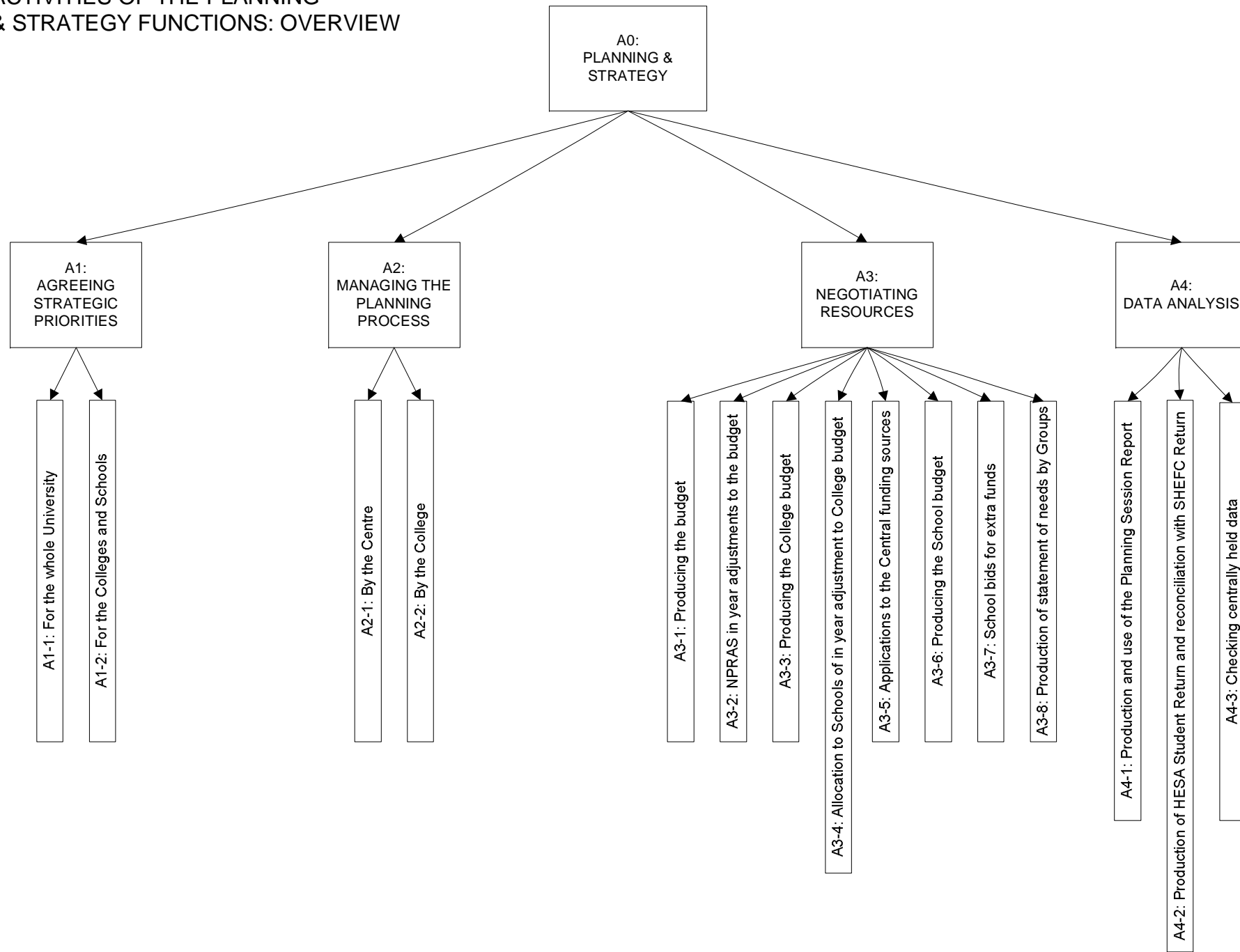
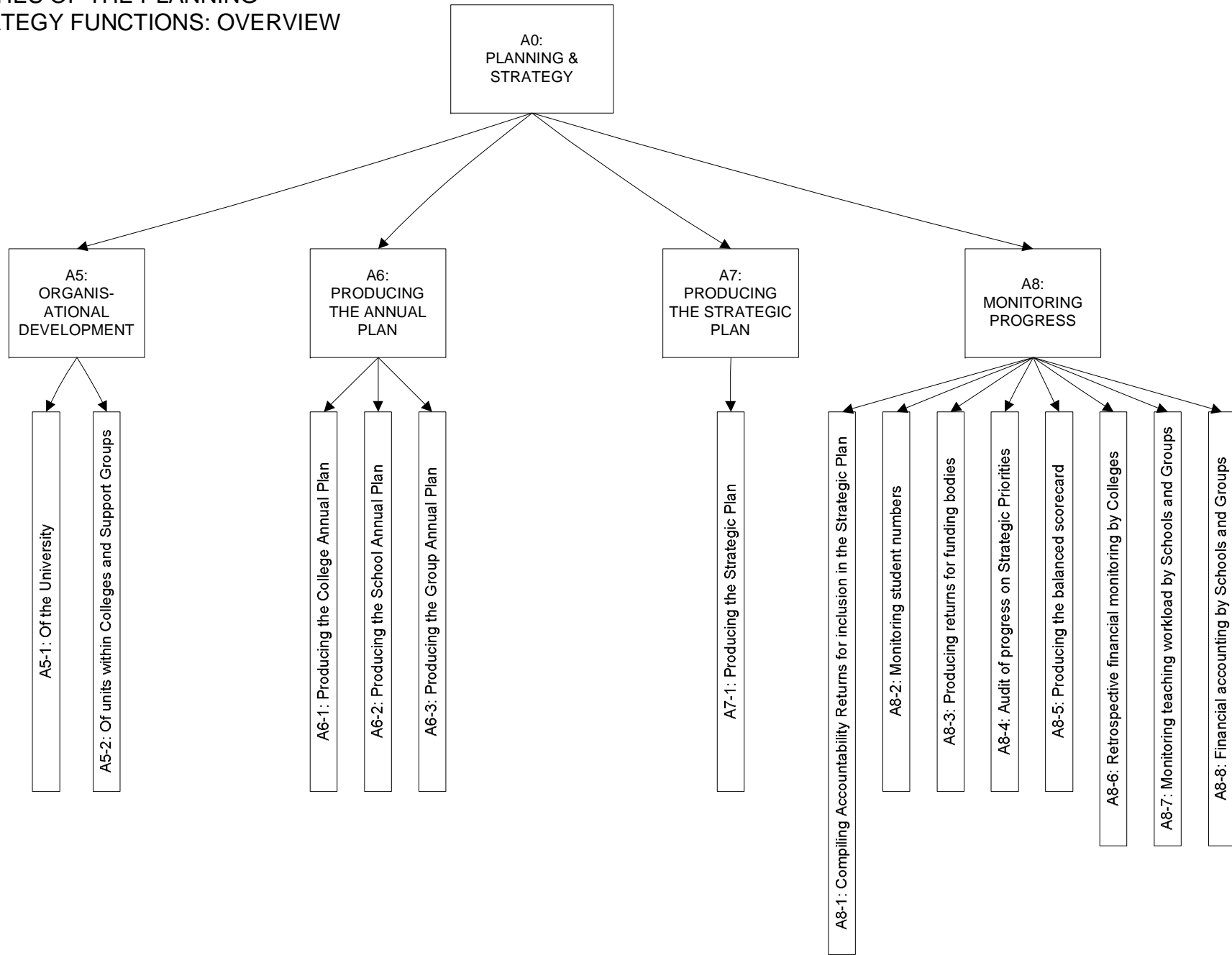
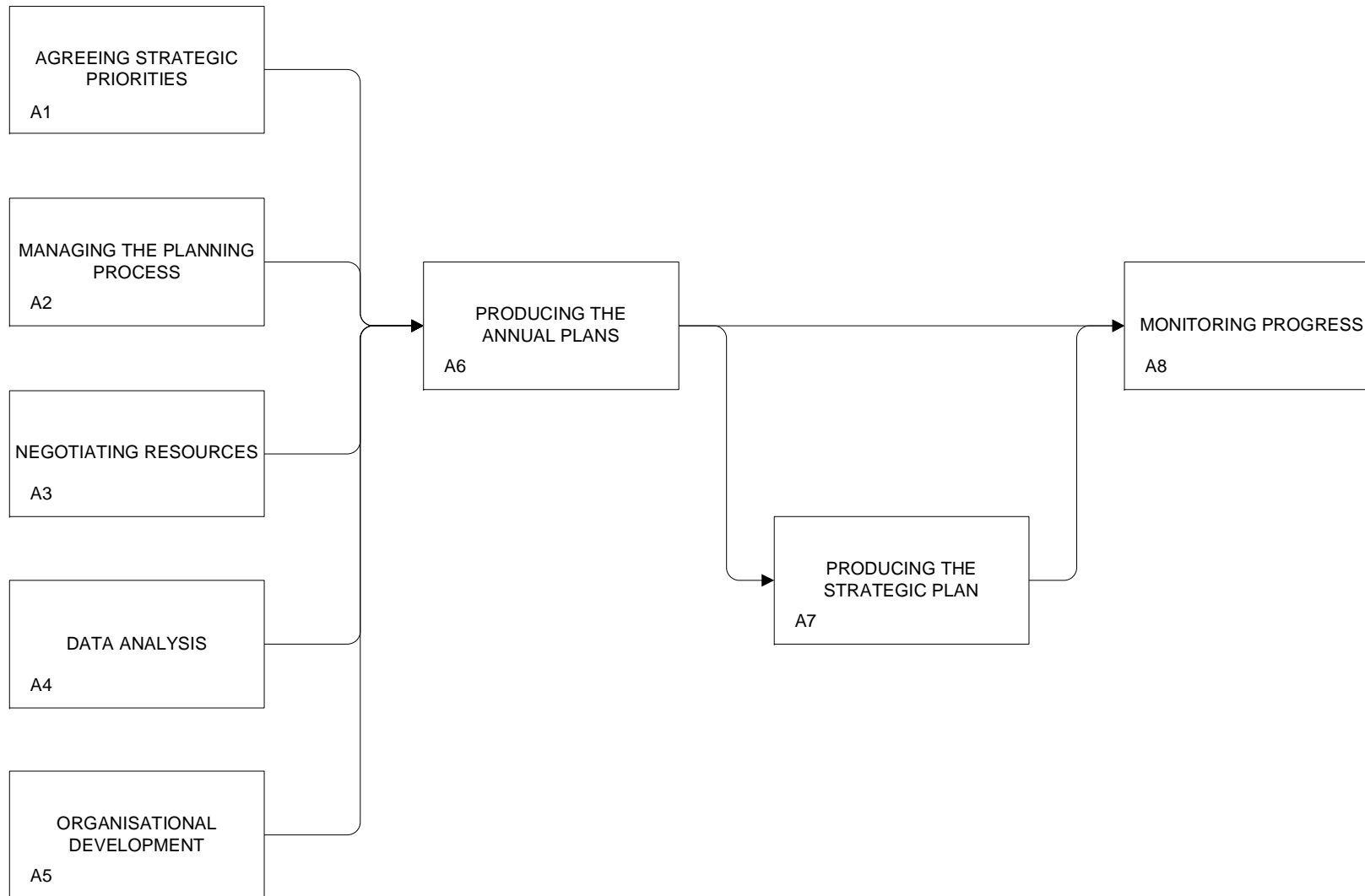


