of Administration and Registrar
(Dubai)

Welcome to the February edition of the Secretary's Board Bulletin, the regular communication from the Secretary's Board.

The Secretary's Board is the forum for those who lead the Professional Services across the University to meet and work together to ensure we are delivering coherent and co-operative services across the University to support teaching, research and the student experience.

The purpose of this bulletin is to share with you examples of the varied and important work being undertaken by Professional Services colleagues across the University.

The topics reported are chosen to celebrate successes, highlight the more unusual and non-routine work of the Professional Services and, where appropriate, give insight into challenging or difficult work.

More detailed information can be found in the minutes of the Secretary's Board, which can be found at:

<http://www.hw.ac.uk/committees/secretarys-board/minutes.htm>

In response to comments from readers, the online version of the 2013 Secretary's Board Bulletin has been redesigned. We hope you will enjoy reading the latest Secretary's Board news in its new layout.

Feedback is always welcome. Please contact ProfessionalServices@hw.ac.uk with any comments or suggestions.

We hope you enjoy reading this month's Secretary's Board Bulletin.

Ann Marie and the members of the Secretary's Board

1. REPORT FROM THE DIRECTORS OF ADMINISTRATION IN THE SCHOOLS

Student recruitment

The mid-January census of UCAS applications shows the number of students applying to Heriot-Watt is up by 11% on the previous year. The School of Engineering and Physical Sciences (EPS) has received 3,603 applications, the highest number across the University this year, followed by the School of Management and Languages (SML) with 3,362 applications.

Research

Research grant applications are increasing. EPS increased the number of grant applications in the last year by 85%, with the amount of income requested increasing from £24m to £55m.

Preparation for the Research Excellence Framework (REF2014) continues as colleagues input, check and review the outputs and impact statements of Heriot-Watt University's academic research over the past five years.

As research intensification increases across the University, Schools are undertaking remodelling and upgrading of their laboratories and office space to accommodate the increased number of academic colleagues, research associates and postgraduate students.

Staff development

Schools have been actively recruiting new academic colleagues under the Global Platform Initiative for research leaders.

SML is currently undergoing the recruitment process for a new Head of School following the appointment of Professor Gillian Hogg to Deputy Principal.

The School of Textiles and Design is also recruiting a new Head of School following Professor Alison Harley's appointment as Creative Director for the School.

The 2013 Performance Development Review cycle is underway in Schools with meetings planned during January and February.

2. CAMPUS SERVICES

Demolition works on the Pentland, Linlithgow and Midlothian Halls at the Edinburgh Campus will commence on 25 February for 10 weeks.

Balanced Physiotherapy has now been appointed to operate the Sports Medicine Clinic for the next five years. Discounts will still be available for students and staff.

The Sports Union and the Centre for Sport and Exercise are now in partnership with Penumbra, a Scottish mental health charity. The three key areas of the partnership include raising awareness, fundraising and volunteering opportunities for students.

Heriot-Watt will host the British Universities and Colleges Sports (BUCS) annual conference and awards dinner from 9 -11 July 2013. This event will be attended by professionals within the University and the Sports and Exercise sector from all over the UK.

3. EXTERNAL AFFAIRS

The 2013 fundraising Telethon was launched on 28 January. A team of 40 students has been contacting over 7,000 alumni with the aim of beating the 2012 record -breaking appeal of £185,000. The campaign will close on Sunday 3 March.

The National Student Survey was launched at Heriot-Watt on 21 January. Activities are underway to support this and encourage a high response rate.

The Admissions Office team are processing the peak of UCAS applications along with colleagues in Schools. Some highlights of student recruitment include:

- A total of 12,240 applications have been received
- Scottish applications are up 3%
- EU applications are up 13%
- RUK applications are up 33%
- Overseas applications are up 25%

4. FINANCE

The implementation phase of Oracle R12 Financials is nearing completion. A communication regarding progress on the project was issued to all colleagues in December 2012, which detailed the schedule for completion of each component part and the challenges the University faces in developing efficient new processes and procedures to support the implementation of this project. An update to this communication, detailing the progress made, will be issued shortly.

