THE UNIVERSITY *of* EDINBURGH

University Court
Raeburn Room, Old College
Monday, 2 December 2019

AGENDA

1   **Minute**   **A1, A2**
To *approve* the minute of the meeting and note of the seminar held on
30 September 2019

2   **Matters Arising & Review of Action Log**   **A3**
To *raise* any matters arising and *review* the Action Log

3   **Principal's Report**   **B**
To *receive* an update from Peter Mathieson, Principal

SUBSTANTIVE ITEMS

4   **Student Experience Update**   **C**
To *consider* a paper by Gavin Douglas, Deputy Secretary Student
Experience

5   **EUSA President's Report**   **D**
To *receive* an update from Andrew Wilson, EUSA President

6   **Student Residential Accommodation Strategy Annual Update**   **E**
To *approve* a paper presented by Hugh Edmiston, Vice-Principal
Business Development & Director of Corporate Services

7   **Audit & Risk Committee Annual Report**   **F**
To *consider* the annual report presented by Alan Johnston, Convener
of the Audit & Risk Committee

8   **Risk Management Post Year End Assurance Statement**   **G**
To *consider* the assurance statement by Hugh Edmiston, Vice-
Prncipal Business Development & Director of Corporate Services

9   **Strategic Plan 2016 Performance Measurement Framework**   **H**
Annual Report
To *consider* a paper by Tracey Slaven, Deputy Secretary Strategic
Planning

10 **Finance**
To *consider* the following papers by Lee Hamill, Director of Finance:
- **Director of Finance's Report**   **I1**
- **Annual Report and Accounts 2018/19**   **I2**
- **Letter of Representation**   **I3**
- **Annual Report and Accounts 2018/19 - US GAAP**   **I4**

11 **Social Enterprise and Social Investment Strategy**   **J**
To *approve* a paper by Dave Gorman, Director of Social
Responsibility & Sustainability

12 **Senior Lay Member: Recruitment and Election**   **K**
To *approve* a paper presented by Sarah Smith, University Secretary
and Anne Richards, Convener of Nominations Committee

ITEMS FOR NOTING OR FORMAL APPROVAL

13 **Court Staff Member Election Regulations**   **L**
To *approve*

14 **Senate Election Regulations**   **M**
To *approve*

15 **Committee Reports**
- Exception Committee   **N1**
- Policy & Resources Committee   **N2**
- Nominations Committee   **N3**
- Remuneration Committee   **To be tabled**
- Audit and Risk Committee   **N4**
- Knowledge Strategy Committee   **N5**
- Senate   **N6**

16 **Resolutions**   **O**
To *approve*

17 **Donations and Legacies; Global Alumni Events**   **P**
To *note*

18 **Court Meeting Dates 2020/21**   **Q**
To *approve*

19 **Any Other Business**
To *consider* any other matters

20 **Date of Next Meeting**
Monday, 17 February 2020 (Seminar & Meeting)

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

30 September 2019

[DRAFT] Minute

Members Present:	Ann Henderson, Rector (in chair)
	Anne Richards, Vice-Convener
	Peter Mathieson, Principal & Vice-Chancellor
	Alastair Dunlop, Chancellor's Assessor
	Doreen Davidson, General Council Assessor
	Jock Millican, General Council Assessor
	Sarah Wolffe, General Council Assessor
	Elizabeth Bomberg, Senate Assessor
	Sarah Cooper, Senate Assessor
	Claire Phillips, Senate Assessor
	Alexander Tudhope, Senate Assessor
	Jo Craiglee, Non-Teaching Staff Assessor
	Frank Ross, Lord Provost of the City of Edinburgh
	Frank Armstrong, Co-opted Member
	Perdita Fraser, Co-opted Member
	Caroline Gardner, Co-opted Member
	Alan Johnston, Co-opted Member
	David Law, Co-opted Member
	Clare Reid, Co-opted Member
	Susan Rice, Co-opted Member
	Andrew Wilson, President, Students' Association
	Oona Miller, Vice-President, Students' Association
Apologies:	Angi Lamb, Rector's Assessor
In attendance:	Sarah Smith, University Secretary
Presenters & Observers:	Jonathan Seckl, Vice-Principal Planning, Resources & Research Policy
	Colm Harmon, Vice-Principal, Students
	Moira Whyte, Vice-Principal & Head of College
	Dave Robertson, Vice-Principal & Head of College
	Gavin McLachlan, Vice-Principal, Chief Information Officer & Librarian to the University
	Lee Hamill, Director of Finance
	Tracey Slaven, Deputy Secretary Strategic Planning
	Gavin Douglas, Deputy Secretary Student Experience
	Gary Jebb, Director of Estates
	Leigh Chalmers, Director of Legal Services
	Theresa Merrick, Director of Communications & Marketing
	Lewis Allan, Head of Court Services

1   Minute   Paper A1

The Minute of the meeting held on 17 June 2019 was approved.

On behalf of Court, the Rector welcomed new Court members Alastair Dunlop, Jock Millican, Sarah Wolffe, David Law and Caroline Gardner. The Rector also welcomed Colm Harmon, Vice-Principal Students, to his first meeting.

2   Matters Arising & Review of Action Log   Paper A2

There were no matters arising. The action log was reviewed and noted.

3   Principal's Report   Paper B

Court noted the contents of the report and additional information on:

- A record £15.3 million donation from author J K Rowling to help create new facilities and support research at the University's Anne Rowling Regenerative Neurology Clinic;
- The publication of the University's 'Strategy 2030';
- Ongoing work on the University's future size and shape with anticipated changes to student number projections in the Ten Year Forecast – further information will be submitted in due course;
- Ballots for industrial action on pay and pensions – mid-November 2019 to April 2020 is the potential period for industrial action depending on the results; and,
- A recently published Audit Scotland report on Scottish university finances, with the Auditor General summarising the report's findings and next steps.

Members discussed uncertainty over the implementation of the Augar Post-18 Review of Education and Funding in England; potential for use of risk appetite and concentration risk measures when assessing future collaborations; and, the effect of any change in the University's size and shape on Scottish domiciled student numbers, including those in the Scottish Index of Multiple Deprivation's least advantaged 20% of postcodes (SIMD20). It was noted that the number of Scottish and EU undergraduate student places are currently capped by the Scottish Funding Council, with the University above the SIMD20 10% intake recruitment target.

SUBSTANTIVE ITEMS

4   Findings of Student Surveys 2018/19   Paper C

A summary of performance in the 2018/19 National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES) and Postgraduate Research Experience Survey (PRES) was reviewed. There had been no significant change in the NSS overall satisfaction score (78.5%), with the results remaining below the Russell Group average, with PTES satisfaction scores (overall 83.2%) generally in line with or above the Russell Group average and PRES scores (overall 79%) slightly below the Russell Group average. Actions underway to improve the student experience include a review of the Personal Tutor system, the planned opening of a

new Health and Wellbeing Centre in February 2020 and accompanying additional investment in delivering the Student Mental Health & Wellbeing Strategy.

Court discussed lessons learned from previous initiatives to improve the student experience; academic staff perspectives on the Personal Tutor system; and, using the launch of new projects such as the Health and Wellbeing Centre to communicate improvements already made.

The Vice-Principal Students added some initial reflections, highlighting the opportunity to develop an over-arching student experience narrative, the University's commitment to breadth of subject and course choice and desire for curriculum review.

5   EUSA President's Report   Paper D

The Students' Association President reported on recent developments including a successful Welcome Week with a record 450 events, the planned launch of a 'Money Matters' campaign and survey, the establishment of a Zero Waste Corner in the David Hume Tower's Students' Association shop and presented an introductory video on the Students' Association used within the Principal's Welcome Ceremony for new students.

Members discussed findings for the student voice category in the National Student Survey, with clearer demonstration of action taken on student suggestions proposed; welcomed the favourable financial performance to budget for the year to date; discussed follow-up work between the University and Students' Association on commercial activity during the Festivals and summer graduations; and invited the presentation of the Money Matters survey findings to the City Council when complete.

6   Director of Finance's Report   Paper E

The draft (unaudited) University Group 2018/19 financial results, updates on the latest iteration of the Ten Year Forecast and the 2018 Universities Superannuation Scheme (USS) valuation and a revised Anti-Bribery and Corruption Policy were reviewed. It was noted that dates for briefing sessions on the draft Annual Report and Accounts 2018/19 prior to formal consideration at the December Court meeting will be circulated shortly. Forecast research income within the Ten Year Forecast was discussed, with a slowing of research income anticipated with a mitigating reduction in research overhead costs. The expected underlying operating surplus in 2018/19 was noted as being at the lower end of the target range, with further discussion planned at Audit & Risk Committee.

The Anti-Bribery and Corruption Policy was approved subject to minor amendment to cross-refer to the Whistleblowing Code of Practice.

7   Edinburgh BioQuarter Update   **Paper F**

An update on the University, Scottish Enterprise, City of Edinburgh Council and NHS Lothian partnership at the BioQuarter site was reviewed.

8   Estates: School of Engineering Module 1   **Paper G**

A funding request to enable the first stage of the relocation of the School of Engineering within the King's Buildings campus was considered. It was noted that the new building will enable a growth in teaching as well as research activity, with an improved staff:student ratio planned. The environmental impact of the new building was discussed, with solar panels and sustainable materials to be used.

Court approved funding from University Resources to progress the Engineering Module 1 project to completion.