ACTIVITIES OF THE PLANNING & STRATEGY FUNCTIONS: OVERVIEW

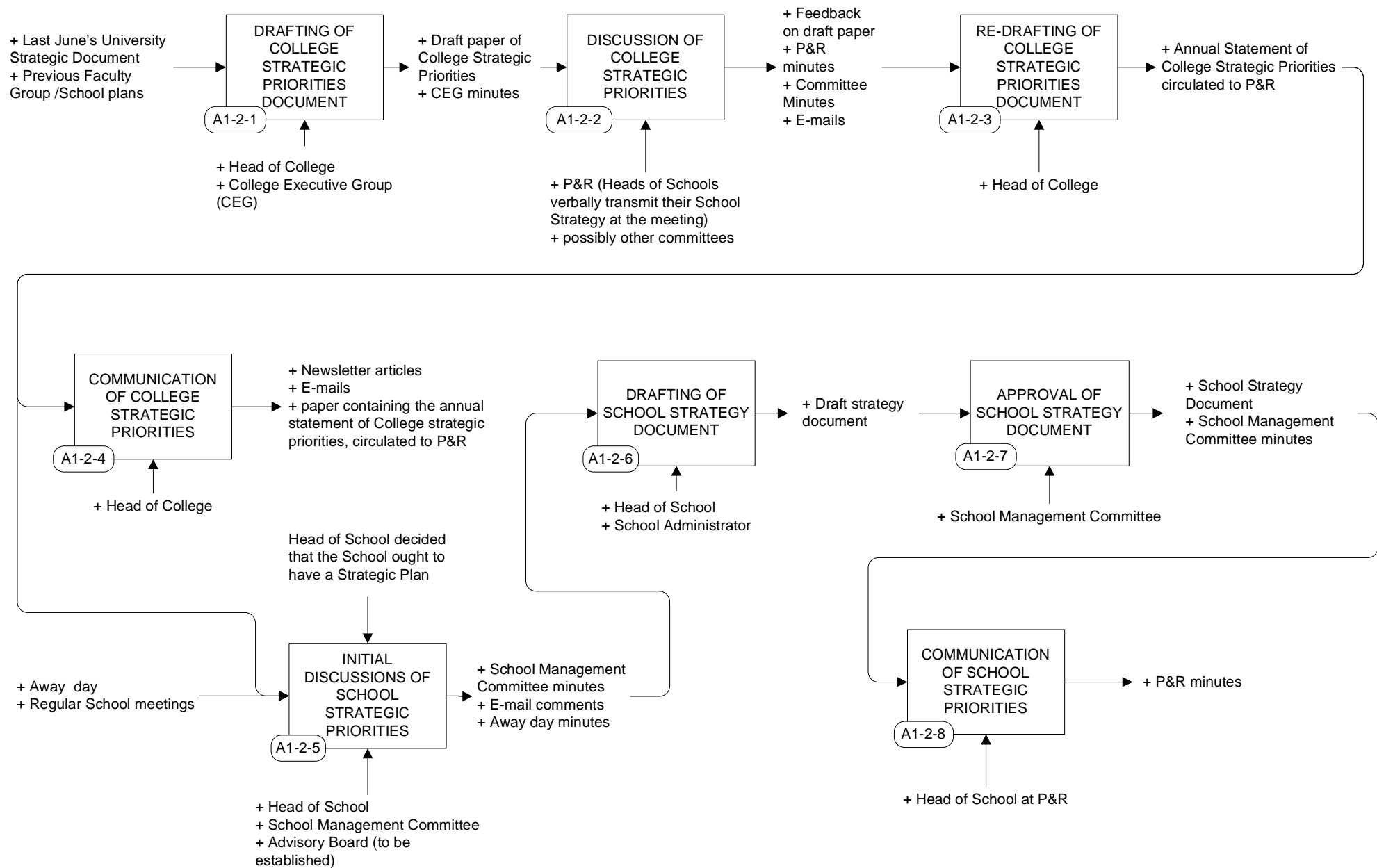


ACTIVITIES OF THE PLANNING & STRATEGY FUNCTIONS: OVERVIEW

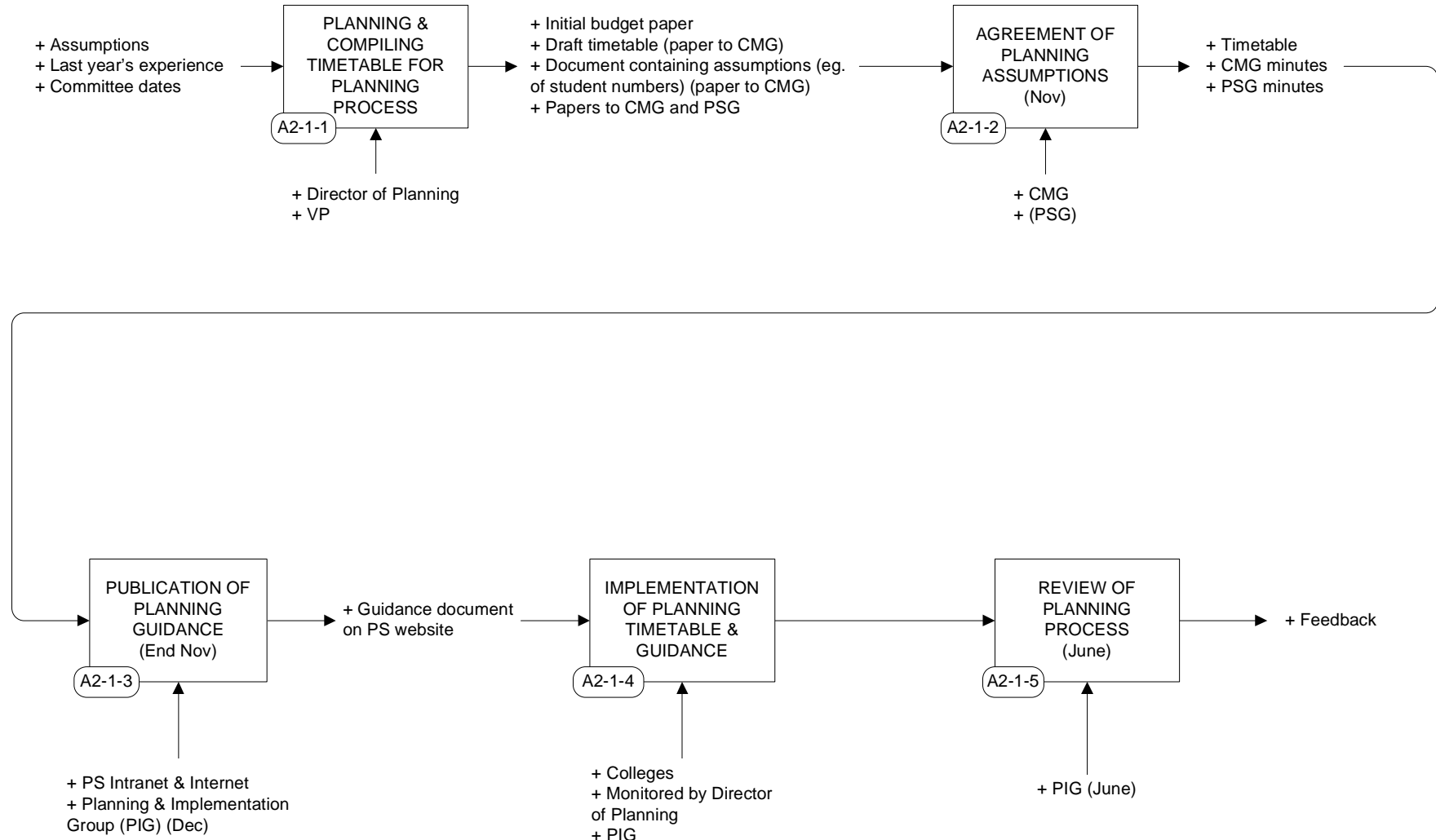




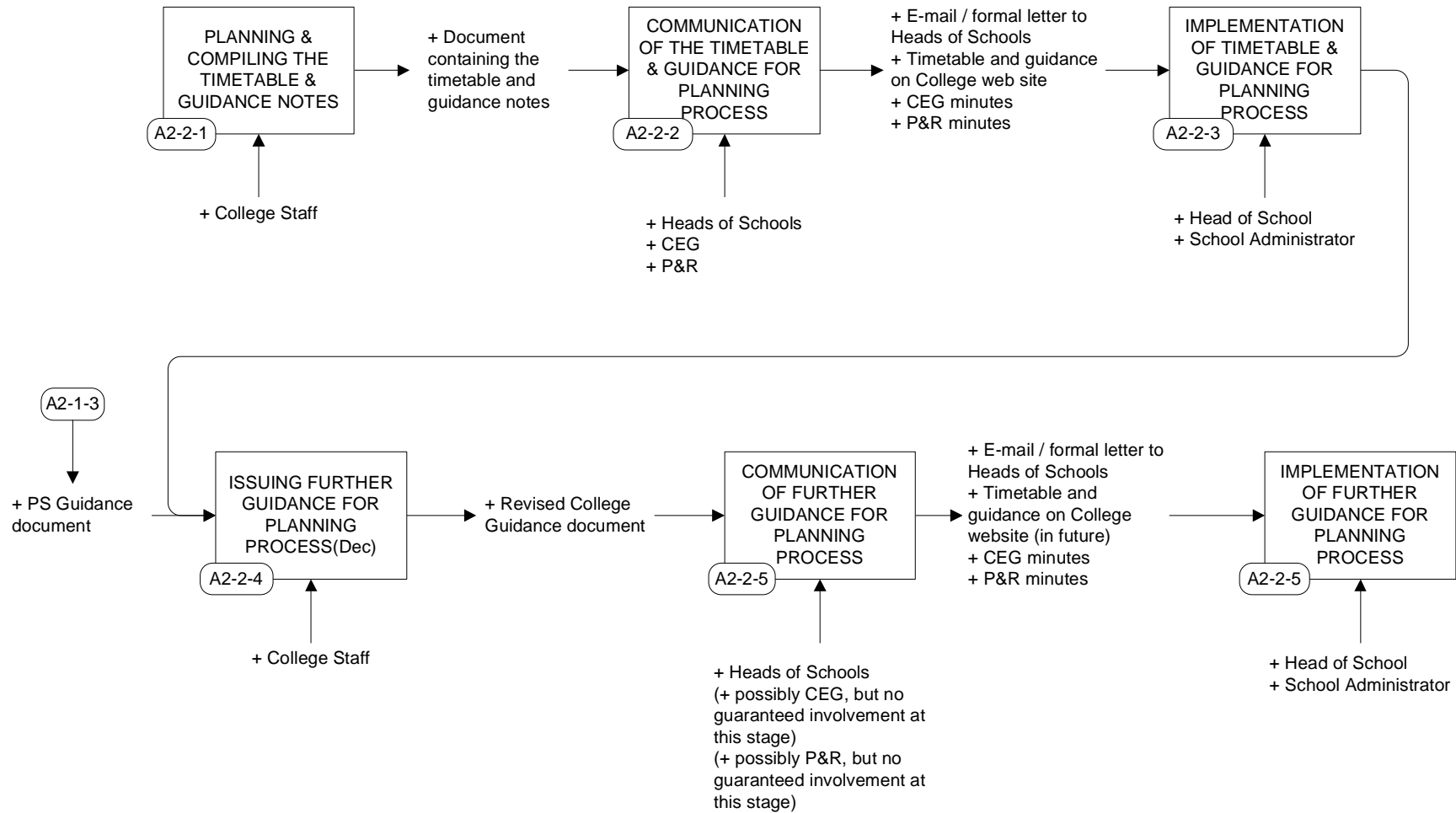
AGREEING STRATEGIC PRIORITIES: For colleges and schools



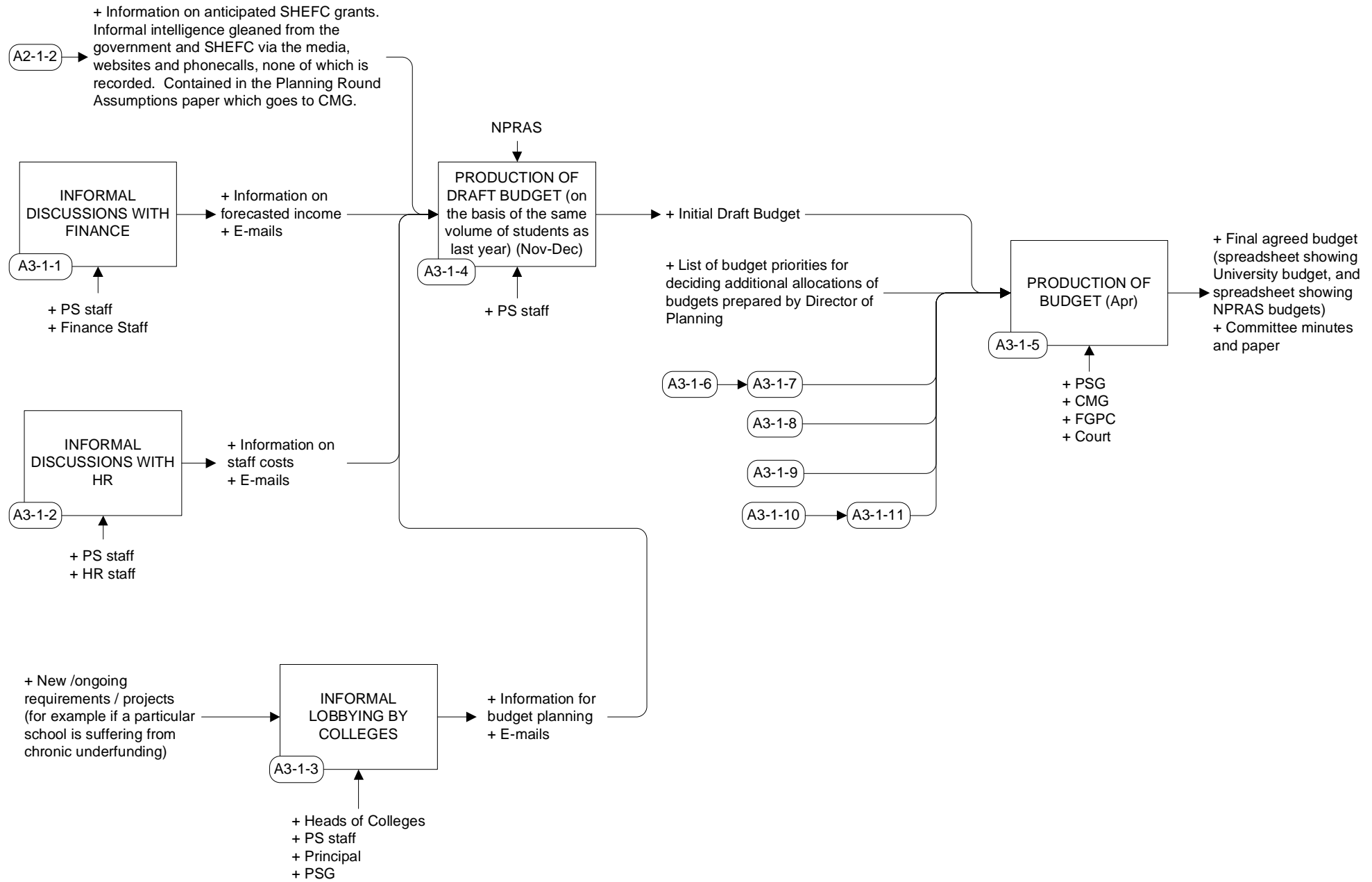
MANAGING THE PLANNING PROCESS: By the centre



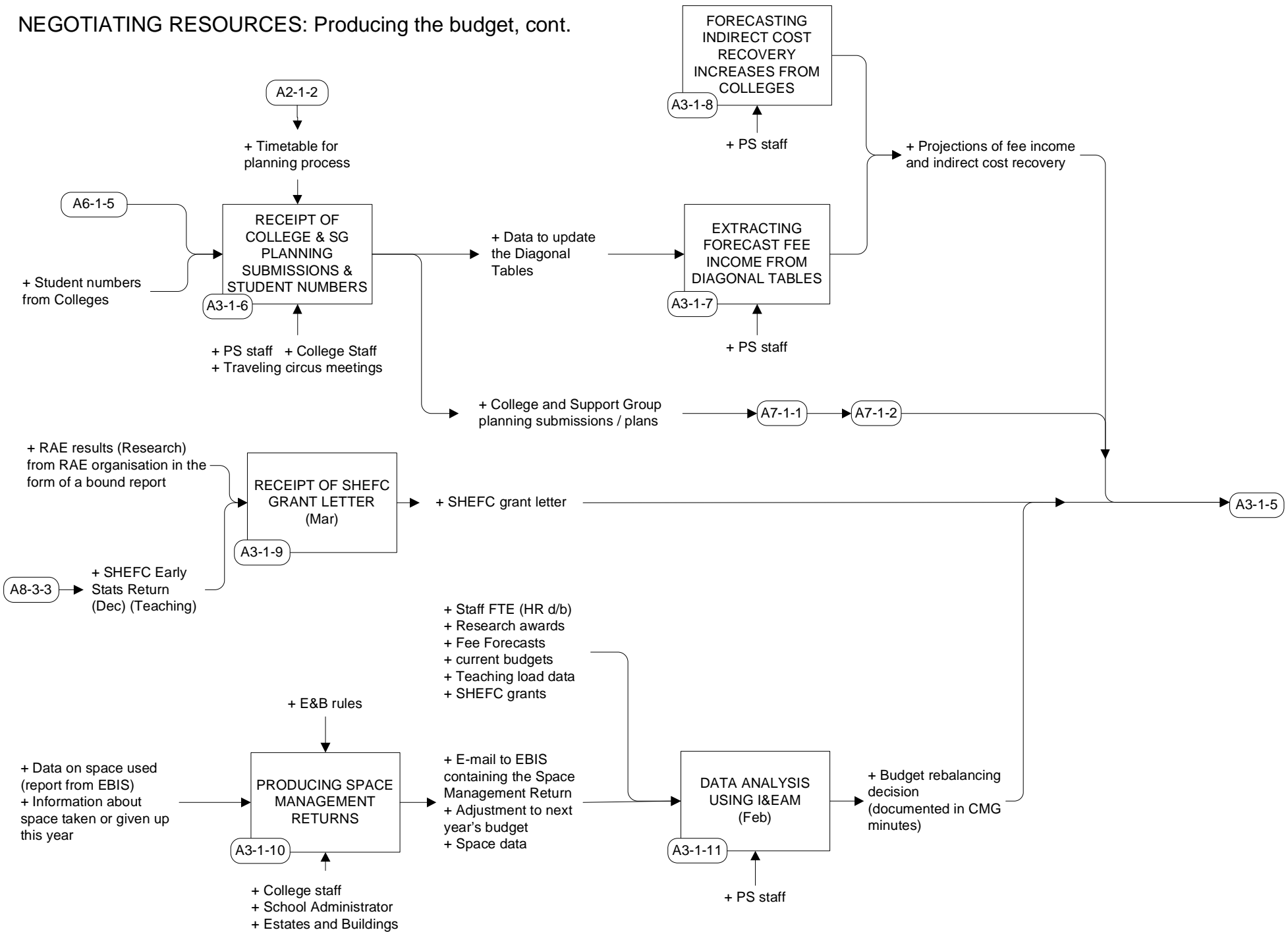
MANAGING THE PLANNING PROCESS: By the College