The University's Annual Accounts for 2011/12 were signed off in December. A copy of the Accounts has been published on the University's website at: <http://www.hw.ac.uk/annual-review/accounts/annual-accounts-2012.pdf>

5. GOVERNANCE AND LEGAL SERVICES

The Safeguard Health and Safety management system is going live on a phased basis, from 1 February. To date Security Incident Management Training has been delivered to 24 Security Patrol Officers and revised reporting procedures are in preparation.

The embedding process following the risk management workshops held in 2012 has been a significant success. Thanks to the Heads of Schools, Services and their management teams for working with the Health & Safety team over the last few months.

The Heriot-Watt Equality & Diversity Census concluded in November 2012 with 34% (593) staff completing the exercise. The information collected will provide useful additional data for the production of our Equality Outcomes (EOs) required by the end of April 2013 and will help inform which data we collect for local purposes in the future. The final consultation phase on the EOs is currently underway with wider consultation across the University expected in February. Further updates will follow shortly.

The University has been informed that our application to retain Highly Trusted Status (HTS) by the UK Border Agency has been successful. Many thanks to all those who ensure our reporting and monitoring duties are met.

6. HUMAN RESOURCE DEVELOPMENT

Performance Development Review

Development fairs took place in January as part of the PDR cycle to encourage colleagues to consider the full range of opportunities available for their development.

Awards

Scottish Crucible has secured funding for the next three years. The programme has been featured in the latest edition of the magazine from The Royal Society of Edinburgh: <http://www.royalsoced.org.uk/cms/files/publications/ReSource/12Winter.pdf>

The University has been successful

in retaining the 'HR Excellence in Research' award from the European Commission. This award recognises the positive actions the University has taken to support the career development of researchers.

The Healthy Working Lives Gold award has been re-awarded to the University. The award recognises the continuous improvement of programmes to improve the health and wellbeing of staff and students on campus.

Employee Engagement Forum

The first Employee Engagement Forum meeting has now been held with a representation of colleagues from across the University. The feedback was positive, and now members are acting as a focus group for HRD to support the priorities colleagues would have for non-pay benefits.

7. INFORMATION SERVICES

Information Services is working with the Student Union, the Deputy Principal (Learning & Teaching), representatives of Schools and other services on the development of its IS Strategy for the next five years.

A subscription to a new consortium deal adds approximately 5000 new eBooks from Cambridge University Press to our existing 40,000 eBook collection.

The process of moving colleagues on to a new email system has begun and Schools and Directorates will be contacted to arrange suitable dates and times for moving staff mailboxes.

Student email services will be moved from Exchange 2003 to Office 365, a cloud-based service from Microsoft, during the summer. This free service offers email, online access to MS Office, 25GB online storage, messaging and videoconferencing.

8. REGISTRY SERVICES

Academic Registry

- Tim Burns has joined the Academic Registry team as Quality Assurance and Compliance Officer. He will be based at West London College and will be responsible for the management of all processes related to the implementation of the University's quality assurance framework, UKBA compliance and key performance indicators.
- The Survey Management Group is working with relevant University colleagues on the management of the 2013 NSS survey through to the close of the survey on 28 April 2013.

- Approval from the Malaysian Qualifications Authority for the MSc Construction Project Management and MSc Renewable Energy Engineering programmes has been received.
- Preparations for the Trinidad graduation ceremony taking place in March 2013 are underway.

Student Service Centre

- The team have been dealing with the re-enrolment of Tier 4 international students in order to comply with UK Border Agency regulations and in support of Schools.
- 4,874 electronic student finance statements were issued in January.

Student Union

- The election campaign for the Student elections is underway. Voting will take place from 20 to 22 February 2013.
- A delegation is visiting Monash University next month to review international campus management and the student experience to inform future practice at the University.

9. RESEARCH AND ENTERPRISE SERVICES (RES)

A number of submissions to REF were prepared for submission in early December. In November £1m in new awards and £20.1m in new proposals were submitted, making the 2012-2013 running total 91 new awards worth £10.1m and 230 proposals.

During December and January the legal team concluded over 25 different types of contracts and secured approximately £0.5m of funding to the University. The Technology Transfer Office (TTO) concluded eight new licenses (three international) and royalty income currently doubles that of January 2011. Four Knowledge Transfer Partnerships have been awarded to Heriot-Watt doubling our KTP portfolio, which is the largest in the East of Scotland.