9   Overview of the Main University Rankings   **Paper H**

A briefing note on the main UK and international university rankings and their differences was reviewed. It was reaffirmed that University decisions are not led by league table rankings but strategies and policies instead support the pursuit of excellence, with the expectation that this should/will be recognised by rankings. The briefing note was welcomed and the following points raised in discussion:

- Improvements in UK rankings in recent years have been influenced by positive changes in the staff:student ratio and graduate employment outcomes;
- The strong influence of the National Student Survey results on the UK rankings and commensurate effect on the University's position in the UK rankings; and,
- The University's position of 13th in Scotland in a Sunday Times inclusion table – acknowledging recent significant improvements in the proportion of students recruited from the least advantaged 20% of Scottish postcodes (SIMD20 measure).

ITEMS FOR NOTING OR FORMAL APPROVAL

10   Annual Scottish Funding Council Quality Assurance Report   **Paper I**

The report was approved and the Vice-Convener authorised to sign the accompanying statement.

11   Microsoft Agreement   **Paper J**

Court approved delegation of authority to:
i) the Principal to approve the contract for a new three year agreement for the University-wide provision of Microsoft software; and,
ii) the Chief Information Officer & Librarian to the University to sign the contract.

12   Cross & Salmon Trust – Trustee changes   **Paper K**

Court approved the resignation of Professor Charlie Jeffery as a Trustee of the Cross & Salmon Trust, and the appointment of Vice-Principal Chris Cox as a Trustee of the Trust, with effect from 31 August 2019.

13   Development Trust – Trustee changes   **Paper L**

Court noted:
i) the resignation of Professor Charlie Jeffery as a Trustee of the Development Trust;
ii) due to conclusion of his term of office as Chancellor's Assessor, the removal of Sheriff Principal Edward Bowen as a Trustee of the Development Trust; and, delegated to the University Secretary the signing of a Minute of Amendment to the existing Trust Deed of the Development Trust to effect these changes to the trusteeship of the Development Trust, including the additions of Ms Perdita Fraser and Professor Colm Harmon as Trustees, as agreed by Court on 17 June 2019.

14   Committee Reports
- **Policy and Resources Committee**   **Paper M1**

The report was noted and minor amendments to the Terms of Reference for Policy & Resources Committee relating to the establishment of Staff Experience Committee and the dissolution of People Committee were approved.

- **Audit and Risk Committee**   **Paper M2**

The report was noted.

- **Senate**   **Paper M3**

The report was noted.

15   Donations and Legacies; Global Alumni Events   **Paper N**

Donations and legacies received by the Development Trust from 1 June to 6 September 2019 were noted along with information on upcoming global alumni events.

16   Any Other Business

A regular update from the Edinburgh University Sports Union was requested for future meetings.

17   Date of Next Meeting

Monday, 2 December 2019.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

Principal's Report to Court

Description of paper

1.   The paper provides a summary of the Principal's main activities since the last meeting of the University Court.

Action requested/Recommendation

2.   Court is asked to note the information presented. No specific action is required of Court, although members' observations, or comment, on any of the items would be welcome.

Background and context

3.   The report summarises key issues for the University and the Principal's engagement with regard to local, national, international and sector-wide developments and activity.

Discussion

4.   At the time of writing, we are preparing for Industrial Action by the University & College Union (UCU) over pensions and pay issues: eight consecutive days of strikes are planned, with the day of the Court meeting being on the 6th day of that sequence, plus an open-ended period of "Action short of a strike" starting from Monday 25 November. On pensions, I am disappointed that we are facing industrial action when the current phase of the work of the Joint Expert Panel, convened in good faith between the UCU and the employers' organisation Universities UK, has not yet been completed. On pay as on pensions, we are subject to UK-wide collective bargaining and so no individual institution can solve the impasse. Some aspects of employment conditions are however open to local arrangements, and on this aspect we have been pleased with the progress we have made in collaboration with our local UCU branch on insecure contracts, guaranteed hours working, "casualisation" etc. My main concern about the industrial action, as with the last episode in early 2018, is that our students are the main victims when the issue is not of their making. We are undertaking significant work to try to minimise the disruption as much as possible, as well as to ensure that our students and staff are aware of what is happening and what steps they can take. I strongly believe that we have a duty of care to all staff to ensure that financially sustainable solutions on both pensions and pay are reached and that this needs to be true for the whole sector. Existing pension benefits are protected under the current agreements and we have already paid substantial amounts towards the pension deficit as well as shouldering two thirds of the increased contributions. As a responsible employer, we have to work towards a pension scheme that will benefit new entrants in the future: early career staff and part-time workers are particularly vulnerable. We will continue to work with Universities UK to support ongoing negotiations.

5.   Court will be aware of the very difficult situation in Hong Kong which in recent weeks has been centred on universities. We took the decision to recall 21 exchange students from the University of Hong Kong when all tuition was suspended in mid-

November. As always, the welfare of our students must be uppermost. We have several hundred Hong Kong students studying here in Edinburgh: we are of course offering support to them as well. I met with some of them on 20 November and will meet another group on 27 November. I sincerely hope that stability can be restored in Hong Kong as soon as possible.

6.   I have as always spent time engaging with our staff: in this reporting period I have visited the Edinburgh Law School, the Centre for Open Learning, the School of Physics and Astronomy, School of Economics, Edinburgh Medical School Deanery of Biomedical Sciences and School of GeoSciences. I also spoke to colleagues at an Information Services strategy all-staff event. Vice-Principal Sarah Smith and I met with the University's "Engagement Champions" who are a group of staff from all parts and grades of the University who are leading on sharing best practice and initiatives that are helping to drive forward improved staff engagement across the organisation.

7.   Alongside our recently arrived Vice-Principal Students, Professor Colm Harmon, I undertook a Questions & Answer session in Teviot taking questions on a variety of matters including PhD funding, the Hong Kong situation, campus transport, the student experience, industrial action and issues around the slave trade and colonialism.

8.   I have also spent time working with my Senior Leadership Team considering key matters for the University including our complex capital programme and how we best function as a leadership team.

9.   Closer to home the General Election approaches and as predicted, higher education has been a prominent feature in the campaign. Each of the major parties has announced pledges which will affect universities. My primary concern as always will be to argue for adequate funding of higher education, whether that comes from tuition fees, government grants or some combination of the two; plus continued access to the research and innovation funding through which universities like Edinburgh can continue and expand their massive contributions to economic development. The UK election has delayed the Scottish Budget timetable and as part of that the funding allocations for Higher Education, but I will be meeting with the Deputy First Minister and the Minister for Higher Education on this topic on 26 November wearing my Universities Scotland hat, together with the Scottish Funding Council (SFC).

10. Whilst mentioning the SFC, I should report that I have been appointed to the Board thereof for a four year term with effect from 4 November 2019.

11. Since my last report to Court, the 2020/21 recruitment cycle has progressed. Generally, for undergraduates the sector is showing a drop in applications from the UK and EU which Edinburgh is experiencing and is mirrored by our competitors. On the other hand, there is a pleasing 3% increase in our applications from Scotland. We are also experiencing a significant increase in overseas applications again, as in the current year, particularly from China. The increases are mostly concentrated on College of Science and Engineering courses including Maths, Engineering, and Computer Sciences.

12. For the courses with an October deadline - Medicine and Veterinary Medicine are balancing each other with the former up by 6% and the latter down by the same number.

13. It is significantly earlier in the postgraduate cycle but the very early indications are that overseas applications are even further ahead than undergraduate in the same areas.

Selected meetings and events during October – end November 2019
14. *University*
- Welcomed graduands, guests and honorary graduates to our winter graduation ceremonies.
- Spoke at the repatriation ceremony to mark the return and repatriation of historical skulls and other skeletal remains from 9 Vedda individuals to the Vedda, an indigenous group from Sri Lanka that is under threat of becoming extinct. The Vedda are thought to be the earliest inhabitants of Sri Lanka. Most satisfying of all, the research that has been completed on the remains has been done in collaboration with the Vedda, whose representatives are co-authors on the resultant research paper, and has provided useful information to the Vedda people about their diet, history and lifestyles. This together with the decision to return the remains to their descendants, in line with a policy in which Edinburgh is sector-leading, strikes me as a very good example of socially and morally responsible research with international impact. My congratulations to all the colleagues involved.
- I was delighted to participate in the Chancellor's Dinner at the Palace of Holyroodhouse, hosted by our Chancellor, HRH The Princess Royal. We celebrated the success of our students and academic staff with the eight winners of the Sir William Darling Memorial Prizes in attendance and the award of the Chancellor's Awards for Impact, Research, Teaching and 'Rising Star' to four of our academics.
- Later in October, I welcomed the Chancellor to the launch of the celebrations marking 300 years of history teaching at the University and also accompanied her to the Usher Institute's dinner at Edinburgh Castle, with the discussion topic of 'The Big Data Revolution and its role in Health'.
- Welcomed attendees of the International conference, "New Perspectives on the Belt and Road Initiative" held in the McEwan Hall.
- Participated in a Q&A session for the University's second undergraduate Open Day.
- Spoke at the Edinburgh Research Office's Strategic Leadership in Research Finale Event.
- Spoke at the Institute for Advanced Studies in the Humanities "Beyond the Edinburgh Seven" Symposium.
- Participated in the launch of Africa week which celebrates Edinburgh's connections to the region.
- Delighted to present Teaching Award certificates at the South-East Faculty of Clinical Educators Medical Education Symposium on 'The Curriculum of the Future'.