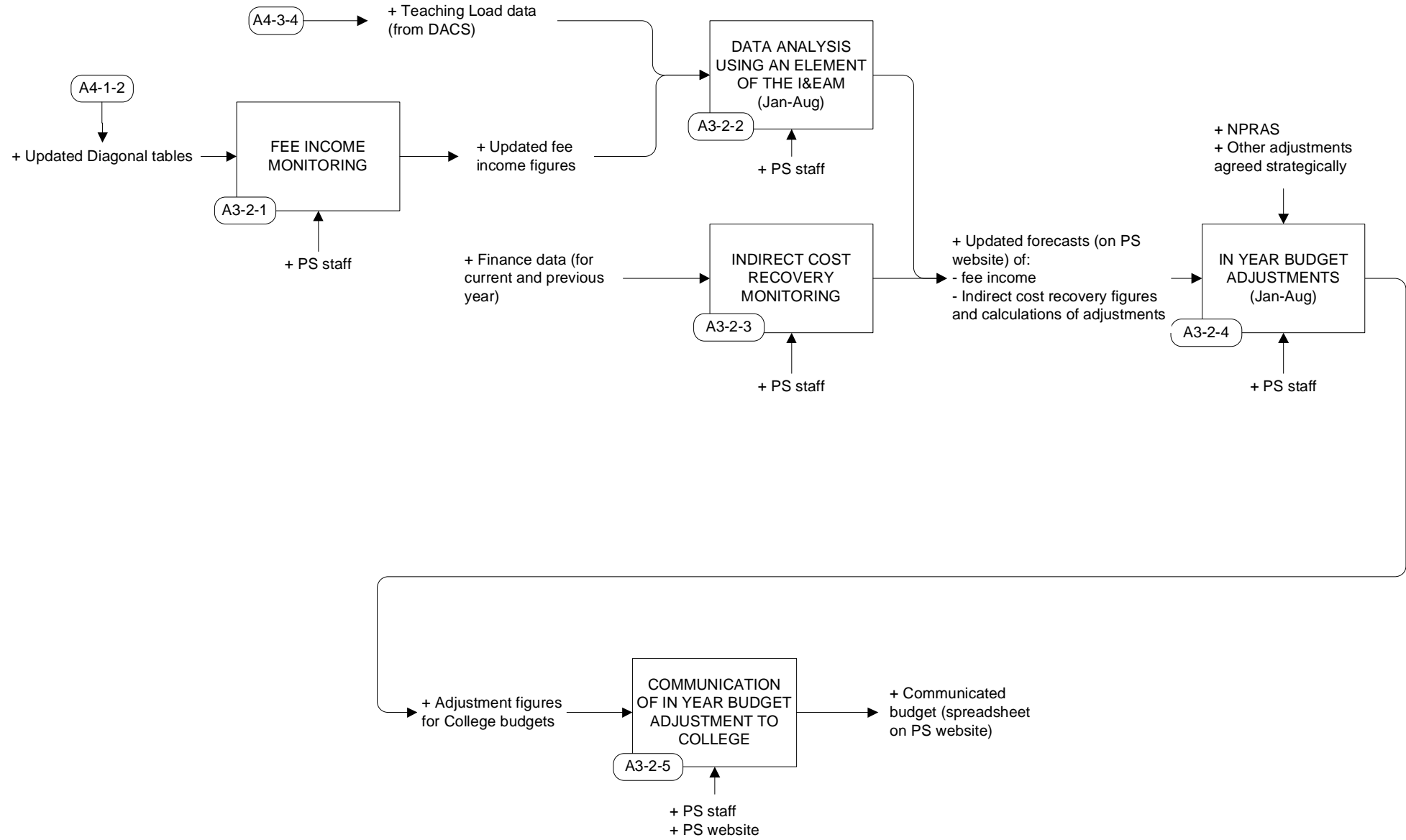
NEGOTIATING RESOURCES: Producing the budget



NEGOTIATING RESOURCES: Producing the budget, cont.

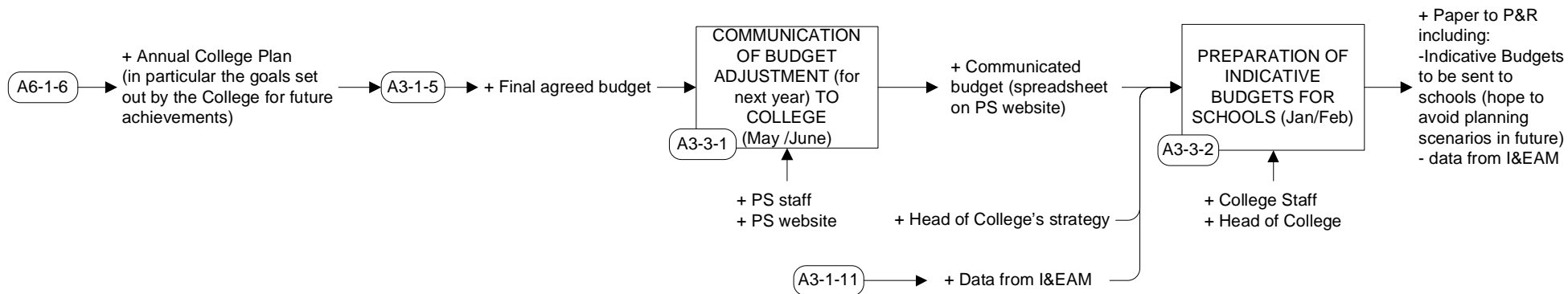


NEGOTIATING RESOURCES: NPRAS in year adjustments to the budget

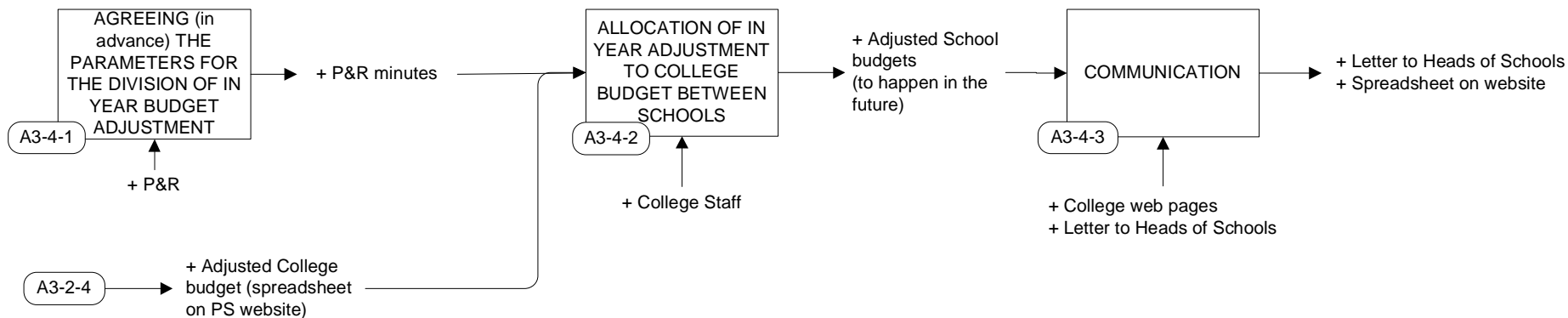


NEGOTIATING RESOURCES: Producing the College budget

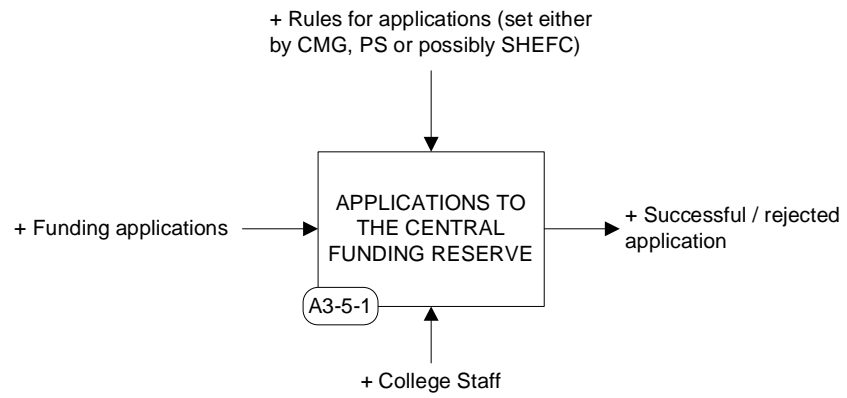
PREPARATION OF COLLEGE SCENARIO PLANS / COLLEGE PLANNING SUBMISSION (see A6-1)



NEGOTIATING RESOURCES: Allocation by College to Schools of the in year adjustment to the College budget

