

## ADVISORY BOARD NOTES

The Advisory Board met on Wednesday 3 June 2015 in Room 2/06 Craiglockhart Campus.

1. Alistair Sambell convened the meeting and thanked Board Members for their continuing participation and support. The notes of the previous meeting held on 25 March were accepted as an accurate record.
2. Jo Clayton provided an update on the academic restructuring under the following key points:
  - Ian Smith has been appointed Dean of Engineering & the Built Environment and Brian Webster, Dean of Learning & Teaching.
  - A plan is now in place to deliver systems work stream changes by 1 August.
  - Staff consultations on school support services (more to follow under item 4 on agenda) and school substructures have been ongoing. Feedback on the School Academic Leads (SALs) has been taken on board and a response to that feedback, along with the final version of the SAL duties and responsibilities, will soon be made available to Heads of Schools and posted on the Project Team web pages. It was noted that the title “School Academic Lead” was not popular, but Alistair Sambell explained that this had been decided upon to reflect the fact that this is not a substantive post, but a mobile set of duties and responsibilities which will rotate among staff, thus providing opportunities to develop leadership within the school, in line with the new academic criteria. The question was raised, that if someone’s substantive post is, for example, “Director of Student Experience”, where does that person fit in the new structure? The Board was informed that a full check of employment contracts is currently underway to identify the members of staff who fall into this category and further information will follow once this has been established. Alistair Sambell confirmed that the person’s employment would not be at risk, but what they do may change.
  - Consultation with the Trade Unions on faculty staff who have no obvious home in the new structure has been completed (more to follow under item 3 on agenda)
  - Saxton Bamfylde have been appointed and instructed to recruit for the two remaining Deans (Business School and School of Arts & Creative Industries). Advertising will commence 8 June with interviews scheduled for end September/early October.
3. Campbell Millar provided an update on activity to place faculty staff affected by the restructuring within the new structure. Two consultation meetings have been held with the Trade Unions since the last Advisory Board meeting and Human Resources & Development are now leading a consultation exercise with affected staff and their line managers.
4. Steven Logie gave a presentation of his report on the proposed restructuring of school support services. In summary:

- A University-wide consultation has been held, the outcome of which is a set of approved principles and the introduction of an interim role (which Steven currently holds) to lead on work towards a single, unified school support service, centrally managed and locally delivered.
  - An exhaustive list of support activities undertaken by current faculty/school support services and other service departments (and the interrelationships between these) has been produced. This will now be extended to capture all the activity already being carried out within schools, which does not affect any parties outside the schools e.g. committee servicing.
  - High level findings suggest that the service should have strong local control and accountability through school-focussed teams and a dedicated senior role in each school.
  - Discussions with key stakeholders will continue and a plan and higher level role descriptions will go before the University Structures Project Board for approval on 12 June 2015.
  - Interim arrangements will take effect from 1 August 2015 until the full structure is finalised and implemented. Roles and teams will remain as they are now, until notified otherwise.
5. Amal Palin provided an update on communications:
- The latest University Structures Project update email was issued in early May.
  - The next is planned for week commencing 8 June, which will include an update on the school support service review. Following this, school support services will have its own communication, as further detail on the structure and plan for implementation become known.
  - Amal asked for feedback on communications and a discussion ensued around the preference for more emails or fewer subjects per email. In general it was agreed that the quality of communications was high, but it was requested that more be done to capture the reader's attention (e.g. bullet points; more important topics at the top of messages) and that reminders be sent towards the end of consultation periods, either to all staff, or to Heads of Schools to cascade and encourage engagement.
6. Alistair Sambell closed the meeting by asking Advisory Board members for any final questions or comments and thanked them for their valued input throughout the course of the project. No further meetings will be scheduled but Board Members are encouraged to email the Project Team with any additional concerns or queries they may have.