- Welcomed guests and speakers to the Built On Sporting Skills Events networking event.
- Met with Staff Engagement Champions to discuss the work that is happening in the University around the staff experience.
- Welcomed attendees to the first of the Gifford Lectures given by Professor Michael Welker on the theme 'In God's Image: Anthropology'.
- Participated in the Old College Christmas Tree Lighting Ceremony, with singing by the University Choir and music from the Salvation Army Band.

15. *Edinburgh and Scotland Sector*
- As Chair, welcomed colleagues from Higher and Further Education to our Group quarterly meeting to share information on developments and activities relating to the City Region Deal.
- Met with the University Alliance Europe (UNA Europa) Board of Directors and colleagues, during their first General Assembly which was hosted by the University of Edinburgh.
- Participated in a Universities Scotland-hosted meeting with the National Union of Students Scotland and Scottish Trades Union Congress.
- Participated in a roundtable dinner of the Committee of Scottish Chairs, hosted by the University of Strathclyde.
- Spoke at the Scottish Universities Finance Conference hosted by the University of Edinburgh.
- Delivered the address at the Academic Service in St Giles' Cathedral.
- Participated in Russell Group meetings in London.

16. *Public Affairs*
- Held an introductory meeting with Rebecca Hackett, Deputy Director, Policy Delivery and Relationship Management, Office of the Secretary of State for Scotland.
- Participated in the British-Spanish Tertulias events in Edinburgh.
- Welcomed attendees of the Roslin Institute's reception to celebrate international work on advancing gender equality in science, hosted by Colin Beattie MSP at the Scottish Parliament.
- Participated in the Strategic Futures Group meeting chaired by Deputy First Minister of Scotland and Cabinet Secretary for Education and Skills, John Swinney MSP.
- Participated in a round table dinner with Lord Mandelson on "Beyond Brexit – the business, economic and political road ahead".
- Participated in a reception hosted by the German Consul General in Edinburgh, Barbara Quick, to celebrate the Day of German Unity.

17. *International*
- In October, Vice-Principal Philanthropy and Advancement Chris Cox and I visited Haikou, in Hainan Province, China, and met with the Governor and other senior representatives of the Hainan Provincial Government, the senior leadership of the Shanghai Jiao Tong University School of Medicine, and the China Merchants group to discuss current and future collaborations. We also visited Hong Kong and met: Kylie Ng, Manager of ARCH Community

Outreach, to discuss international widening participation opportunities; Chris Cheng, Chairman of Wing Tai Properties; Julia Hsao, International and Special Project Director at Li Ka Shing Foundation; Stuart Leckie OBE, Stirling Finance Ltd; Judith Mackay and Kam Fei Wong, Hong Kong College of Cardiology; Dr Colin Lam Ko Yin, Vice Chairman of Henderson Land Development Company Ltd.

- Participated in the Yun Posun Conference in Seoul, South Korea. Yun Posun was the second President of South Korea and an Edinburgh alumnus. One of the other speakers at the conference was the most senior official ever to defect from north Korea to the South. Delegates were very interested in Brexit and in Hong Kong and seemed to expect me to be an expert on both!
- Spoke about international experiences in creating academic programs to match future careers in a 'breakout group' at the King Abdulaziz University International Advisory Board meeting in Jeddah, Saudi Arabia.
- Welcomed HMA Louise De Sousa, British Ambassador to Tunisia, to a round table discussion in Edinburgh on agriculture and aquaculture organised by the University's Global Academy of Agriculture and Food Security.
- Participated in a series of meetings in New York, with: Gerald Walker, Edinburgh alumnus and now Regional Head of ING in the Americas; Professor Dr Ali Gharavi MD, Professor of Nephrology and Hypertension, Columbia University Medical Center; Krzysztof Kiryluk, MD, Associate Professor of Medicine, Columbia University Medical Center; Dr. Nicholas Steers, PhD, Edinburgh alumnus, Columbia University Medical Center; Dr Allan Goodman, President of the Institute of International Education.
- Gave a seminar to the Renal Division of Columbia University Medical Center.
- Participated in a panel event with Joanne Freeman and colleagues from our History department at the Penn Club to mark the 300th anniversary of the study of history as a discipline at the University.
- Participated in the U.S.A. Development Trust meetings and Foundation meetings whilst in New York
- Participated in two Alumni receptions: in New York we featured an 'in conversation' with myself and Simon Fennell, alumnus and USA Development Trust Board member, Partner at William Blair; and in Washington there was a talk by Professor Geoff Pullum, Professor of Linguistics, University of Edinburgh.
- Participated in various meetings of the Council for the Advancement and Support of Education, of which I am a Trustee, in Washington DC.

Resource implications
18. There are no specific resource implications associated with the paper.

Risk Management
19. There are no specific risk implications associated with the paper although some reputational risk may be relevant to certain items.

Equality & Diversity
20. No specific Equality and Diversity issues are identified.

Next steps/implications
21. Any action required on the items noted will be taken forward by the appropriate member(s) of University staff.

Consultation
22. As the paper represents a summary of recent news, no consultation has taken place.

Further information
23. Peter will take questions on any item at Court or further information can be obtained from Ms Fiona Boyd, Principal's Office.

24. *Author and Presenter*
Principal and Vice-Chancellor Professor Peter Mathieson
November 2019

Freedom of Information
25. Open Paper.

UNIVERSITY COURT

2 December 2019

Student Experience Action Plan Update

Description of paper
1.   This paper provides an update on the work of the University Executive Standing Committee on Student Experience in the current academic year.

Action requested/Recommendation
2.   Court is invited to note and discuss the update.

Background and context
3.   In 2018/19 Court approved within the Planning Round 2019-22 a major programme of investment in a range of student experience initiatives – the Student Experience Action Plan (StEAP), with a University Executive Standing Committee on Student Experience established to have oversight of this programme of work. The Standing Committee on Student Experience has met three times in the current academic year and has begun to scrutinise and approve bids for funding under the StEAP.

4.   It has been agreed that new bids should reference the University's new Strategy 2030, and this should be included in guidance for Project Leads seeking budget approvals.

Discussion
5.   Although a prioritised list of bids / projects was approved as part of the development of the StEAP in 2018/19, the Committee has taken the opportunity to re-examine all bids as they are received. In particular the Committee has paid close attention to bids that have not demonstrated clear links with student experience and/or which look likely to require recurrent funding beyond the three-year lifetime of the StEAP. In some cases this has led to bids that were previously prioritised failing to secure final approval.

6. The Committee has funded a range of projects already, including:
    a) Service Delivery to embed a strong service culture in services & teams
    b) Student Hubs - EdHelp
    c) Student Support & Personal Tutor Review
    d) Teaching Spaces student helpers 2 year pilot
    e) Teaching Spaces Remote Support
    f) Review of Course Enhancement Questionnaire
    g) Inter-disciplinary Shared courses
    h) Sense of belonging & Community - umbrella for 9 projects including increasing range & impact for peer support schemes, a review of induction & welcome week, establishment of a task force to strengthen student community, complete the overhaul of Student Representative system, funding for a range of activities including Christmas dinner for students on campus in December, and timetabling enhancements.

7. Two of the larger bids are highlighted below:

- **Student Mental Health & Wellbeing**: a major programme of investment in counselling and disability services – coinciding with the opening of the new Health and Wellbeing Centre in early 2020 - including more counsellors; new "drop in" services for students; more online support; and more training for staff.

  Project duration: 2 years, 10 months

  This project makes proposals within the framework of the Student Experience Action Plan:

  a) To enhance and scale-up the University of Edinburgh's student mental health and wellbeing services in order to meet rapidly growing demand;

  b) To re-engineer the University's systems for supporting students and develop a Student Wellbeing Service to enable students to establish and maintain positive wellbeing within a 'whole institution' approach;

  c) To ensure that there are robust and seamless pathways for students with deteriorating mental health and wellbeing from first point of contact within accommodation (Residence Life) or academic schools into University services and, where required, through to specialist mental health services.

  Key developments that will now be funded include:

  a) Recruitment of wellbeing practitioners, counsellors and other roles to scale up current levels of activity and to meet demand for student mental health and wellbeing support. The addition of wellbeing practitioners alongside more established roles such as counsellors will support innovative types of provision including drop-in services, as well as developing more proactive wellbeing services across campus

  b) Continued increase in forms of support other than one-to-one counselling e.g. online Cognitive Behavioural Therapy; the Chaplaincy "Listening Service"; and group sessions on issues such an anxiety and managing stress

  c) Development of a systemic learning and development plan for all mental health and wellbeing L&D activity

  d) A refresh of the current mental health and wellbeing communications strategy to segment better by demographic (e.g. recognising the particular issues that male students, or some international students, may face) and ensure that all students are aware of and know how to access relevant services.

  e) Establish a research and evaluation project with School of Political and Social Science/ Health in Social Sciences to monitor overall impact.