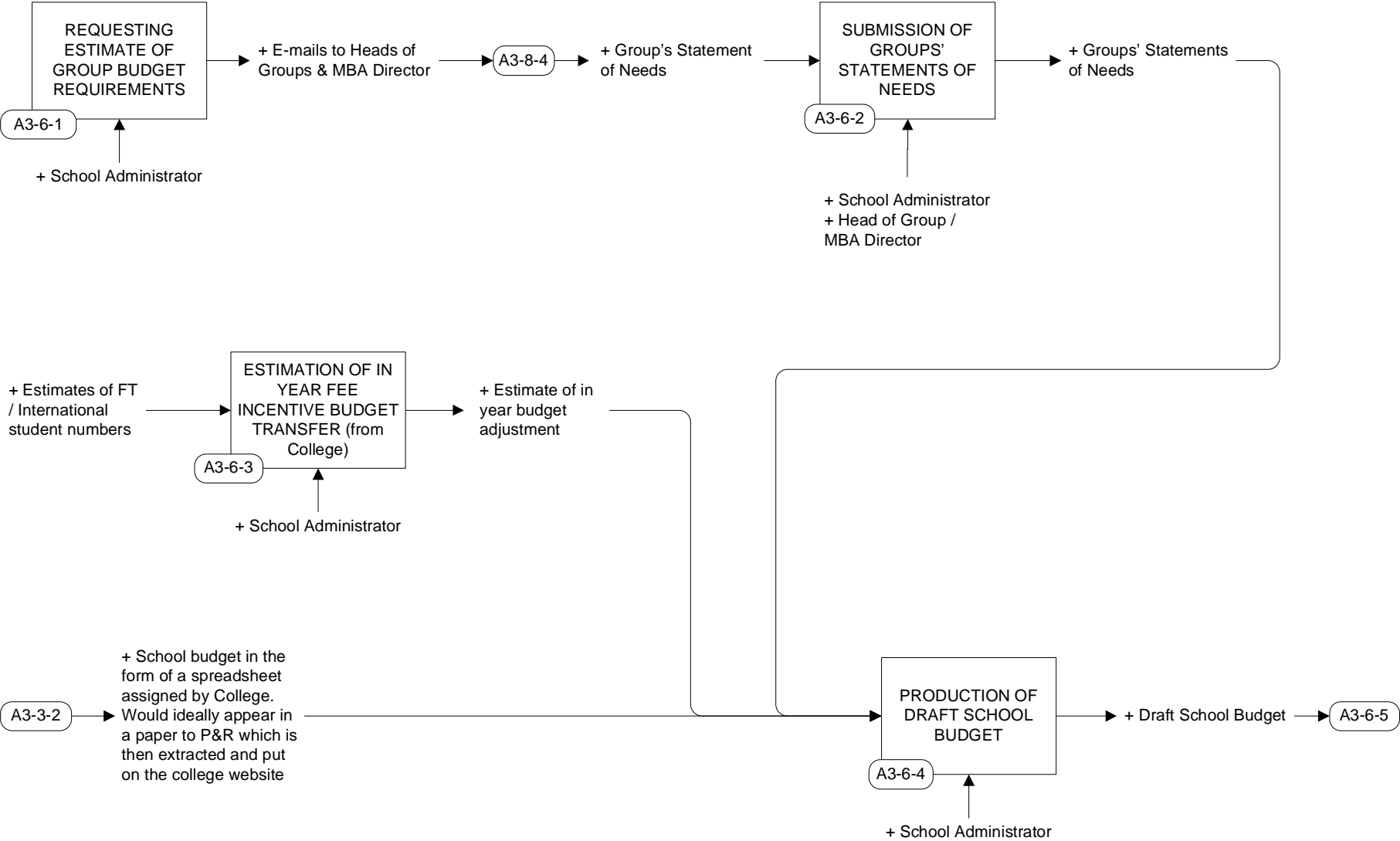


NEGOTIATING RESOURCES: Applications to Central funding sources

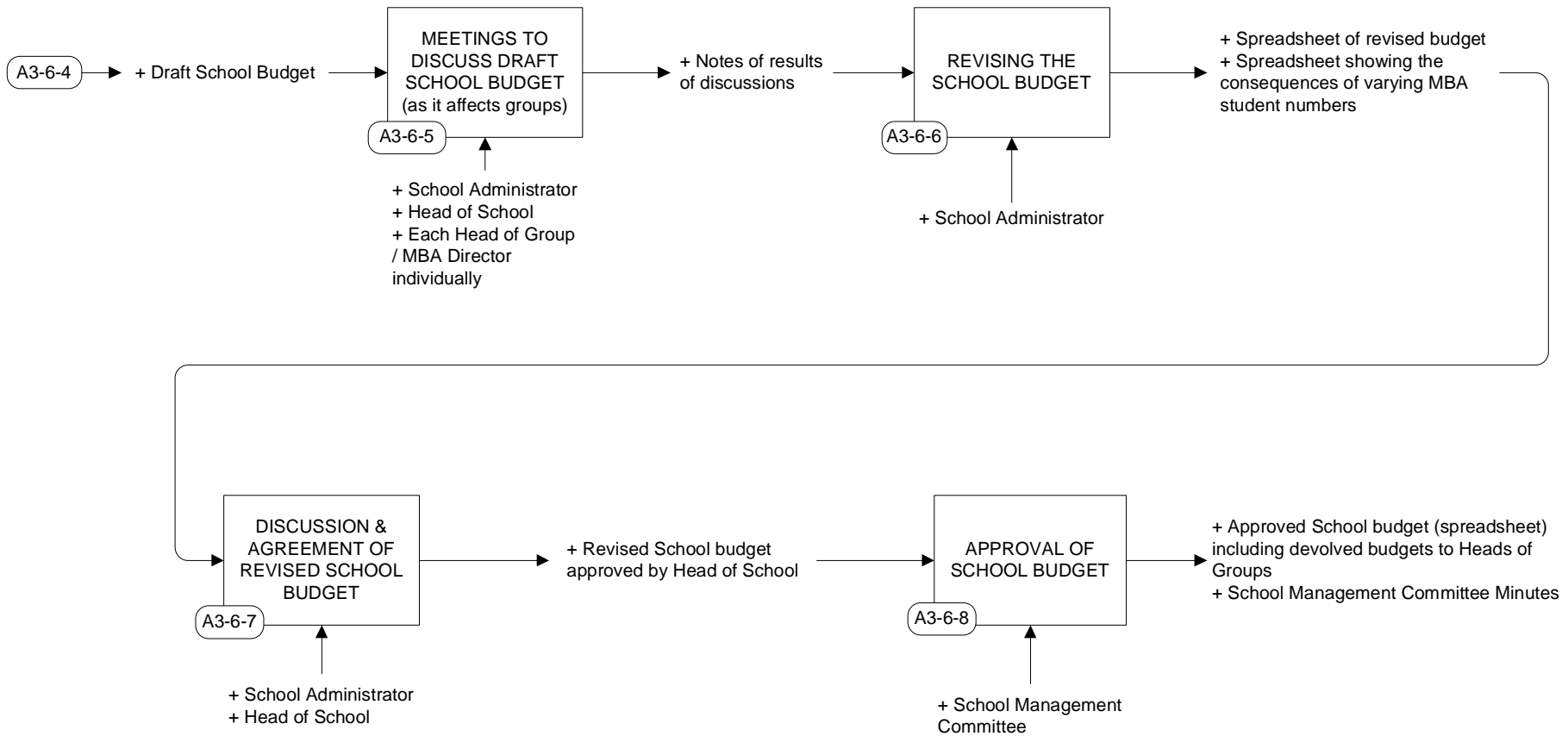


NEGOTIATING RESOURCES: Producing the School budget

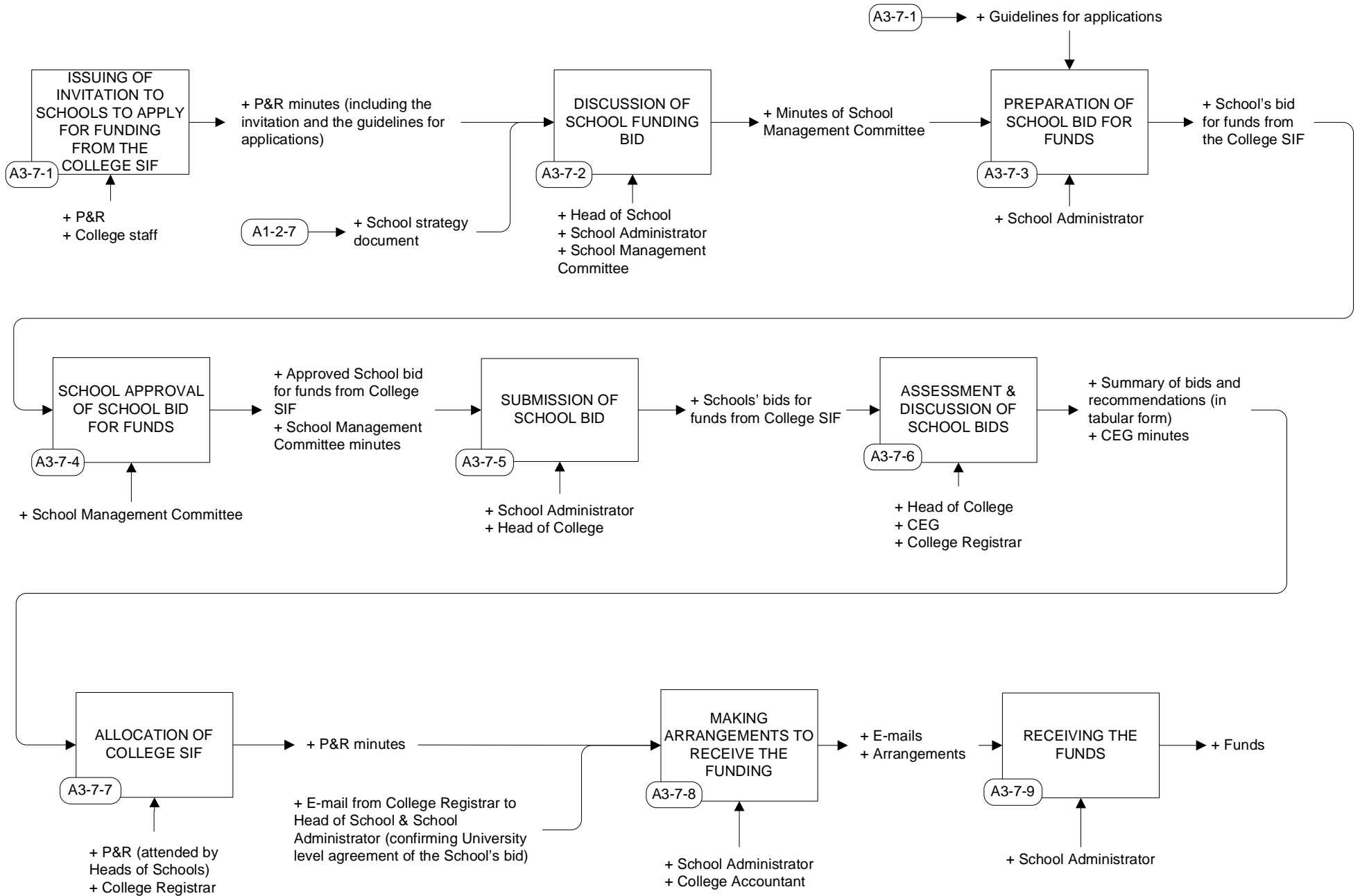
PRODUCTION OF SCHOOL PLANS INCLUDING BUDGETARY NEEDS (see A6-2)



NEGOTIATING RESOURCES: Producing the School budget, cont.



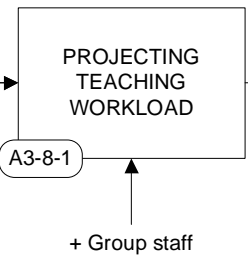
NEGOTIATING RESOURCES: School bids for extra funds



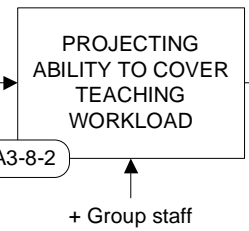
NEGOTIATING RESOURCES: Production of statement of needs by Group

- + Course information (from course co-ordinators) including details of contact hours and assessments (from course booklets)
- + Information about new courses (as they develop) / abandoned courses / updated courses
- + Information about teaching staff:
 - Regarding staff vacancies, recruitment, and new appointments
 - Regarding staff commitments eg. research agenda, sabbaticals, management responsibilities

A8-22 → + Spreadsheet containing staff teaching load information for the School

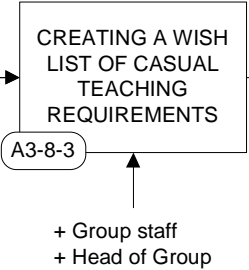


+ Projected teaching workload

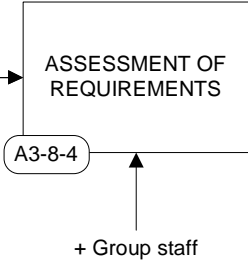


+ Projected shortfall in teaching workload

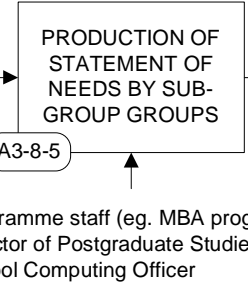
- + Specialist requirements (eg. The need to buy in specialist teaching from elsewhere)



+ Wish list

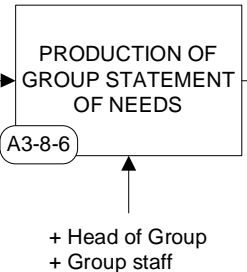


+ Requirements



A3-6-1 → + Invitation to submit a statement of needs (e-mail from School Administrator)

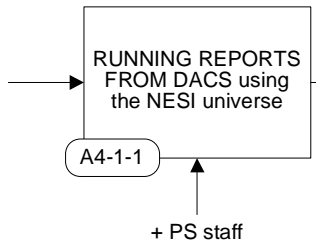
+ Statements of Needs by sub-group groups



A3-6-2

DATA ANALYSIS: production and use of the Planning Session Report

+ DACS is a database which contains data on:
 - student admissions
 - curricula
 - student records (collated by Registry)
 - Teaching load (checked by colleges)

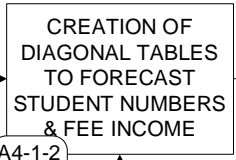


+ Planning Session Report (Extracted Data) spreadsheet

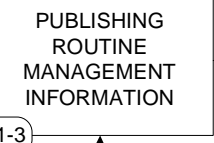
+ Teaching load reports spreadsheet

A8-2-1

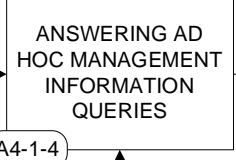
A8-5-1



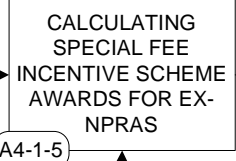
+ Diagonal tables (including Management Information for Schools and Colleges on actual and forecast student numbers and forecast changes in fee income)



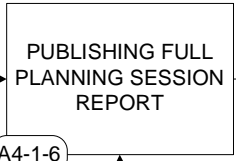
Management Information



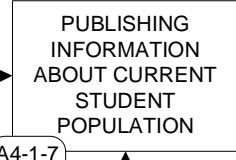
+ Answered query (e-mails and memos) If the answer is thought to be generally useful it is published on the PS website



+ Web page showing calculation of award to be transferred



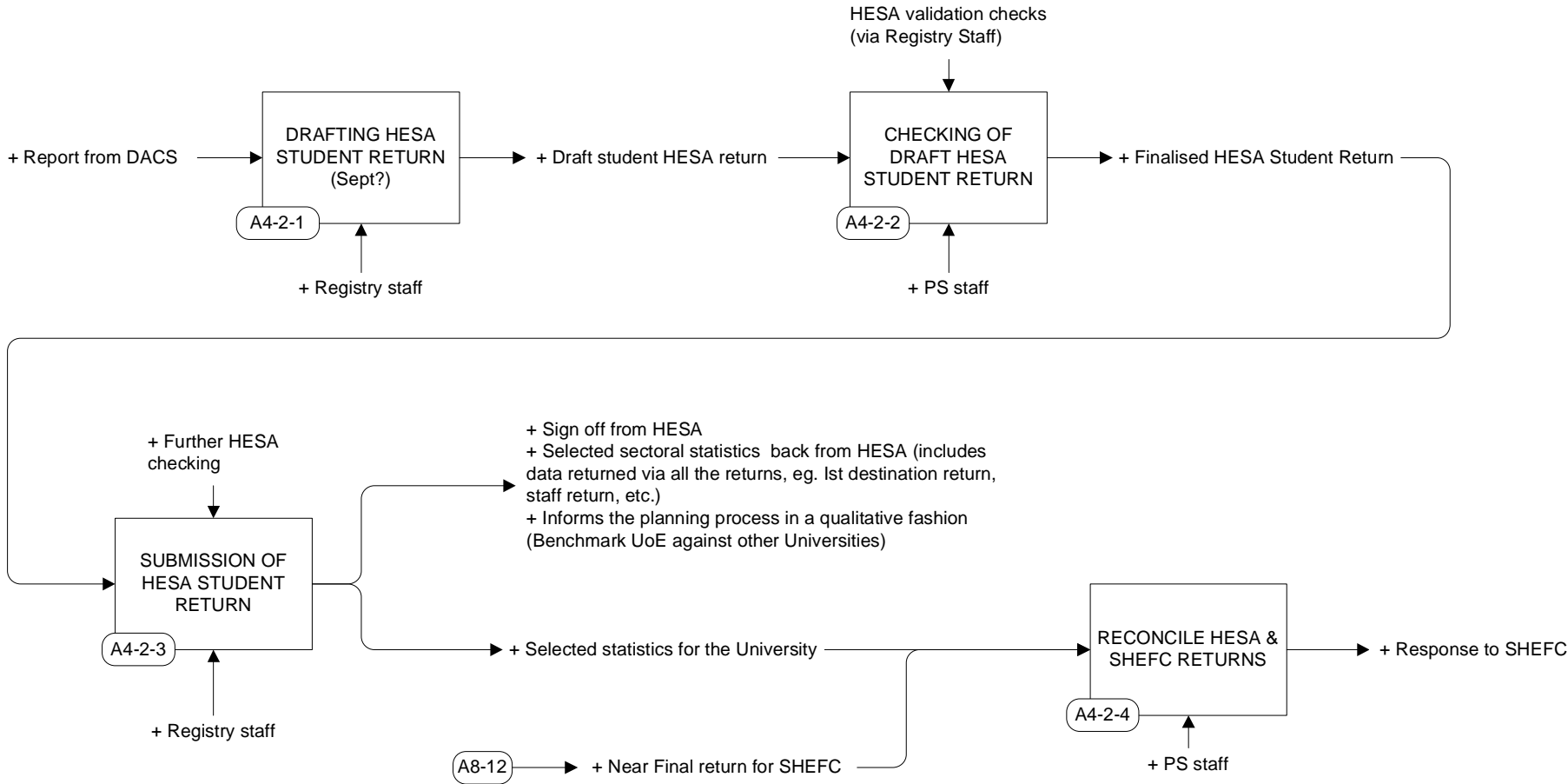
+ Student data for Schools and Colleges (restricted)



