

SCHOOL OF INFORMATICS

Strategy Committee

28 August 2019

Planning Schedule 2019/20

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Background

We are about to enter the 2020-23 planning cycle. Full guidance is not yet available, however the requirements are expected to be similar to last year's planning process.

On this basis, we would expect to submit our planning narrative around the turn of the calendar year, presumably in a similar format to the planning template introduced by the University, last year, and our financial forecasts (current year plus three) will be expected by mid-February. Student intake forecasts are normally also required around the turn of the calendar year, however these have been largely pre-empted by the recent 'Size and Shape' exercise (although they may require updating based any known outcomes of Brexit and the Auger Review).

The 2019-22 planning documentation may be found here:

<http://web.inf.ed.ac.uk/infweb/admin/strategy-planning>

Action requested from the committee

Strategy Committee is asked to note the proposed schedule for the forthcoming planning cycle.

The 2018-22 School Plan introduced a SWOT (strengths; weaknesses; opportunities; threats) analysis for the School. As part of the development of the 2019-22 School Plan, each Institute was asked to produce its own (Institute) SWOT analysis. Strategy Committee is asked if it wishes to request updated SWOT analyses as part of this year's planning process.

Proposed schedule

It is anticipated that this year's submission will be a refresh of the current (2019-22) School Strategy and Plan, with updates as appropriate.

School strategic framework

The Head of School, along with the School Executive, will review the School Strategic Framework and Vision.

Narrative plan 2019-23

During September and October functional heads will review relevant sections of the plan with input from committees as appropriate (eg Teaching Committee, Research Committee, Equality and Diversity Committee).

First draft proposed updates/changes/ redrafts to be available for end October for collation and presentation to the November meeting of Strategy Committee. A near final draft will be brought to the December meeting of Strategy Committee, prior to submission to College.

Financial forecasts

The Head of Finance and Administration will work with major budget holders (Student Services – including Graduate School; Computing and others), in establishing future resource needs, and with Research Services, in forecasting restricted income and overhead recovery.

In relation to Research Institutes, Dols and Portfolio Managers will be requested to provide revised draft income and expenditure forecasts for the current year plus three planning years. These will be required for the end of November to allow time for further discussion, if necessary.

Research Institute forecasts should show, separately, existing expenditure commitments and proposed new commitments. Where these commitments relate to postgraduate studentships (fees and stipends), then the number of FTE to be funded should also be included.

The intention will be to have draft high-level financial forecasts available for the December meeting of Strategy Committee.

Equality and diversity implications: None specific. The School Strategy and Plan will seek to further embed equality and diversity within the School and its activities.

Resource implications (staff, space, budget): The School Strategy and Plan will address prioritisation of resources and resource needs over the planning period.