- **Tackling Sexual Violence & Gender Based Violence** – funding for additional support for survivors of sexual violence on campus as well as a

range of further measures to raise awareness and monitor the impact of interventions.

a) Recruitment of 3 Sexual Violence Liaison Officers to be single point of contact for survivors of sexual violence/domestic abuse etc and ensuring they are supported in the best possible way through the University's policies and procedures, while also contributing to policy and providing a 'prevention & education' function.

b) Supporting delivery of Fearless Edinburgh work which is a multi-agency collaboration in Edinburgh working to tackle gender-based violence within higher education. The University will contribute funding for 0.4 of a shared post of Support Worker by Edinburgh Rape Crisis.

c) Research Project for Baseline and Impact - a data collection project to scope, develop and implement an approach to capture data on gender-based violence experienced by staff and students at the University.

d) Learning & Development - continuing investment in training programmes for staff, peer education awareness, conduct investigator training and more.

e) Prevention Communications Campaign- in association with the Sport's Union and the Students Association to deliver a campaign as part of the programme to tackle sexual violence and GBV.

f) Reporting systems - using the 'Report & Support' platform already in place at other higher education institutions to gather and manage information.

Resource implications
8.   Funding was agreed for the Student Experience Action plan as part of the Planning Round 2019-22 approval at the 29 April 2019 Court meeting. A draft 3-year budget for the programme of work was approved by the Standing Committee in September 2019; there remains a considerable degree of flexibility in the budget to respond to future developments, in particular curriculum review.

Risk Management
9.   All project bids submitted to the Standing Committee are required to provide a risk analysis and to identify risk mitigations.

Equality & Diversity
10. There may be equality and diversity implications to be considered for new or revised policies or practices required by the plan.

Next steps/implications
11. The Committee will continue to receive and consider applications for funding throughout the year and report back on implementation of bids already approved.

Consultation
12. Regular updates are reviewed by the University Executive and the Student Experience sub-committee.

Further information

13. _Author & Presenter_
    Gavin Douglas
    Deputy Secretary Student Experience

Freedom of Information

14. Open paper.

UNIVERSITY COURT

2 December 2019

Edinburgh University Students' Association President's Report

Description of paper
1. This paper is to note developments at Edinburgh University Students' Association since the last Court meeting, and to provide an update on current work and initiatives.

2. It also includes a report from Edinburgh University Sports Union (Appendix 1).

Action requested/Recommendation
3. Court is asked to note this report. It is recommended this information be considered to support other initiatives and projects designed to improve student satisfaction and enhance the student experience.

Discussion
4. *Sabbatical Officer work and updates*

- **Andrew Wilson, President,** launched a successful Register to Vote campaign, pre-empting the now confirmed General Election, and took part in a week of outreach across all University campuses and digital campaigning, which has been incredibly successful and seen the Electoral Commission receiving over 3,592 applications to date. The campaign activity will continue until the registration deadline passes, to which the campaign will then morph to a drive to encourage students to Get Out To Vote and to make their voice heard. We have also been meeting with election candidates to discuss local and national student issues. Andrew was fortunate to travel to Brussels with Vice-Principal Students, Colm Harmon, to represent the University of Edinburgh and our alliance, UNA Europa, at the European Commissions 'European Universities' event. UNA Europa is an exciting opportunity for students at the University and Andrew will be continuing to raise the profile of the alliance and feed in the Edinburgh student perspective as a member of the Student Board. As a priority, Andrew has continued to voice the ongoing issue of cost of living for students in Edinburgh at a University-level, feeding into the University's Residential Accommodation Strategy, as well as highlighting the potential implications on the city through the work on Size and Shape.

- **Stephanie Vallancey, Vice President Education**, has been collaborating on a pilot in the College of Science and Engineering over the escalation of issues coming from SSLCs (Student Staff Liaison Committees). They have been trialling a college-level SSLC, involving all undergraduate and postgraduate School representative and relevant College level staff, working towards addressing and resolving any College level issues raised. She has also continued work on addressing affordability in academia for students. She has also been conducting a mapping exercise with Edinburgh College of Art Programme Representatives over the additional course costs associated with their degrees; including all art materials and field trips that are required. This has been a long standing issue

and we are aiming to produce a full picture of what is happening, and how to best address the financial burden on students at this School.

- **Beth Fellows, Vice President Activities and Services**, has completed a 'Wednesday Afternoons' survey, with 5,075 responses (13% of the student population), to assess the demand for teaching to be cleared on Wednesday afternoons to create specific time for extracurricular activities. In collaboration with the University's survey team, they are now working to crunch numbers and analyse the data to sense student feedback which can be formulated into an action plan. Additionally, Beth has begun to organise a 'Schools Dodgeball Tournament', in collaboration with the Sports Union, to enhance the sense of community spirit across the University. The event will be held on 5 February 2020 3-6pm in Sports Hall in Pleasance, and we are hoping to get teams from all 22 Schools including and potentially even teams from University departments such as Finance, HR, Estates and Support Services.

- **Rosheen Wallace, Vice President Community,** has been working closely with the University's Transport department to host a consultation forum for student bus users, exploring future options for the University's transport provision. Rosheen has met with the new Director of Student Administration Services to discuss ongoing problems with the University's Guarantor Scheme and to identify areas where it can be improved. Hopefully these problems can be resolved as we move into the new year, where many students will be searching for accommodation and will often need to provide a guarantor to secure a flat. Rosheen has also been supporting the discussions around the expansion of the University's bed provision, in recognition of the critical need for more student housing, while also continually pushing for an increased number of affordable bed options. Rosheen strongly believes that the University's current accommodation provision does not yet have the balance right between providing basic accommodation at an affordable price, and providing high-end rooms with increased amenities that some students look for. In partnership with Andrew, we have continued to raise our concerns with the University's Residential Accommodation Strategy update and will continue to ensure that the strategy fully captures the affordability picture and the impact that the high cost of rent has on students.

- **Oona Miller, Vice President Welfare**, was proud to see months of hard work pay off in November's Mental Health and Wellbeing Week - a week of mental health-themed events which aims to support, inspire and challenge the University community. This year saw huge initiative and creativity from students and staff in the events they put on, from the science behind stress to mindfulness drop-ins to mental health advocacy. Oona also welcomes the agreement by University Executive to fund 3 full-time Sexual Violence Liaison Officers and other provisions for supporting survivors of sexual violence, as she continues to work on the delivery of consent training in halls of residence, amongst other preventative work. The new Equality, Diversity and Inclusion committee will provide crucial oversight of work tackling Sexual Violence and Gender-Based Violence going forward. It also provides clear ownership of other EDI issues, particularly that of the recommendations from the Thematic Review of Support for BME Students, and the ongoing state of support for disabled students. Finally, Oona has been working on a set of proposals with students for 'tackling elitism' at

the University of Edinburgh, including improving staff literacy when it comes to supporting students from socio-economically deprived backgrounds, and the need to address the full spectrum of affordability of student life - from accommodation to scholarships to extra-curricular activity.

Strategy update: Organisation review, and development and planning for 2020-21
5.   Court members will be aware we have spent several months undertaking and implementing our Organisational Effectiveness Review. A staff consultation period was launched in April, involving some structural re-organisation. This included re-organisation of our commercial service delivery across all sites; combining some separate but complimentary work into a single Student Opportunities Team; revised Senior Management responsibilities, and a number of redundancies. It has taken time from July onwards to resolve staffing changes, fill new vacancies, and to arrange for those staff leaving to exit the organisation. There is no doubt that this has had a wider impact on morale and service delivery across the organisation. With the process complete and having moved into semester time where the focus is on 'business as usual' for our members, we are now beginning to see the shift out of what has been a difficult period and some early benefits of the changes – new and existing staff are challenging the status quo, understanding how we can better engage and serve our members. We are still in a period of transition, with some operational challenges at the frontline in some areas, but are in a more positive position to look forward, as we enter our annual planning and budgeting process in readiness for 2020/21.

Student Opportunities development and review
6.   Our new Student Opportunities Team brings together support for societies, volunteering, social enterprise, on campus peer-support, and our international students' activity. A key area of work for this year is reconsidering our processes and support for student groups, with a view to simplifying and streamlining this. Ultimately we are aiming to maximise time and opportunity to engage directly with student groups and student leaders, and add value to their activity. We will also be undertaking significant work to build a new framework to support and encourage student development across our activities, and in particular looking at how we can build a wider range of opportunities for our student volunteers and leaders to engage in as they undertake their roles. The Head of this new Student Opportunities team, Katie Scott, is currently meeting key contacts from across the university to identify areas of collaboration and connection for this work.

Commercial update
7. Our Commercial team has undergone significant change as a result of the organisational review. The recent focus has been on induction of the new management team and upskilling of those moving into the new operations structure. The priority going forward is to progress development and transformation of commercial services in line with the ambitions of our strategic plan. We will be reviewing all outlet services, range and performance.

8. We have run a varied events programme during Semester 1, following a very successful Welcome Week. The Teviot Christmas Lights switch on has gone from strength to strength with Bristo Square full of students this year as well as the Teviot Garden; these kind of events remain popular in particular with international students. Coming up are our St Andrew's Day Ceilidh and end of term events, and a programme

3

of events for January Arrivals (predominantly visiting exchange students). We have seen some further decline in late night events attendance although this is a national trend. We are working collaboratively with the University on developing the calendar of events as part of the Sense of Belonging task group.

9. We've held a diverse programme of external events including the Changeworks Conference, Japanese Autumn Festival, Joseph Rowntree Conference, Edinburgh Spanish Film Festival and also a number of School receptions and events. We also have a number of graduation-related events taking place in November, which is positive, and we look forward to developing the conversations started earlier in the year about the potential to work with university support to deliver increased activity around summer graduations.