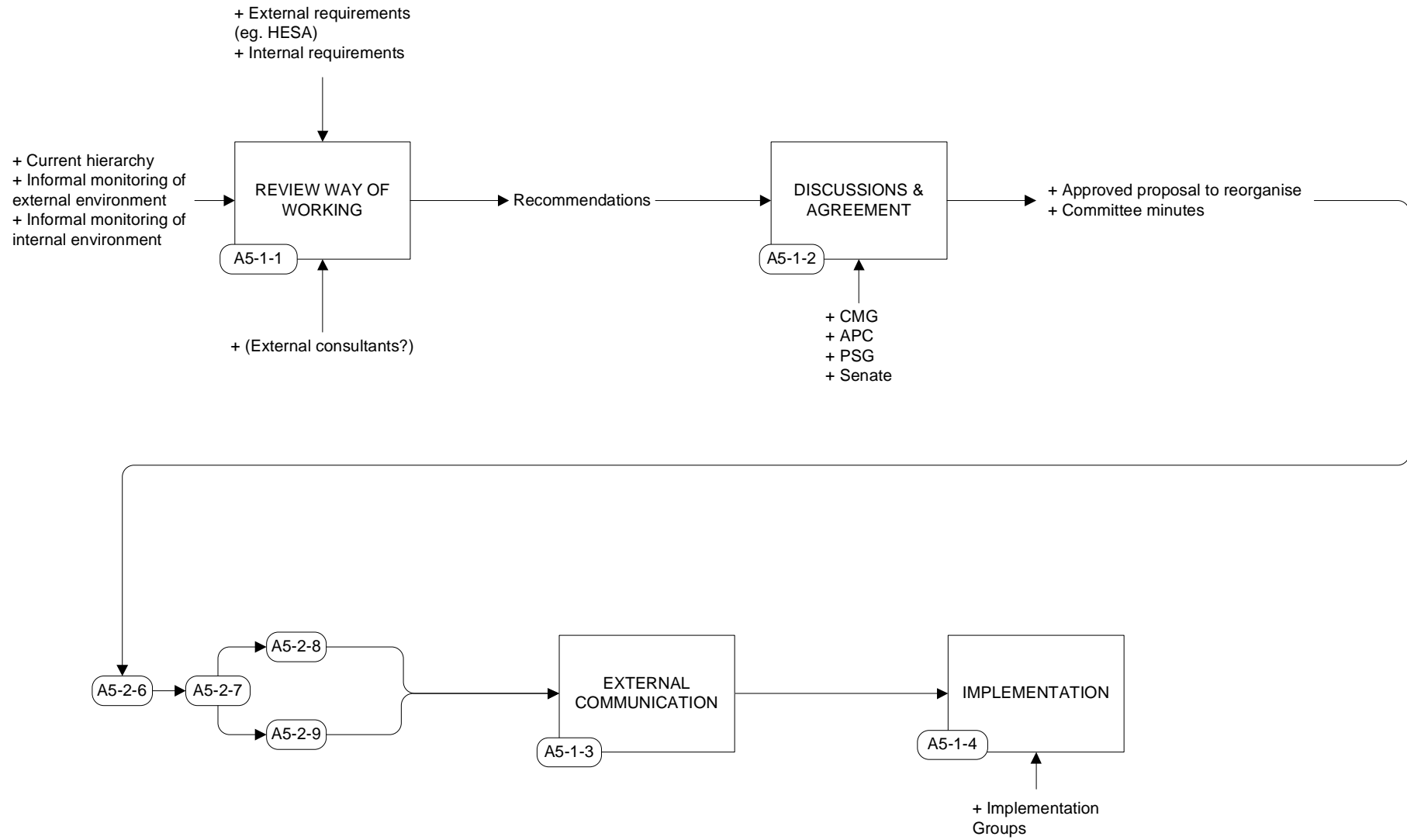
Summary of current student population (restricted access)

N.B. "Management Information" is the information available to University administrators from the PS, much of which is published regularly on the PS website. It includes analyses of data which relate to the University's:
 + Students
 + Staff
 + Finances
 + Research
 + Estates & Buildings
 + Facts and Figures
 And analyses of data which compare HEIs in Scotland and the UK:
 + Student analyses
 + Applicants analyses
 + Staff analyses
 + Financial analyses
 + Research analyses
 + By HESA Cost Centre

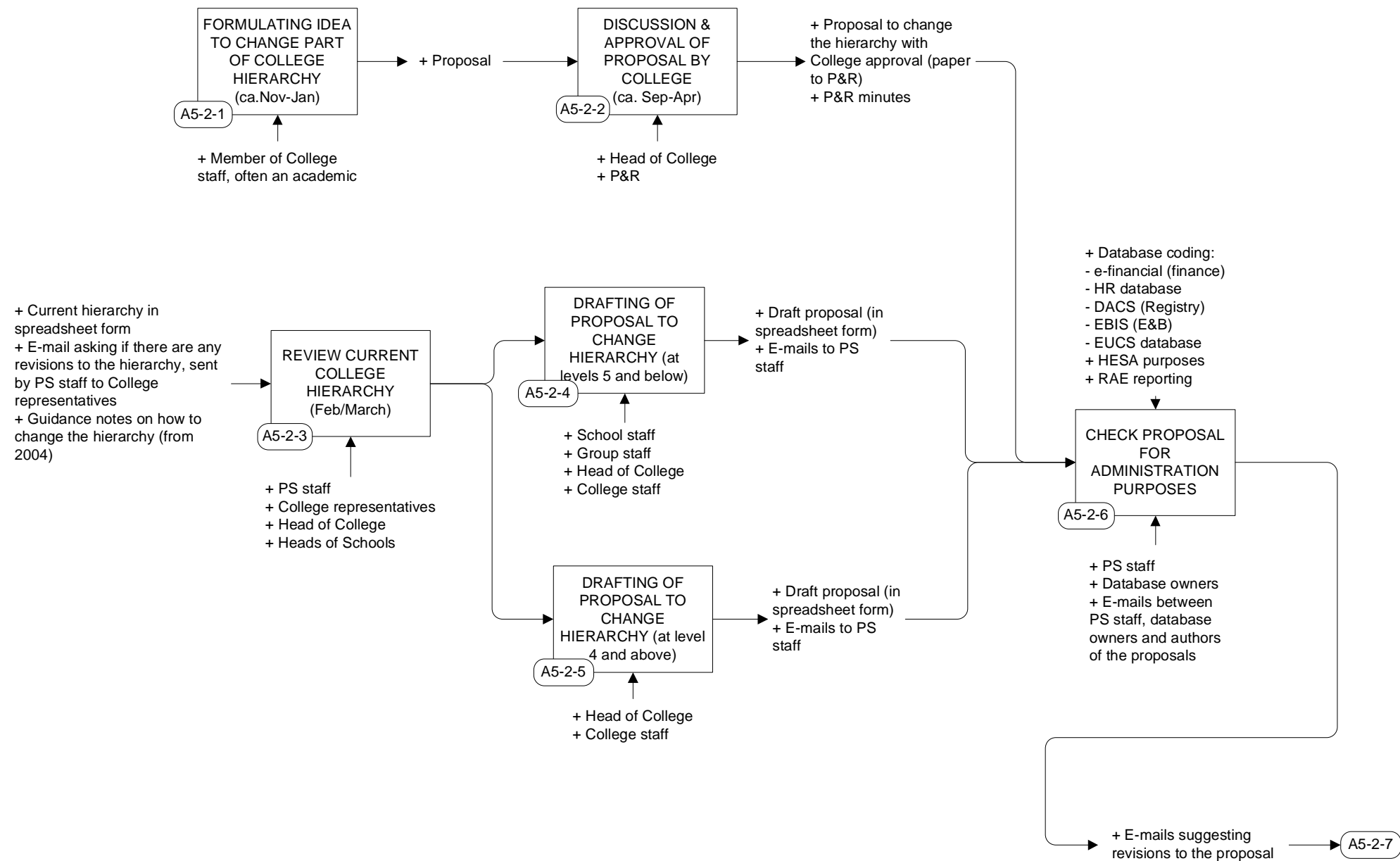
DATA ANALYSIS : Production of HESA Student Return and reconciliation with SHEFC Early Stats Return



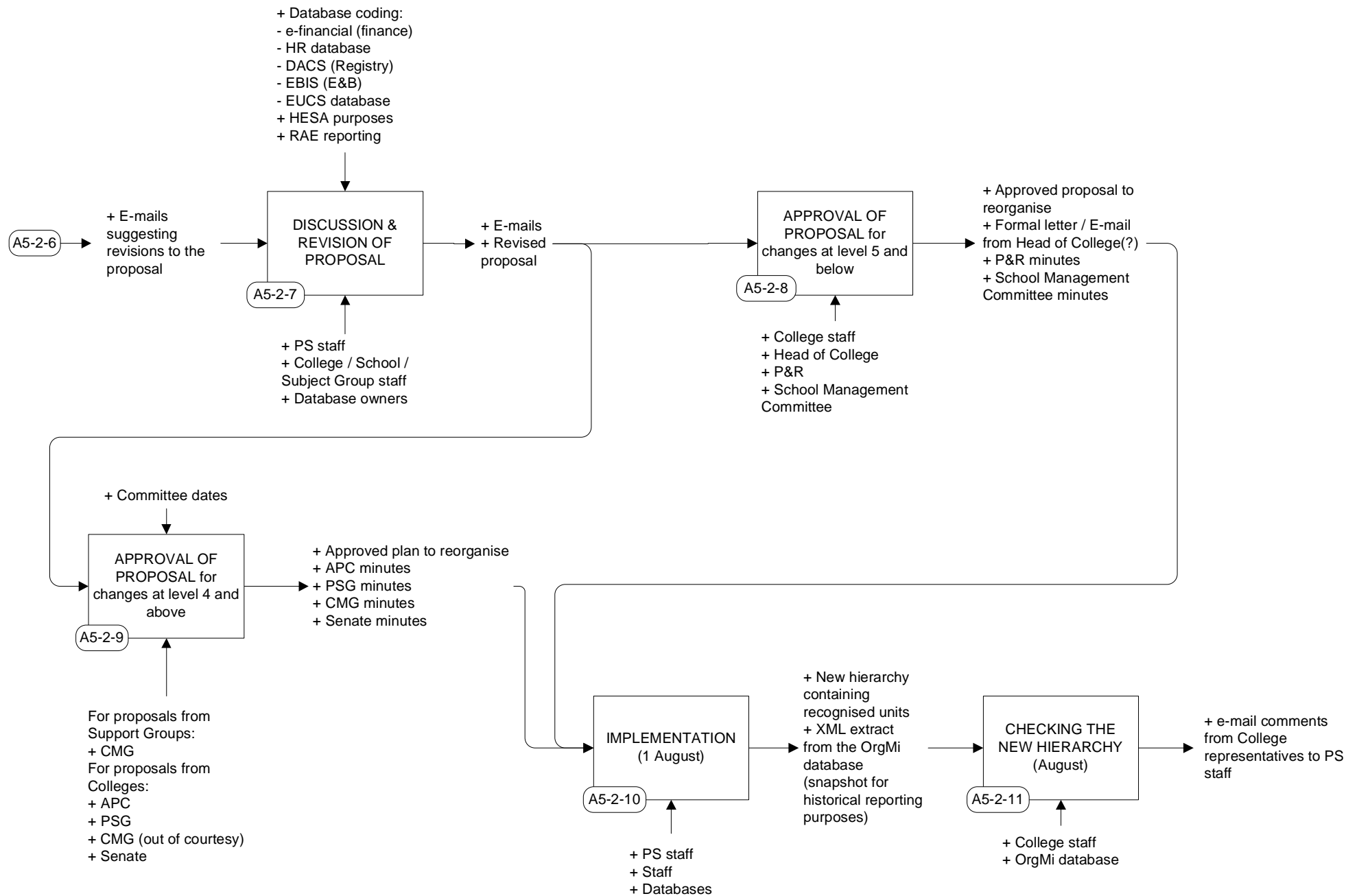
ORGANISATIONAL DEVELOPMENT: Of the University



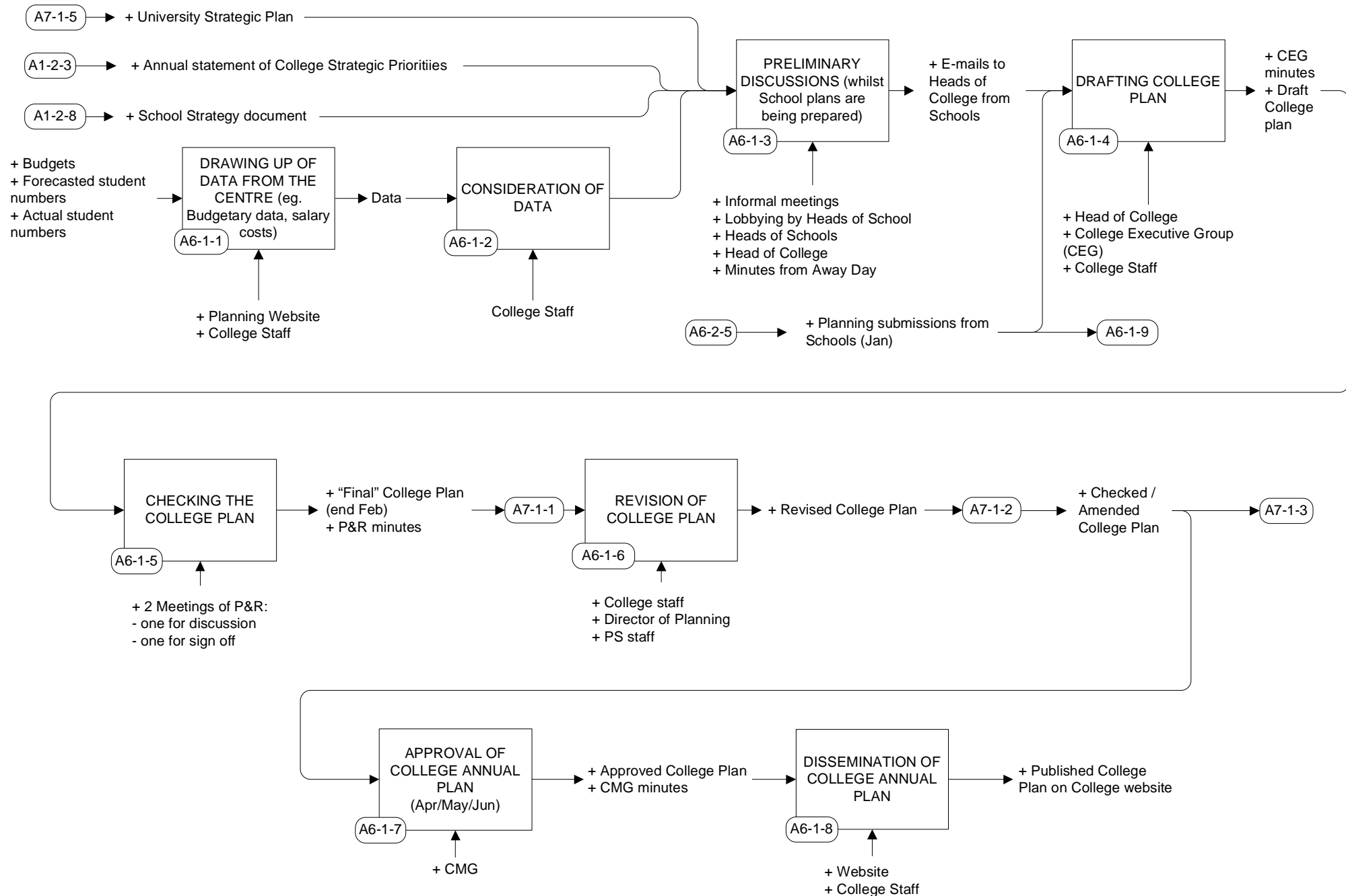
ORGANISATIONAL DEVELOPMENT: Of units within colleges

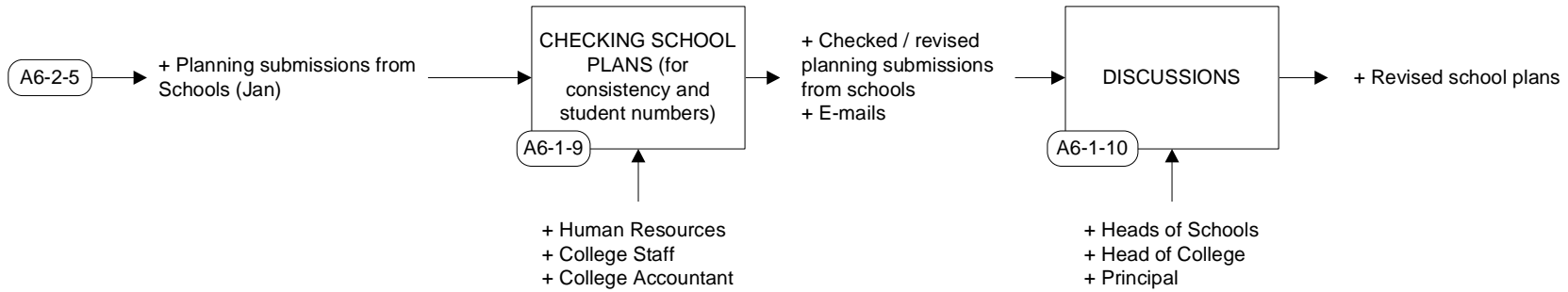


ORGANISATIONAL DEVELOPMENT: Of units within colleges, cont.