Sustainability at the Association
10. We have been considering our next steps in terms of developing an organisation-wide approach to sustainability to deliver improvements at an operational level. Sustainability is a key principle in our 2019-25 Strategic Plan, and students are also giving us a clear steer that they would like to see us lead the way in some aspects – e.g. elimination of single use plastics. We are rated excellent in Green Impact accreditation and have worked as a leader in the replacement 'Responsible Futures' programme. That said we think we need a wider and higher level approach. We opened our Zero Waste outlet in David Hume Tower last month as a commitment to reducing unnecessary packaging and food waste, which has been popular with students and also gained positive media interest. As we progress this work strategically we will be engaging with the variety of sustainability/ethical and environmental student groups on campus, and are also delighted to be collaborating with the University's Social Responsibility & Sustainability department, who are hosting a workshop for our staff at our Winter Staff Event in January. This will help us kick off our new Sustainability Forum to help us develop an action plan.

Industrial action
11. The Association has been planning its response to the announcement by the University & College Union of 8 days of industrial action in November. Our members voted in favour of supporting the action, following an Emergency Student Council held on Friday 15th November. The Vice President Education and a staff member are also members of the academic contingency group considering the impact of the action on students.

Trustee Changes
12. Douglas Blackstock – Chief Executive of the Quality Assurance Agency for Higher Education - is stepping down after a 6 year term on our trustee board, but is remaining as an advisor and friend to the association. We are currently advertising for a new external Trustee to serve a first 3 year term. For this particular appointment we are seeking candidates with commercial insight and experience as well as a financial background, bearing in mind the current make-up of the board, the competitive landscape in the City of Edinburgh, and our ambitions for commercial services development over the lifetime of our strategic plan. Court members are invited to share the link to the role: https://www.eusa.ed.ac.uk/jobs/browse/

Elections

13. We ran our elections to fill our postgraduate representative positions in October. There was significant interest in these, with c 60 students running for a postgraduate position, 17 out of 23 positions contested by 2 or more students (and up to 9 students in some positions). We were also electing our national delegates for the National Union of Students. In total 3,600 votes were cast. Disappointingly, 4 Schools did not have postgraduate candidates and we'll be working closely with Schools to ensure higher engagement in future.

14. Attention now turns to planning for our March 2020 elections, which includes the Sabbatical Officer elections. We'll be beginning to trail the launch of nominations until the end of Semester 1, with students formally being able to put themselves forward from 13 January. This year we are focussing additional effort on candidate support and insight into the organisation particularly for those interested in the full time sabbatical roles, and have created more time in the process for preparation after nominations have closed and before the campaigning and voting period begins. We are also hoping to increase turnout on the previous year, and as an Association develop innovative ways of raising awareness of the elections on campus, noting that the increasing number of candidates who run online-only campaigns had a noticeable impact on the usual levels of visibility of the elections on campus, with fewer of the traditional candidate posters and banners . This year voting will take place from Monday 9 – Thursday 12 March with results being announced at our Results Evening on Friday 13 March.

The Advice Place

15. The service recently reported to the annual Quality Assurance Committee Student Services review, and was commended for its approach to resolving a number of service changes in the light of shifting demand. Court members will be familiar with the background of growing complex casework with a mental health dimension, and in relation to sexual violence and harassment. Securing additional resource last year for staffing, and to facilitate additional training and counselling supervision for the team has been transformational, in combination with work undertaken by the team itself to transform key operational aspects. This includes systems and processes for initial assessment, triaging and escalation, appointment management, daily debriefing, weekly case conferencing. As a service that still operates with a 'shopfront' and some drop-in capacity, we are often the port of call for students who may in fact more appropriately need another service, but cannot access that in person in the same way at the immediate point they would like to.

16. In the early part of semester 1, we recognised students were facing longer waiting times, and sometimes left before they had been seen. Whilst we can measure service usage in statistical terms, measuring service 'demand' is more challenging, but this is something we are keen to address in order to understand this aspect better.

17. The service has been working closely with the Director of Student Wellbeing, and Sexual Violence Taskforce on the development of new models of support for some elements of specialist casework – in particular the introduction of Sexual Violence Liaison officers we see as a very positive move. As our role in that particular work may come to change, we continue to see students presenting with a complex range of issues and situations: addiction, including gambling; domestic abuse; students who are being harassed; students who are the alleged harassers and subject to conduct processes;

complex academic appeals, complaints and conduct cases; victims of significant financial scams; difficulties in finding suitable, affordable accommodation; managing issues with accommodation standards, repairs etc; debt; and we also see many other students concerned for their friends or flatmates who are facing these scenarios but who may not yet have sought support. The impact all of these issues have on students' academic progress, wellbeing and mental health remains considerable.

History months
18. October was Black History Month and the Association organised a varied programme of events from panel discussions, to film screenings, open mic nights and networking events

19. November is also Disability History Month, and we have a range of events both for disabled students and also to raise awareness of Disability issues with everyone. Our events programme has been co-ordinated by our Disabled Students Officer and delivered in collaboration with students, university colleagues and in partnership with other student unions in Edinburgh in one case. The events aim to stimulate debate, provide support, and opportunities for students to connect.

Mental Health and Wellbeing Week
20. 11 – 15 November saw a full and diverse programme of events and activities for Mental Health and Wellbeing Week – from those designed to encourage students and staff to be mindful of their wellbeing and self care, through sport, baking, yoga, and a Festival of Wellbeing, to a range of workshops focussed on topics such as bereavement, suicide awareness, sleep, stress, and failure. Events were led by a range of staff and student colleagues, across the University, often in partnership with each other or with external organisations. These also included Scott Hastings, Scotland Rugby legend, and Jenny Davis, Commonwealth Cycling medallist coming on campus organised by the Sports Union, and Andy Shanks and Colm Harmon supporting an open Question Time event with students. Thank you to all our event leaders and partners for another successful week! We are now evaluating and will be planning how as a community we can best continue these conversations during the year – noting the ongoing discussions around models of student support, and the scope for wider wellbeing to be addressed in that.

BME Student Experiences and staff training
21. Following the outcomes of the review of support for Black and Minority Ethnic students, the Association has employed a part time intern to undertake work to bridge the gap between the awareness and racial literacy of university staff, and the lived experiences of UK and international BME students. This work includes developing, delivering and evaluating a programme of training on cultural sensitivity and micro aggressions, and has begun by exploring BME student experiences at a series of focus groups.

Principal's Question Time
22. On 20 November the Association is hosting a Question Time event with Principal Peter Mathieson and Vice-Principal Students Colm Harmon, in Teviot Debating Hall. These have become regular annual events, and provide a great chance for students and senior staff to engage. Students are signing up and submitting questions, with questions also being taken from the floor on the night. Previous experience shows that

we expect a wide range of topics to be discussed, from student support, to transport, to Brexit, to industrial action.

Finance update

23. A summary of the financial position of the Students' Association at the end of September 2019 (the half year point) is shown below.

£ 000's	Year to Date			
	Actual	Budget	Variance	Last Year
Trading	771	703	67	518
Block Grant	1,522	1,522	0	1,466
Total net income	2,293	2,225	67	1,983
Student Support Activities	(437)	(532)	96	(415)
Central costs	(1,264)	(1,265)	1	(1,348)
Total expenditure	(1,700)	(1,797)	97	(1,763)
Surplus / (deficit)	592	428	164	221

Numbers shown in red & brackets denote a net expense or an adverse variance

24. This result is positive and reflects more than a strong Festival performance. Our retail operations struggled in the first months of the year and are yet to recover fully – in particular the relocation of our King's Building shop and Wrap bar (a consistent high performer) due to building works has had significant impact. Other trading areas are reflecting some good overall performance. We have maintained control over costs in both student support and central cost areas of the Association, and benefits from the reorganisation are showing through.

25. However, it must be highlighted that this rosy picture will not last – certainly not in terms of absolute level of surplus. We expect the surplus to reduce over the second half of the year, reflecting our steady cost base and fluctuating income resulting from annual commercial trends. This is normal and expected. We're working on a forecast to see just how far eroded the surplus will be, but we budgeted a year end surplus of £100k and anticipate to be below that. An excessive surplus is unlikely to be a problem.

26. Cash is also holding up well and we are continuing to see growth on the position a year ago. We anticipate this to see us through summer 2020 more comfortably ahead of the position this year when cash dropped to its lowest level in several years.

27. The 2020/21 budget will reflect the new shape of the organisation (the most significant changes are to bar and catering operations) and work has now started on this.

28. We are currently reconsidering our Living Wage Strategy – the Association has an aspiration to pay RLW, agreed by our Trustee Board in these terms: *We aspire to pay the Real Living Wage as minimum wage to all staff, regardless of age or other demographic. We currently pay above many minimum wage rates and intended to progressively pay an increased premium over the minimum legal wage levels. This*

premium will be reviewed each year as part of the budget process. Our current approach, balancing plans for wage increases also with managing impacts on costs and the subsequent price impacts for our members, will take a number of years. Recognising University concerns about whether our strategy timeline is fast enough, and planned government policy on pay rates, our People and Culture Subcommittee is considering a number of options for accelerating this strategy, but the feasibility of those options remains a significant challenge for the Association to manage.

Resource implications
29. There are no resource implications for this report because this report is retrospectively outlining existing projects.

Risk Management
30. Not applicable.

Equality & Diversity
31. Equality and Diversity considerations are implicitly included in this paper. EUSA represents the interests of a diversity of student groups and exists to maintain the equal representation of students and student groups.