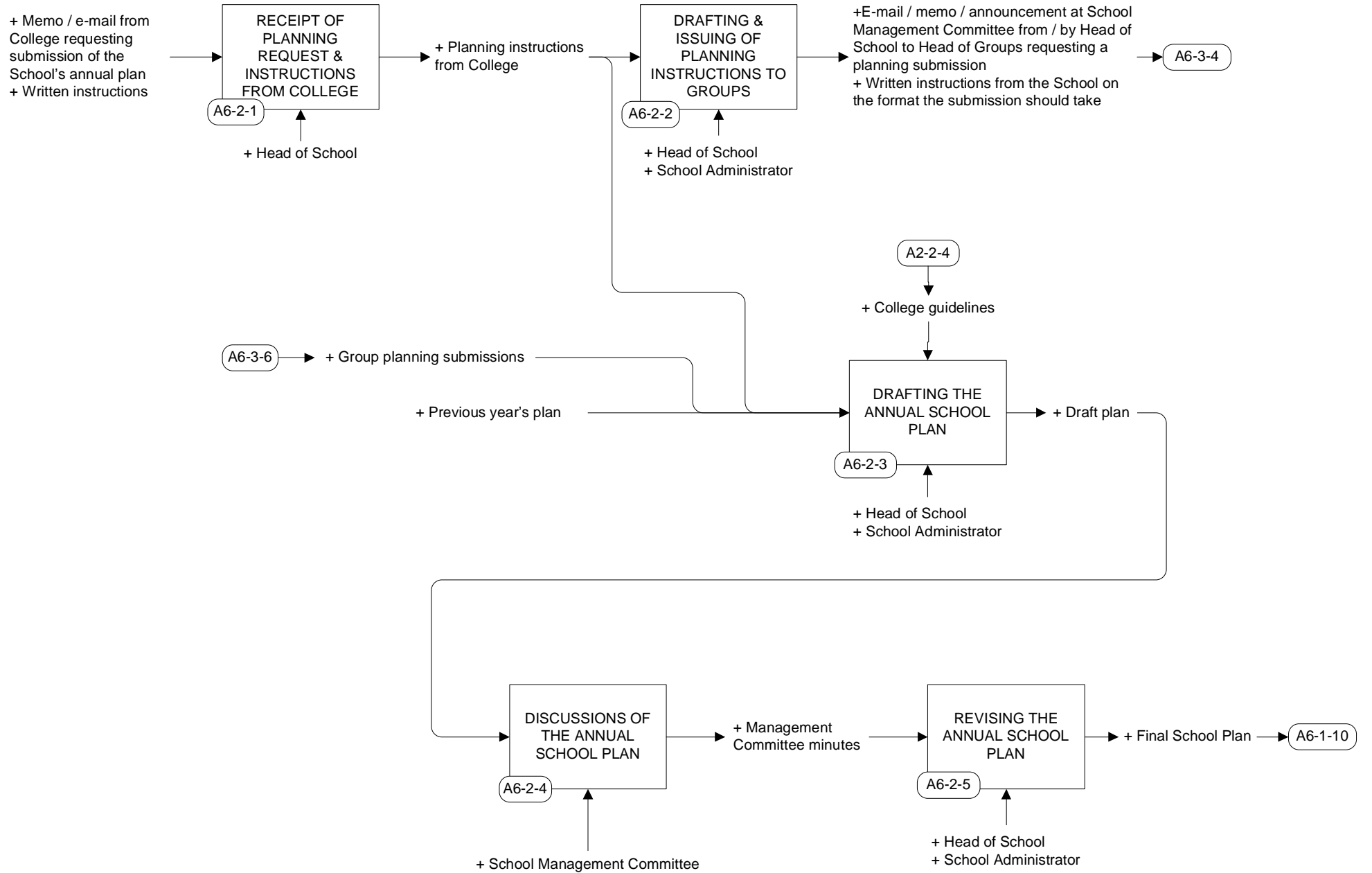


PRODUCING THE COLLEGE ANNUAL PLAN

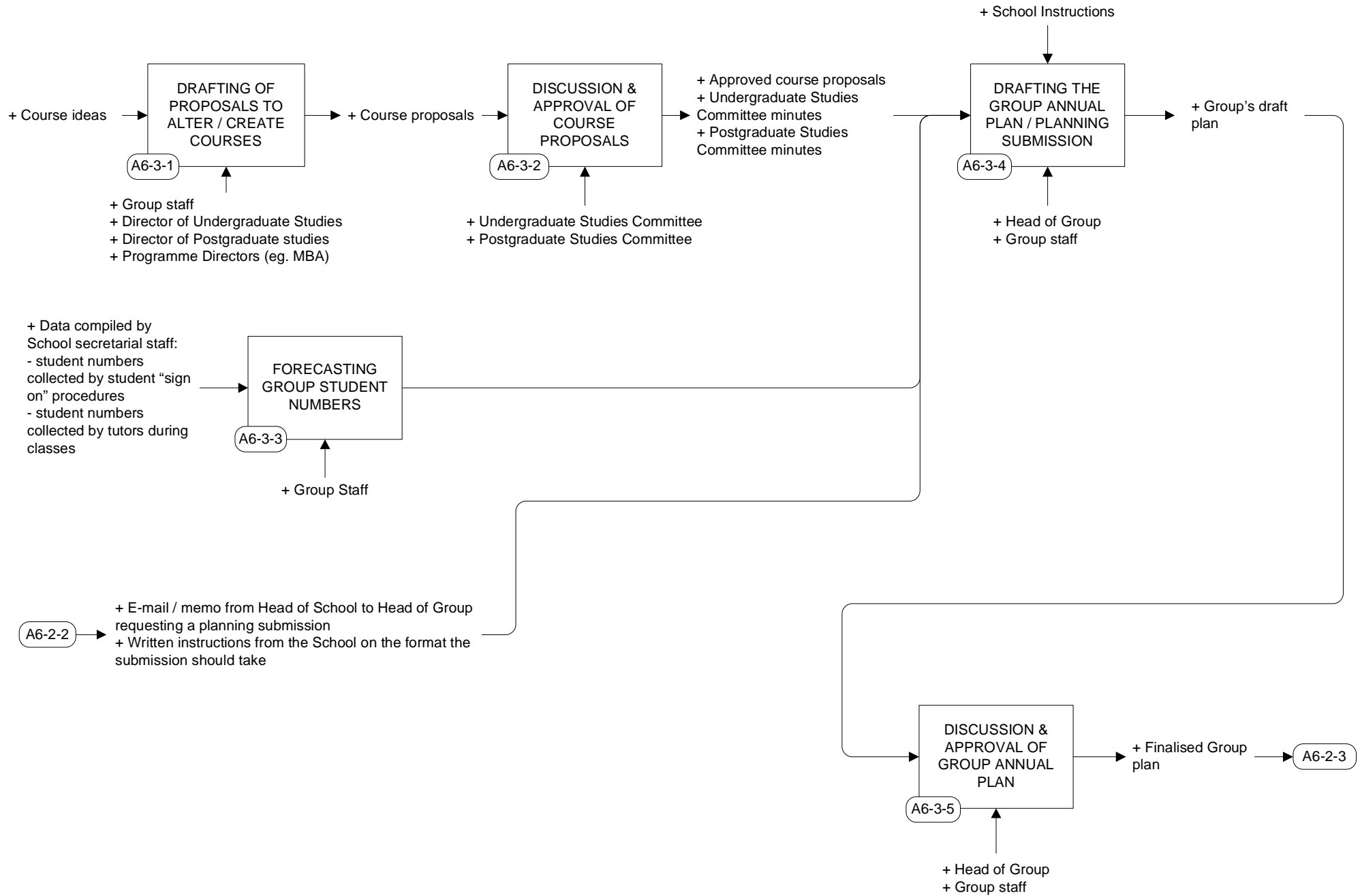




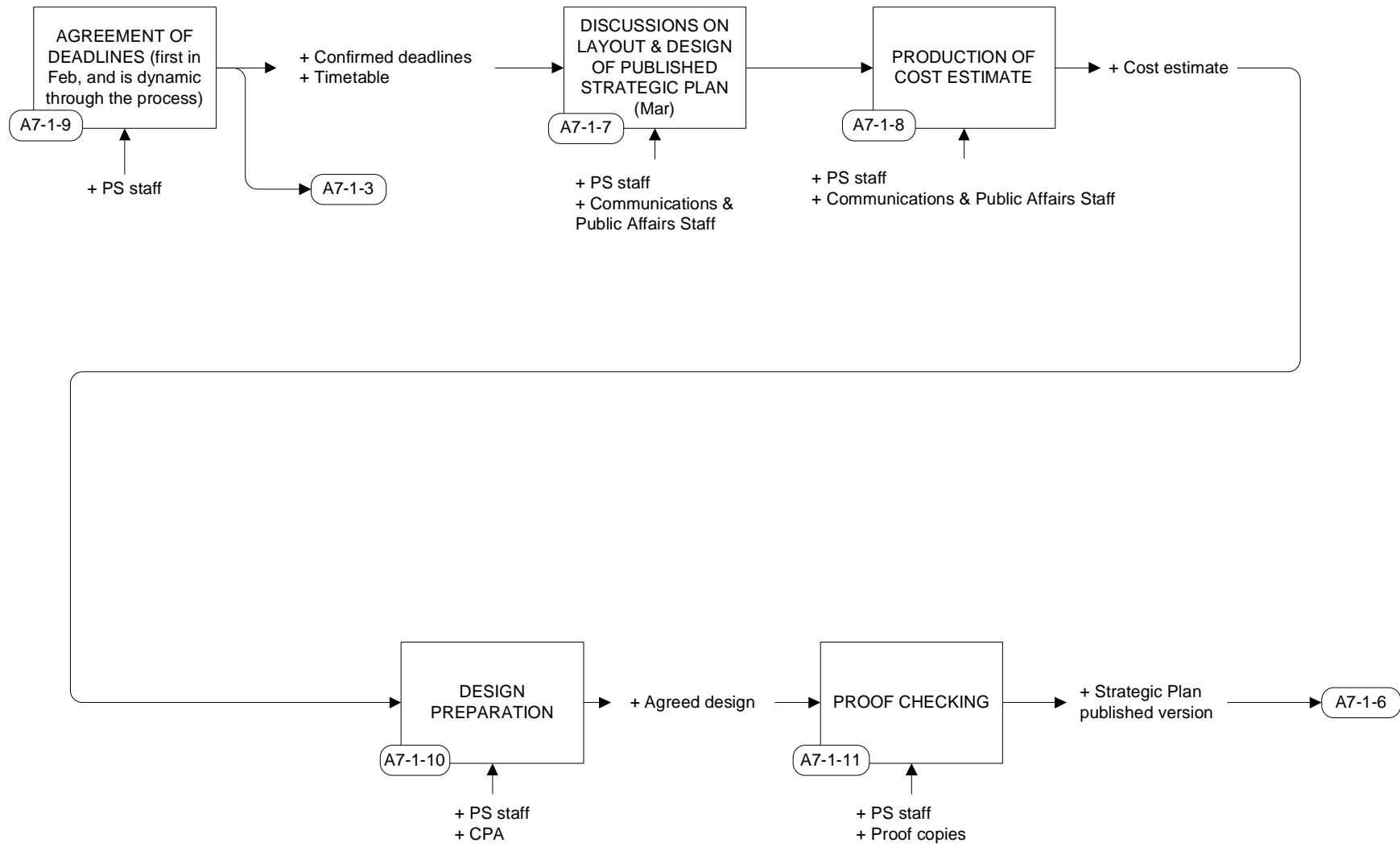
PRODUCING THE SCHOOL ANNUAL PLAN



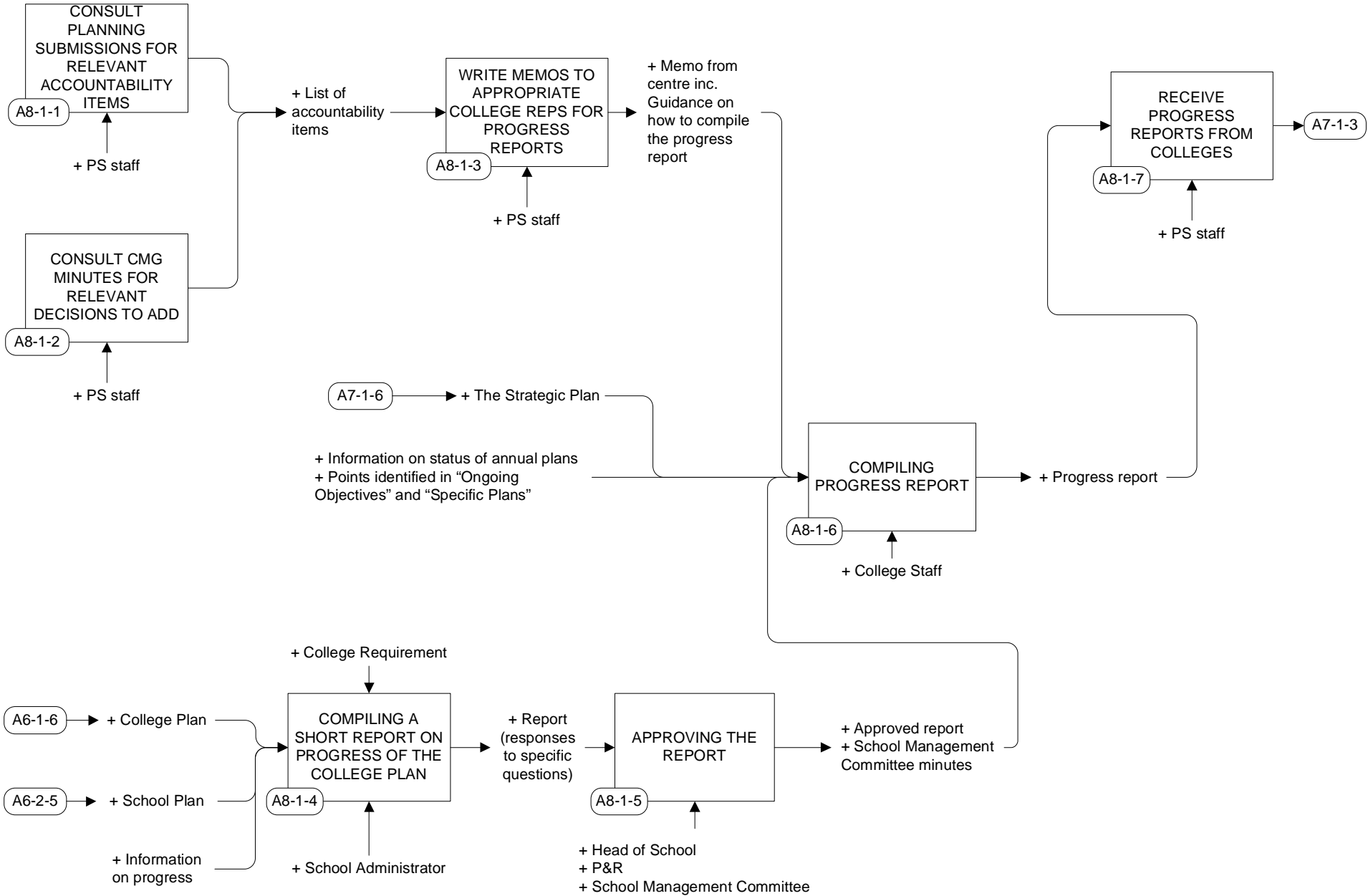
PRODUCING THE GROUP ANNUAL PLAN



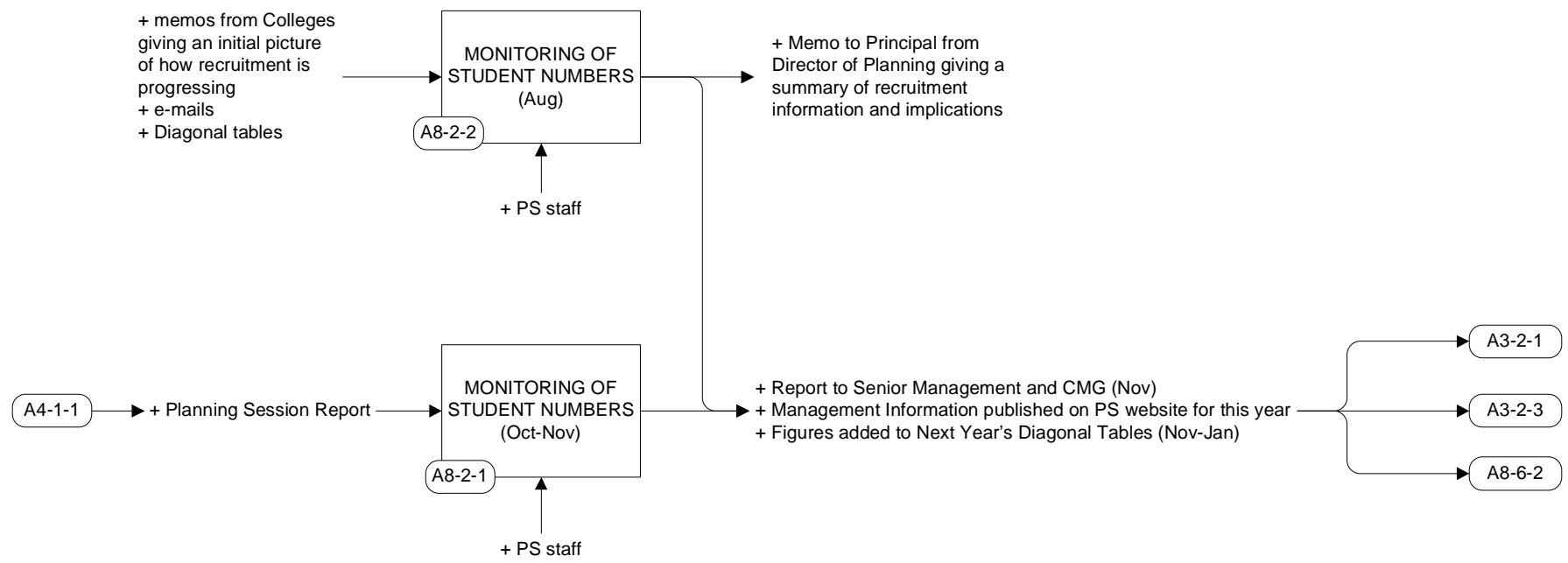
PRODUCING THE STRATEGIC PLAN



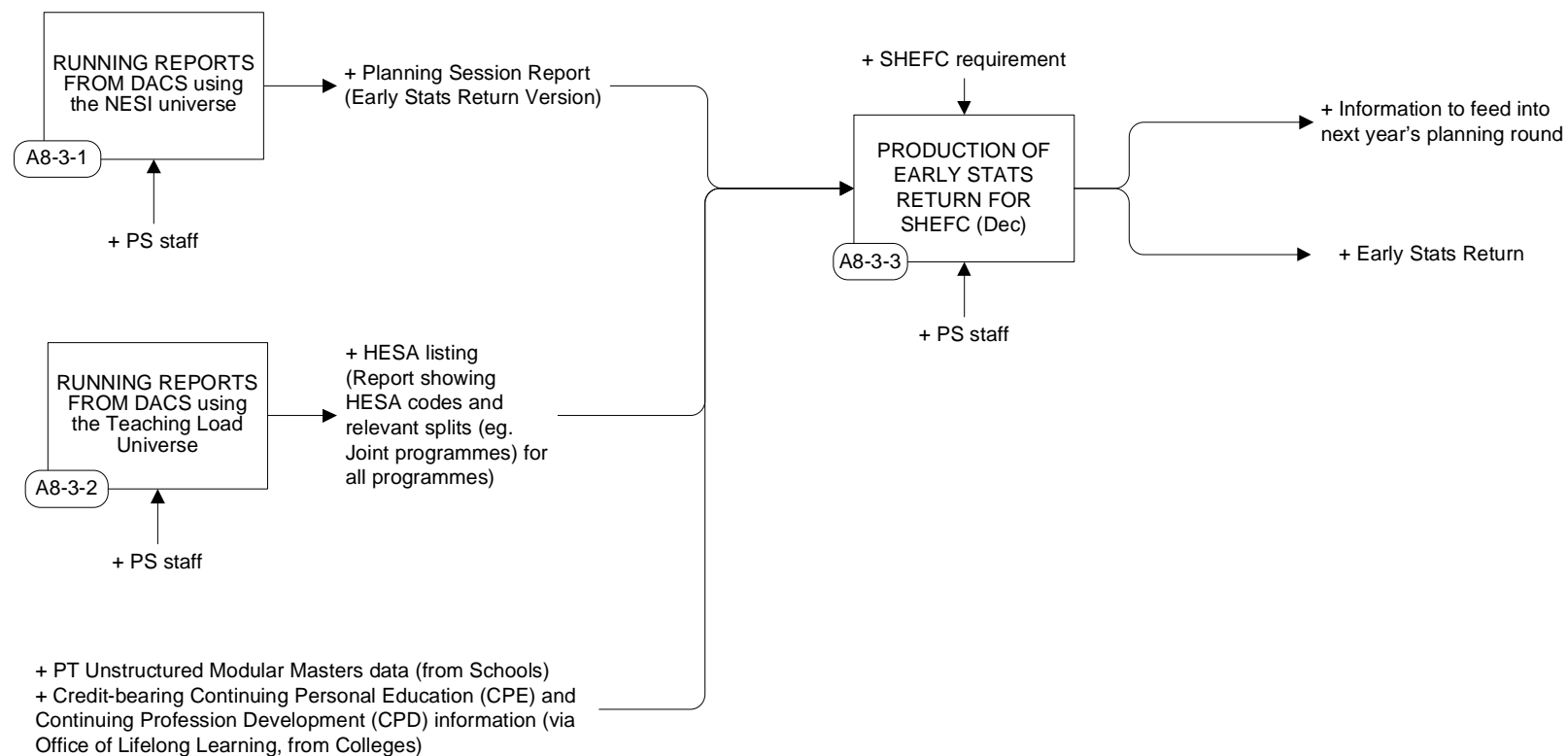
MONITORING PROGRESS : compiling accountability returns for inclusion in the Strategic Plan



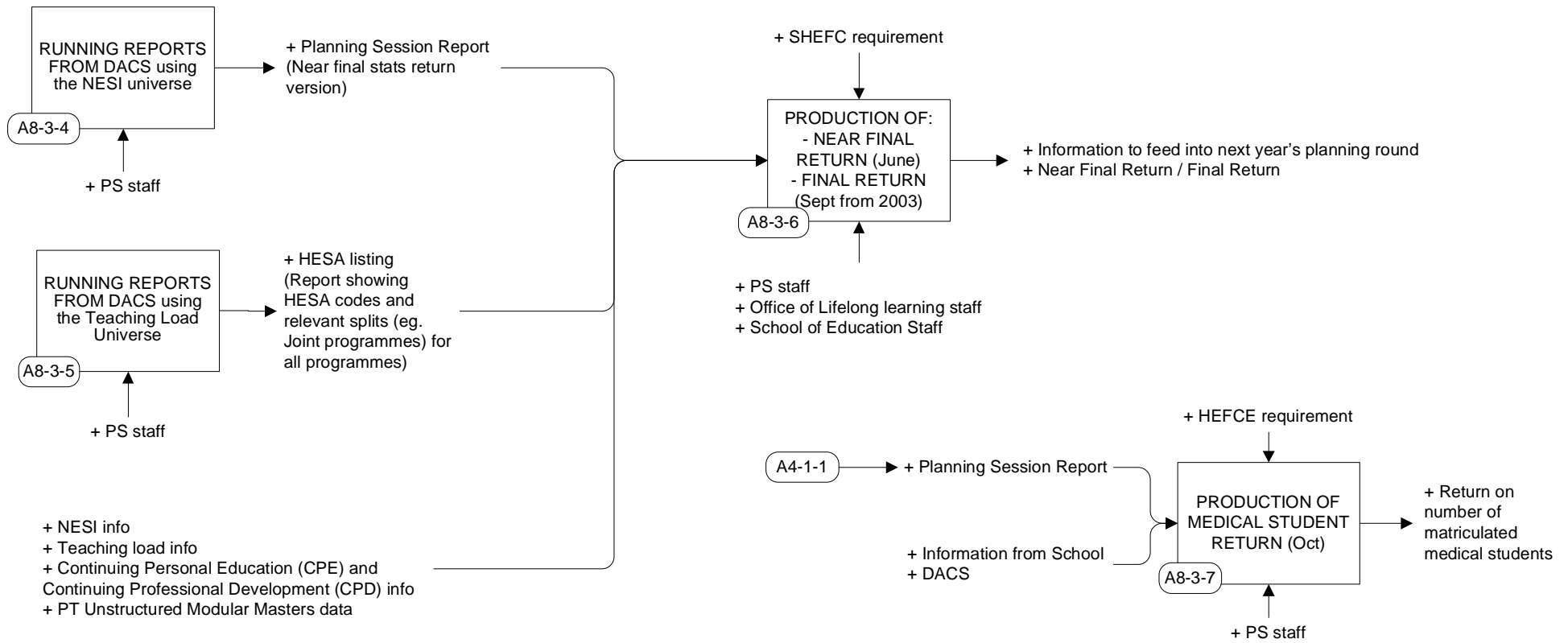
MONITORING PROGRESS: Student numbers



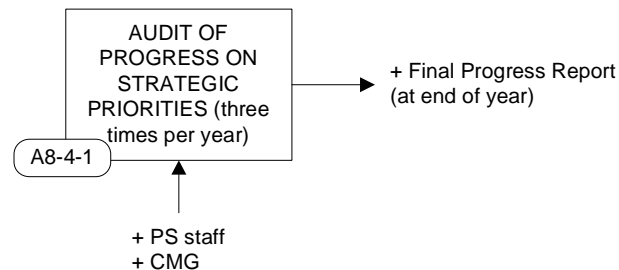
MONITORING PROGRESS: Production of Returns for funding bodies



MONITORING PROGRESS: Production of Returns for funding bodies, cont.