Next steps/implications
32. There are no next steps to be taken as a result of this paper.

Consultation
33. All relevant EUSA Sabbatical Officers, staff members, student staff and members of our organisation. Any items relating to partnerships with other organisations or branches of the University include information provided by all participating stakeholders.

Further information
34. *Author*   *Presenter*
      Andrew Wilson   Andrew Wilson
      Edinburgh University Students'
      Association President
      November 2019

Freedom of Information
35. This paper is open.

Edinburgh University Sports Union President's Report

Description of paper
1. This paper is to note developments at Edinburgh University Sports Union since the last Court meeting, and to provide an update on current work and sporting achievements of our students.

Action requested/Recommendation
2. Court is asked to note this report. It is recommended that this information be considered to support University-wide initiatives and projects designed to improve student satisfaction and enhance the student experience.

Discussion
3. The Edinburgh University Sports Union saw change over the summer months with new President, Julia Stenhouse and nine new students taking office at the beginning of July.

4.   The new Executive Committee members for 2019-20:

> President – Julia Stenhouse
> Vice-President – Katie MacDonald (Deanery of Biomedical Sciences)
> Vice President Intramural – Fergus Mackenzie (School of Engineering)
> Honorary Secretary – Leigh McLevy (Law School)
> Honorary Treasurer – Cecilia Bosman (Business School)
> Media Officer – Jack Cox (School of Physics)
> International Participation Officer – Daniel Mutia (School of Engineering)
> Wellbeing & Inclusivity Officer – David Gibson (School of Engineering)
> Partnerships & Alumni Officer – Gregor Malcolm (School of Physics)
> Intramural Coordinator – Natalie McCaig (School of History)

5.   Whilst new beginnings for Julia and the executive, it was anything but for our athletes, as we once again found ourselves at the heart of another successful summer of student sport.

Student Sporting Achievements (Summer 2019)
6.   Five Edinburgh University athletes and two coaches were selected for the Great Britain team at the World Rowing Championships in Sarasota, Florida this summer. Edinburgh athletes secured four gold medals – becoming world champions - Lydia Currie, Alex Rankin, Josh Armstrong and Lucy Glover.

7.   Back across the pond, in Naples, four Edinburgh athletes, and two staff members were selected to represent GB at the World University Games. Diver, Gemma McArthur picked up GB's first medal with a bronze in the platform final. Swimmer, David Cumberlidge picked up gold in the 50m Freestyle – in a time of 21.97, making him the 4th fastest Brit of all time! Mathew Trodden (Depute Head of Swimming) was appointed assistant Swim coach and Ross Simpson (Head of Sports Development) was appointed Deputy Chef De Mission for the GB team.

International Volunteering (Summer 2019)
8.   This summer also saw four of our Edinburgh University Sports Union student members head out to Zambia with the [Volunteer Zambia](#) programme, coaching sports within local communities and upskilling young Zambian people to maximise their impact within their communities. The mission of Volunteer Zambia is to make a difference to the lives of young Zambian people by empowering and enriching communities, through the power of sport, leadership and education.

9.   Recruitment for next year's cohort has already been a success with 6 students being selected, ready to start their fundraising journey to head out to Zambia in summer of 2020 working in collaboration with 6 other UK Universities.

Highest Ever Student Engagement
10. The academic year started with a buzz, as we held the most successful Sport & Fitness Fair to date! Over the two days we incurred over 16,000 sign ups to our 64 sports clubs and Intramural Programme! Carrying on from this success, we have seen an increase in memberships bought by over 6%, and we are well on our way to beating the number of active SU members, which last year was a total of over 8,000!

Victory for Student Sport
11. In addition, the Sports Union worked in partnership with Sport & Exercise and the Scottish Rugby Union, to once again host the fantastic spectacle that is the 'Scottish Varsity'. Edinburgh claimed decisive victories against St Andrews in both the men's and women's games. However the main victor was student sport, with the crowd just shy of 10,000, believed to make the Varsity matches the highest attended sporting event in Scotland of the day! Photos taken by our Student Media team can be viewed here: [Womens Match](#), [Mens Match](#).

Growing our Participation
12. Furthermore, as part of a wider initiative, and EUSU planning submission target to get more students active, this year the Sports Union is placing specific focus on engaging a higher number of international students. In light of this, and the fantastic work of the University surrounding Africa Week, we hosted our first ever 'Edinburgh University Africa Cup of Nations', which saw students come together from a variety of African countries and beyond to represent their nation of choice in a five aside football tournament! The event was a huge success, with ten nations represented and one hundred students in attendance.

13. This year, the Sports Union are also looking to grow current recreational sport offering with the aim to foster a greater sense of community across the University. We had another fantastic year for intramural sport, with 1971 sign ups to date. In light of this engagement, and with the help of the academic schools, we are looking to expand our Intramural programme to help students build better and larger support networks and friendships within their academic courses. We are currently working with 16 out of the 21 schools, with the final goal of collaborating with all schools across the colleges. EUSU Intramural VP – Fergus Mackenzie, and EUSA Activities & Services VP – Beth Fellows, are jointly organising a Dodgeball Tournament to bring all the Schools together in a fun competitive event.

14. EUSU recently undertook a rebrand, based on student feedback and to align our activities more. This has created more of a sense of belonging for different groups and provided a great platform for the 64 clubs and Intramural groups to work from. The [Tartan logo](#) brings together all the brands of the Sports Union - Club Sport, Intramural Sport, Coaching and Volunteering, Events and Competitions.

Student Engagement

15. Now in its second year, the Coaching and Volunteering Academy (CVA) engages over 1000 student volunteers, who run our clubs, officiate our matches and coach our sessions, not to mention our media, finance and awards committees. Students volunteering in sport earn on average £8,000 more than other graduates due to their employability skills gained, and we are keen to ensure we engage as many students through volunteering opportunities as possible.

16. The Sports Union have grown the opportunities on offer through the CVA (Read about this month's Member of the month [here](#)), and launched one of the first of its kind at the University; a Leadership Level to our Edinburgh Award, where graduates of the award mentor current students on the entry level award. This is proving to be very successful.

17. In collaboration with the Finance Department, and facilitated by a Student Intern, fifteen staff members from Finance are mentoring 15 of the Sports Club Treasurers. This has been a great initiative allowing students to learn from experts and staff to engage with students. It would be great to roll this kind of initiative out in more areas.

18. This year we have seen the largest amount of students representing the University in inter-University competition with over 120 teams competing on a weekly basis, and over 160 teams competing internally within the university in our Intramural leagues. We have looked at innovative ways to deal with capacity issues, to ensure all students can take part in the activity they wish to.

Sustainability Pledge

19. Through our partnership with our Kit suppliers PlayerLayer we have rolled out sustainable kit options across all our clubs. This has seen many teams now playing in bamboo strips, with our aim to have all clubs sporting sustainable kit in the future.

Wider Engagement

20. EUSU is very pleased to be on the Sexual Violence Task Group, and the Sense of belonging Task Group. These are two very important groups that will have a real impact right across our community.

21. Clubs work hard to engage with their Alumni, and through Development and Alumni there are a number of live initiatives and projects. Recently clubs took part in a Zombie 5K raising funds for their club, and raising awareness of the work Development and Alumni do for Student Experience.

Resource implications

22. There are no resource implications for this report because this report is retrospectively outlining existing projects.

Risk Management

23. Not Applicable

Equality & Diversity

24. Equality and Diversity considerations are implicitly included in this paper. The Sports Union aims to offer and ensure that all its clubs are inclusive and that there is activity catering for the whole diverse student population.

Next steps/implications

25. There are no next steps to be taken as a result of this paper

Consultation

26. All Edinburgh University Sports Union Staff.

Further information

27. _Author_
    Julia Stenhouse

Freedom of Information

28. This paper is open

Please see some of the fantastic work that our students having been carrying out:

Video: 2019 Highlights

The Campaign: WeAreEdinburgh

Photos: 19/20 so far

Tennis: Club in the Spotlight

SU EDINBURGH UNIVERSITY SPORTS UNION

UNIVERSITY COURT

2 December 2019

Student Residential Accommodation Strategy 2018-2028 Annual Update

Description of paper
1. The purpose of this paper is to present the annual update of the Student Residential Accommodation Strategy 2018-2028.

Paragraphs 2-28 have been removed as exempt from release due to FOI.

Equality & Diversity
29. Equality and Diversity will be incorporated into each residential project taken forward.

Next steps/implications
30. The market response to tenancy legislative changes will continue to be monitored and any amendments to projected student growth will also be incorporated into the Student Residential Accommodation Strategy 2018-2028.

31. Accommodation, Catering and Events will continue to work in conjunction with the Estates Department and Communications and Marketing to progress with delivery of the new accommodation projects in line with individual project approvals. All new residential opportunities will come to Estates Committee for approval in due course with detailed business cases and will escalate to Policy & Resources Committee and Court as appropriate.

Consultation
32. The University Executive on 29 August 2019,the Estates Committee on 10 September 2019 and Policy & Resources Committee on 18 November supported the direction of travel. It was noted at Policy & Resources Committee that further work will be undertaken on expected future student demand for different price brackets of accommodation.

Further information
33. *Authors*
   Steven Poliri, Estates Development Manager
   Richard Kington, Director Accommodation,
   Catering and Events
   Michelle Christian, Director of Property,
   Accommodation, Catering and Events
   29 October 2019

Presenter
Hugh Edmiston
Vice-Principal Business
Development & Director of
Corporate Services

Freedom of Information
34. The paper should remain closed until business and commercial interests are concluded as disclosure would substantially prejudice the commercial interest of the University.

UNIVERSITY COURT

2 December 2019

Audit and Risk Committee Annual Report

Description of paper
1. This paper provides a summary of the Audit and Risk Committee's activities and opinions for 2018/19. It provides assurances to the University Court on the internal control environment, risk management, value for money, fraud and irregularity to provide Court with sufficient assurance in these areas, prior to signing off the Annual Report and Accounts for the year ended 31 July 2019.

Action requested/Recommendation
2. Court is invited agree that the report provides reasonable assurance that the University's internal control environment during 2018/19 was sufficiently adequate for Court to approve the Annual Report and Accounts.

Paragraphs 3-22 have been removed as exempt from release due to FOI.

Resource implications
23. There are no resource implications associated with this paper. The Audit and Risk Committee is a central part of the University's governance arrangements and is comprised of voluntary members from the University Court or from professionals in the field: this will continue during 2019/20.

Risk Management
24. The University has a low appetite for risks in the areas of compliance and finance.

Equality & Diversity
25. No major equality impacts have been identified.

Next steps/implications
26. The Report provides assurances to Court as part of the process to enable it to approve the Annual Report and Accounts 2018/19.

Consultation
27. This report was reviewed and approved by the Audit and Risk Committee at its meeting on 22 November 2019.

Further information
28. *Author*   *Presenter*
    Kirstie Graham   Alan Johnston,
    Deputy Head of Court Services   Convener of Audit and Risk Committee
    November 2019

Freedom of Information
29. This paper is closed.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

Risk Management Post Year End Assurance Statement

Description of paper
1. This paper reports on Risk Management Post Year End Assurances in support of the Annual Report and Accounts 2018/19.

Action requested/Recommendation
2. Court is invited to note the information presented.

Paragraphs 3-6 have been removed as exempt from release due to FOI.

Resource implications
7. There are no specific resource implications.

Risk Management
8. The University continues to manage the major risks as approved by Court in June 2019, and to monitor emerging issues.

Equality & Diversity
9. No specific Equality and Diversity issues are identified.

Next steps/implications
10. The paper provides assurances to Court as part of the process to enable it to sign off the Annual Report and Accounts 2018/19.

Consultation
11. Each College and Professional Services Group was contacted to obtain updates or confirmation of nil returns.

Further information
12. *Author & Presenter*
    Hugh Edmiston
    Vice-Principal Business Development & Director of Corporate Services
    November 2019

Freedom of Information
13. Closed paper.

UNIVERSITY COURT

2 December 2019

Strategic Plan 2016 Performance Measurement Framework Annual Report

Description of paper
1.   A performance measurement framework has been developed to assess the University's performance against the Strategic Plan 2016. This is an overview of progress on the performance measures for 2018-19.

Action Requested/Recommendation
2.   Court is invited to discuss and provide comments on progress against the measures for 2018-19. Court is also asked to note that work is being scoped to develop the performance framework for Strategy 2030.

Paragraphs 3-10 have been removed as exempt from release due to FOI.

Risk Management
11. Performance measurement is essential in allowing the University to monitor its exposure to various risks. Measures reported to Court focus on those that are highest impact and therefore a risk for the University.

Equality & Diversity
12. The strategic performance framework dashboards and other online or printed material comply with accessibility requirements.

13. The measures relating to 'Diversity of Staff Population' and 'Diversity of Student Population' are partially intended to monitor the impact that delivering the strategic plan has on different groups.

Next steps/implications
14. The measures will be published on the University website and as part of the Annual Report and Accounts.

15. We recently published Strategy 2030, which builds on the work of our Strategic Plan 2016. As part of this work, we are examining the 2016 performance measures to ensure that we are measuring what is critical to our success. Initial work indicates that we will use the existing framework as the starting point for developing targets and key performance indicators for Strategy 2030, although work needs to be scoped with colleagues across the University to gain a good understanding of what work is being done elsewhere to ensure no duplication. Initial scoping of gaps is being undertaken, and further work will shortly commence to explore how this will be developed further.

Resource implications
16. The collation and reporting of measures is managed by Governance and Strategic Planning with input from colleagues from across the University. Reporting on measures and refining the framework represent ongoing workload for these staff members.

Consultation

17. The measures have previously been discussed by Policy & Resources Committee and University Executive. Colleagues from across the University contribute the underpinning data and narrative for the performance measures.

Further information

18. *Author*   *Presenter*
    Jennifer McGregor   Tracey Slaven
    Governance and Strategic Planning   Deputy Secretary, Strategic Planning
    26 November 2019

Freedom of Information

19. This paper is closed as the final version of the performance measures will be published after review by Court.

UNIVERSITY COURT

2 December 2019

Director of Finance's Report

Description of paper
1. The paper provides an update on the latest iteration of the Ten Year Forecast (TYF) with financial statements included in Appendix 1 and a USS Pensions update. There is also reference to a Special Focus Update looking at the relationship between surplus and cash that is available as a background paper on the Court site: https://www.wiki.ed.ac.uk/display/UCC/University+Court.

Action requested/Recommendation
2. Court are asked to review and comment on the latest update.

Paragraphs 3-22 have been removed as exempt from release due to FOI.

Resource Implications
23. There are no specific requests for resource in the paper.

Risk Management
24. The University manages its financial risk by not breaching the Group risk appetite as described in its financial metrics.

Equality & Diversity
25. Specific issues of equality and diversity are not relevant to this paper as the content focusses primarily on financial strategy and/or financial project considerations.

Next steps & Communication
26. We would welcome feedback as outlined in the discussion above.

Consultation
27. The paper has been reviewed by Lee Hamill, Director of Finance.

Further information
28. *Author*
   Rachael Robertson
   Deputy Director of Finance

   Stuart Graham
   Head of FIRST (Financial
   Information, Reporting & Strategy
   Team)
   14 November 2019

   Presenter
   Lee Hamill
   Director of Finance

Freedom of Information
29. This paper should not be included in open business as its disclosure could substantially prejudice the commercial interests of the University.

UNIVERSITY COURT

2 December 2019

Draft Annual Report and Accounts 2018/19

Description of paper
1. The draft Annual Report and Accounts are attached as Appendix 1. Appendix 1 includes the financial results for the University Group for the year ended 31 July 2019 and drafts of the main reports.

Action requested / Recommendation
2. Court is asked to review the Annual Report and Accounts to 31 July 2019 with a view to its approval.

3. Court is also asked to note that the submission date for annual accounts and supporting documentation to the Scottish Funding Council (SFC) will be moved to 1 December 2020 for the 2019-20 academic year. The current submission date is 31 December each year. The change of date has been agreed with the Scottish Universities Finance Directors Group following consultation.

4. At its meeting on 22 November, Audit and Risk Committee recommended the approval of the draft Annual Report and Accounts by Court.

Paragraphs 3-12 have been removed as exempt from release due to FOI.

Risk Management
13. A report, Understanding our risks, is included in the Annual Report and Accounts to 31 July 2019.

Equality & Diversity
14. University funds are managed in accordance with its policies on equality and diversity. The Operational review in the Annual Report and Accounts includes sections on social responsibility and sustainability and equality and widening participation.

Next steps/implications
15. The Annual Report and Accounts will be lodged with the Scottish Funding Council by 31 December 2019. A copy will be filed in due course, along with the annual return for 2018/19, with the Office of the Scottish Charity Regulator.

16. As noted in paragraph 3, the submission date to SFC for the 2019/20 Annual Report and Accounts will be 1 December 2020.

Consultation
17. The key reports have been drafted in consultation with stakeholders and the figures have been prepared and reviewed by our external auditors, PWC. The Annual Report and Accounts 2018/19 were presented to Policy and Resources Committee on 18 November 2019 and Audit and Risk Committee on 22 November 2019.

Further information

18. *Author*   *Presenter*
     Rachael Robertson   Lee Hamill
     Deputy Director of Finance   Director of Finance
     14 November 2018

Freedom of Information

19. This paper cannot be included in open business. The release of the Annual Reports and Accounts is covered by the University publication schedule. The Reports and Financial Statements will be published 30 days after adoption and signature by the Court on 2 December 2019 and the signing of the audit opinion by the external auditor.

THE UNIVERSITY of EDINBURGH

UNIVERSITY COURT

2 December 2019

Letter of Representation – University of Edinburgh
Annual Report and Accounts 2018/19

Description of paper
1. The draft letter of representation from PricewaterhouseCoopers LLP (PwC), in respect of the Annual Report and Accounts for the University Group for 2018/19, is attached as Appendix 1.

Action requested/Recommendation
2. Court is invited to approve the letter of representation and its signing by the Principal and by the Vice-Convener.

Paragraphs 3-6 have been removed as exempt from release due to FOI.

Risk Management
7. A report, Understanding our risks, is included in the Annual Report and Accounts to 31 July 2019.

Equality & Diversity
8. University funds are managed in accordance with its policies on equality and diversity. The Operational review in the Annual Report and Accounts includes sections on social responsibility and sustainability, equality and widening participation.

Next steps/implications
9. The University's letter of representation will be signed by the Principal and by the Vice-Convener after the Court meeting. It will then be sent to PwC so that they have the assurances in place to allow them to sign the audit certificate for the University's Annual Report and Accounts for 2018/19.