MONITORING PROGRESS: Audit of progress on strategic priorities

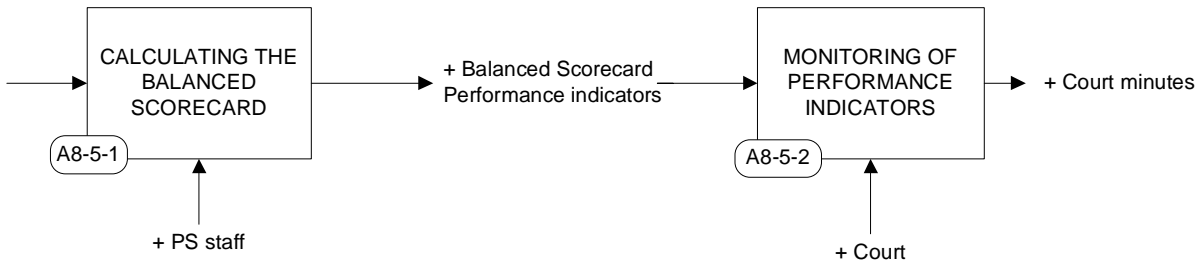


MONITORING PROGRESS: The balanced scorecard

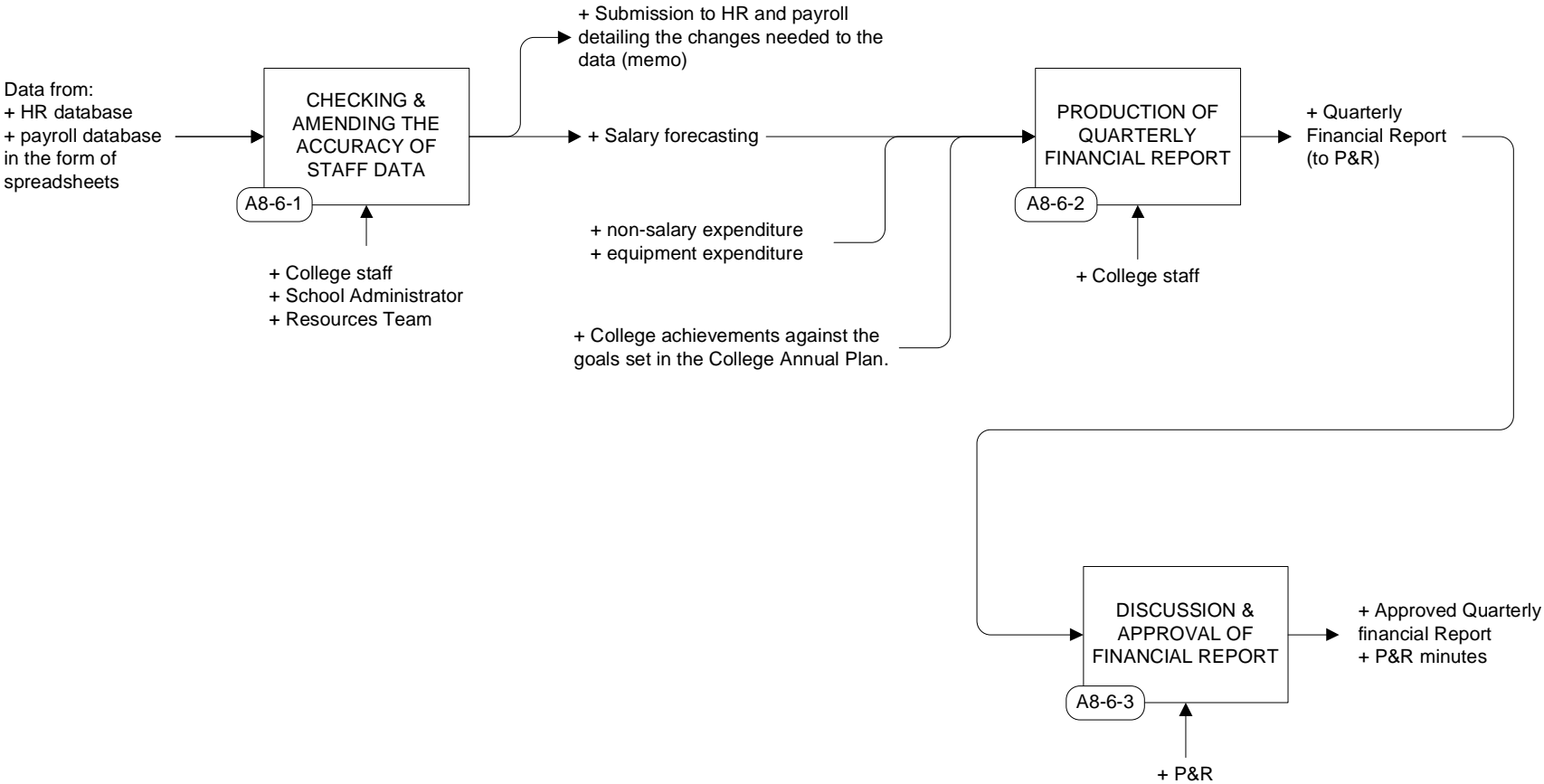
Balanced Scorecard Data:

- + Teaching load data
- + Planning session report

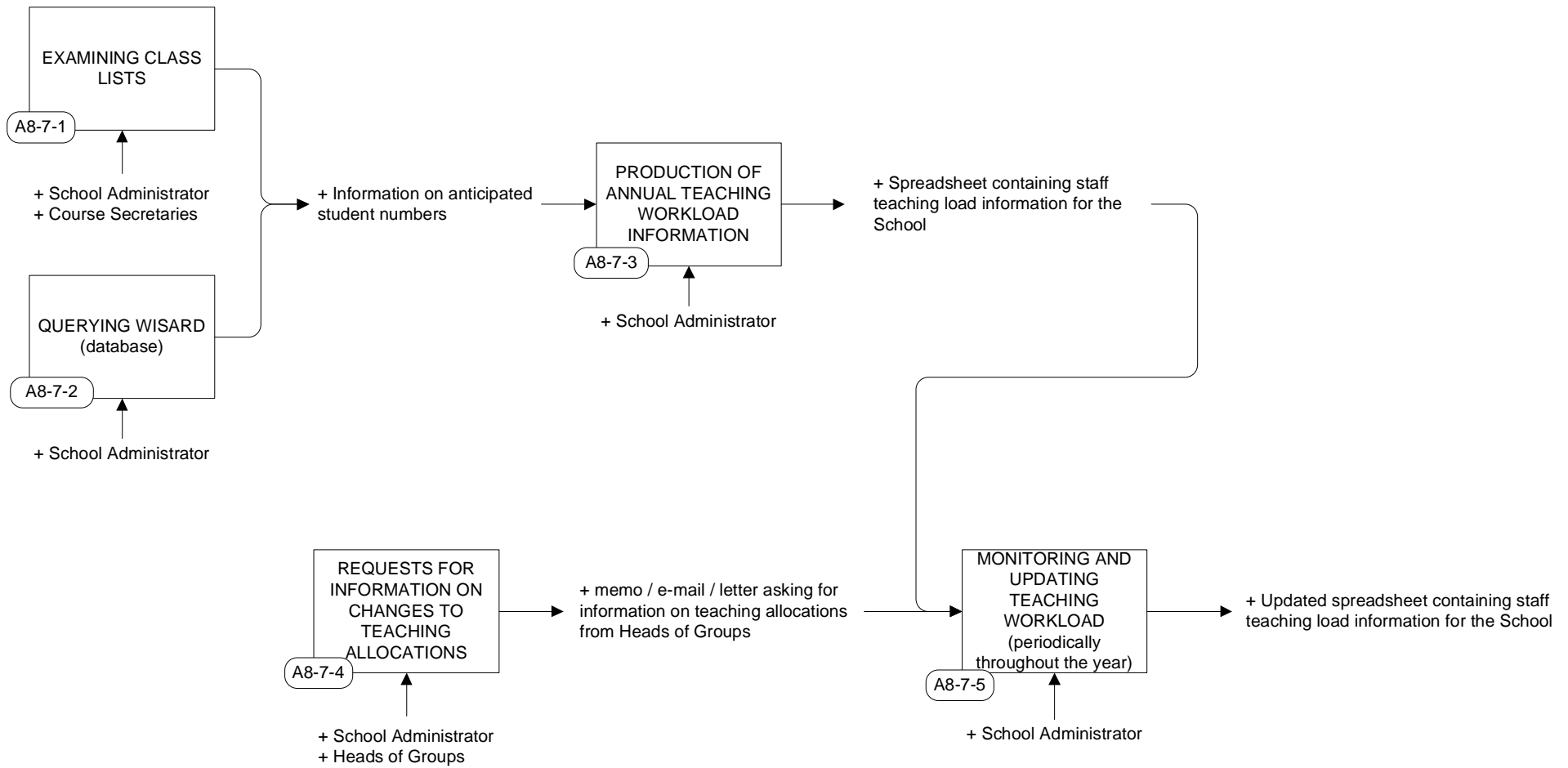
- + Shape of the student population information
- + Interdisciplinarity of curriculum data
- + Research grant applications per member of academic staff
- + Proportion of new appointments to Chairs who are women
- + Headcount of staff development attendees
- + Number of staff on fixed term contracts as percentage of all staff employed
- + Percentage of total income from non-formulaic funding sources
- + Historic cost surplus as percentage of turnover
- + Administrative operating costs as percentage of academic operating costs
- + Research indirect cost recovery contribution as percentage of total research ncome
- + Commercialisation of research (number of activities)
- + Fundraising
- + Ration current assets to current liabilities
- + Average annual cost of a full-time equivalent staff member
- + International student headcounts
- + Proportion of students achieving a First or Upper Second class degree
- + Widening participation data
- + Intake of home / EU students from ethnic minorities
- + Newspaper cuttings analysis
- + Percentage of academic staff in 5 and 5* RAE units of assessment
- + Number of full-time students per open access computing seat
- + Percentage of library stock issued by self-service
- + Proportion of central committees with an online service for members and the proportion of papers available on line
- + Total income per square metre of gross internal area
- + Capital expenditure and planned maintenance as percentage of estate value
- + Total property cost as percentage of University total income
- + Backlog maintenance spend required for the University to comply with the Disability Discrimination Act
- + Room Utilisation.



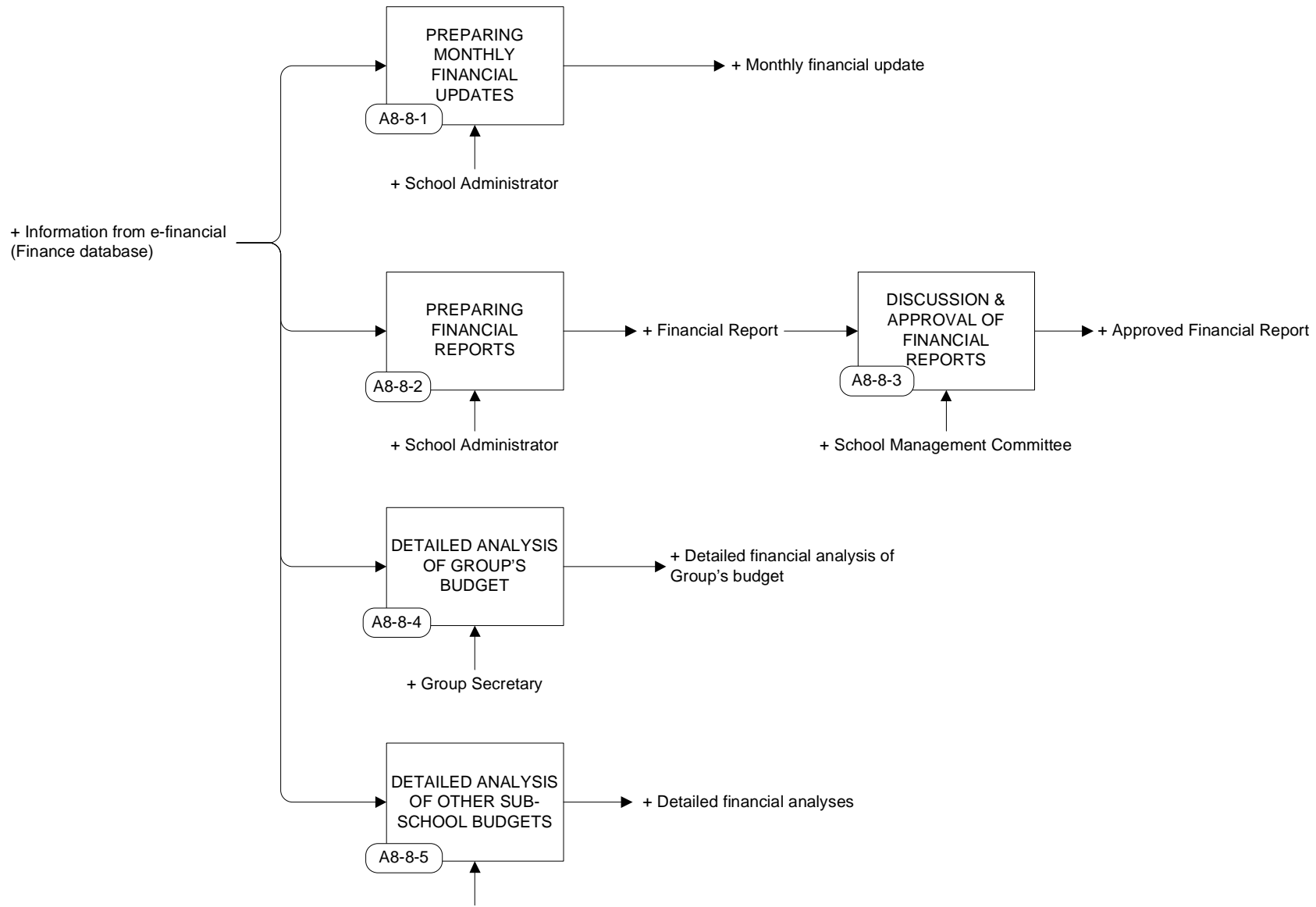
MONITORING PROGRESS: Retrospective financial monitoring by the College



MONITORING PROGRESS: School and Groups teaching workload



MONITORING PROGRESS: Financial accounting



- Eg:
- + Programme administrators
 - + Director of Postgraduate Studies
 - + School Computing Officer