Consultation
10. The letter of representation has been drafted by PwC and reviewed by the Audit and Risk Committee on 22 November 2019 who have recommended its approval by the Court.

Further information
11. *Author*   *Presenter*
     Rachael Robertson   Lee Hamill
     Deputy Director of Finance   Director of Finance
     14 November 2019

Freedom of Information
12. This paper cannot be included in open business. The letter is to be agreed by Court on 2 December 2019 for signature by the Principal and by the Vice-Convener of Court. The release of the Annual Report and Accounts is covered by the University

publication schedule. The Annual Report and Accounts will be published 30 days after adoption and signature by Court and the letter of representation will be also made available at that stage.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

United States Generally Accepted Accounting Principles (US GAAP) Management Commentary and Financial Statements 2018/19

Description of paper
1. The US GAAP Management Commentary and Financial Statements contain the financial results for the University Group for the financial year 2018/19 restated under US GAAP accounting rules.

Action requested/Recommendation
2.   Court is invited to confirm approval of the US GAAP Management Commentary and Financial Statements to 31 July 2019, which are a restatement of the figures, and include an extract from the commentary, already reviewed in the Annual Report and Accounts to 31 July 2019 (Paper I2).

Paragraphs 3-6 have been removed as exempt from release due to FOI.

Risk Management
7.   A risk report is included in the US GAAP Management Commentary for 2018/19.

Equality & Diversity
8.   The University's commitment is detailed in the Social Responsibility and Sustainability section included in the US GAAP Management Commentary.

Next steps/implications
9.   The US GAAP Management Commentary and Financial Statements will be sent to the US Department of Education following approval by Court and PwC, in time to meet the US Department of Education deadline of 31 January 2020.

Consultation
10. The US GAAP Management Commentary and Financial Statements have been drafted in consultation with stakeholders and the figures have been prepared and reviewed by External Audit.

Further information
11. *Author*   *Presenter*
     Rachael Robertson   Lee Hamill
     Deputy Director of Finance   Director of Finance
     14 November 2019

Freedom of Information
12. This paper cannot be included in open business. The release of the US GAAP Management Commentary and Financial Statements is covered by the University publication schedule. The Financial Statements will be published 30 days after adoption and signature by Court on 2 December 2019 and the signing of the audit opinion by the external auditor.

THE UNIVERSITY of EDINBURGH

UNIVERSITY COURT

2 December 2019

Investing for Good – A Social Enterprise and Social Investment Strategy for University of Edinburgh

Description of paper

1. This paper presents a social enterprise and social investment strategy for approval.

Action requested/Recommendation

2. Court is invited to approve the attached strategy.

Paragraphs 3-10 have been removed as exempt from release due to FOI.

Risk Management

11. Risks are managed as appropriate through the existing governance structure and through the advisory group, with an aim to ensure capital protection as a top priority and seek co-funding to spread risk.

Equality & Diversity

12. Due consideration has been given to equality and diversity in the remits of the advisory groups and as a key element of the investment processes. An Equality Impact Assessment is not required.

Next steps/implications

13. Once the strategy is approved, an impact framework will be developed, along with a communications plan as part of a broader strategic framework with Communications and Marketing.

Consultation

14. Policy & Resources Committee reviewed and recommended the strategy for approval by Court at its meeting on 18 November 2019. Consultation within Corporate Services (Finance, Edinburgh Innovations, Estates, Accommodation, Catering & Events and Social Responsibility & Sustainability), Director of Legal Services and Deputy Secretary, Strategic Planning; Director of Edinburgh Futures Institute; City Deal team; Principal; Scottish Government; Investment Committee; Social Responsibility & Sustainability Committee; University Executive; Edinburgh Innovations Chief Operating Officer; various academic colleagues.

Further information

15. *Author & Presenter*
    Dave Gorman, Director of Social Responsibility and Sustainability

Freedom of Information

16. This is a closed paper.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

Senior Lay Member: Recruitment and Election

Description of paper
1. Building on proposals approved by Court at its meeting on 17 June, this paper sets out proposed arrangements for the recruitment and election process for the new position of Senior Lay Member as part of compliance with the Higher Education Governance (Scotland) Act 2016.

Action requested/Recommendation
2. Court is invited to:
   - agree that Nominations Committee is authorised as the committee with delegated responsibilities for the Senior Lay Member appointment process, with flexibility for the Nominations Committee to sub-delegate to a smaller Selection Committee to shortlist and interview candidates;
   - agree the proposed recruitment and election timetable set out in the paper;
   - note the proposed use of a recruitment consultancy to assist in attracting applicants;
   - agree the proposed use of the Electoral Reform Services (ERS) external voting platform;
   - note and comment on the draft Information Pack (Appendix 1) including the criteria for assessing applicants;
   - agree that the remuneration level is set at £15,000 per annum if requested by the postholder (this equates to approximately 3 to 4 days per month at the Scottish Government minimum daily fee framework for Band 1 Chairs of Public Bodies of £327 a day); and,
   - approve the draft election and appointment regulations (Appendix 2).

Background and context
3. The provisions in the Higher Education Governance (Scotland) Act 2016 (hereafter, the 'Governance Act') include a new position of an elected Senior Lay Member. The Governance Act specifies that the role has responsibility for the leadership and effectiveness of Court and for ensuring that there is an appropriate balance of authority between the governing body and the Principal. The Senior Lay Member presides at Court meetings only if the Rector is absent.

4. Court agreed on 17 June 2019 that a tripartite structure be established (with no change in the previously agreed role of the Rector). The Senior Lay Member would hold overall responsibility for governance supported by two Committee Conveners with separate and complementary roles: the Convener of Policy & Resources Committee, providing detailed scrutiny of major new proposals and strategies and the Convener of Audit & Risk Committee, ensuring oversight and assurance of current activity. The committee memberships will be as follows:

Committee	Senior Lay Member	Lay Member 1	Lay Member 2
Court	'Chair'	Member	Member
Exception	Convener	Member	Member
Policy & Resources	N/A	Convener	N/A
Audit & Risk	N/A	N/A	Convener
Nominations	Member	Convener	Member
Remuneration	Member	Member	Convener

5. The Senior Lay Member role will encompass:
- Responsibility for leadership and effectiveness of Court (as per the Act)
- Responsibility for ensuring that there is an appropriate balance of authority between the governing body and the Principal (as per the Act)
- Presides at Court meetings if the Rector is absent (as per the Act)
- Member of Committee of Scottish Chairs and UK Committee of University Chairs (in line with the spirit of the Act)
- Membership of Remuneration Committee (requirement of the Governance Code that membership of Remuneration Committee includes 'the Chair of the governing body')
- Convener of Exception Committee – as 'Chair' it is appropriate the Senior Lay Member convenes the body with delegated authority between meetings of Court
- Membership of Nominations Committee (a key governance committee)

6. The roles for Lay Member 1 and Lay Member 2 will be as follows:

Lay Member 1
- Appointed by Court through an open and transparent process on the recommendation of Nominations Committee
- Convener of Policy & Resources Committee, ensuring detailed scrutiny of major new proposals and strategies
- Convener of Nominations Committee, which has a key governance role
- Member of Exception Committee and Remuneration Committee
- Acts on behalf of Court to formally approve objectives and perform appraisal of the Principal for reporting to Remuneration Committee
- Designated substitute for the Senior Lay Member should there be a vacancy in the position or if the Senior Lay Member is unable to fulfil their responsibilities for any reason.

Lay Member 2
- Appointed by Court through an open and transparent process on the recommendation of Nominations Committee
- Convener of Audit & Risk Committee, ensuring oversight of the control environment
- Convener of Remuneration Committee
- Member of Exception Committee and Nominations Committee
- Leads the annual review of Court's effectiveness, as part of the Audit & Risk oversight function.

7. Court also agreed an updated version of the current 'Roles of the Rector and Vice-Convener' document to remove the Vice-Convener position and add the Senior Lay Member position. This fulfils the Governance Code requirement that universities with Rectors must agree and publish a protocol for the division of responsibilities between the Rector and Senior Lay Member. This should also be 'made clear to candidates for the posts of Rector and Senior Lay Member and reflected in the job descriptions for these posts.'[1]

8. This paper sets out recommendations for the remaining decisions to be made before the recruitment and election process for the Senior Lay Member begins.

Paragraphs 9-26 have been removed as exempt from release due to FOI.

Risk Management
27. The University's Statement of Risk Policy and Risk Appetite states that 'The University places great importance on compliance, and has no appetite for any breaches in statute, regulation'. Compliance with the Governance Act is a statutory requirement and compliance with the Governance Code is a condition of grant funding from the Scottish Funding Council. The proposals outlined in the paper would enable the University to demonstrate compliance and are in line with those of similar universities who have begun or completed their Senior Lay Member appointment process.

Equality & Diversity
28. The Act requires the University to produce a public report at the conclusion of the appointment process including anonymised information on the protected characteristics (if disclosed) of all applicants, those shortlisted and those entitled to stand for election after interview. Equality and diversity aspects will be considered within the composition of any Selection Panel and the interview process.

Next steps/implications
29. If the Committee is content, the draft election and appointment regulations will be shared with trade union and students association colleagues for comment prior to submission to Court within an updated version of this paper.

Consultation
30. An earlier version of the paper was reviewed by Nominations Committee on 18 November and the proposals in this paper have all been supported by Nominations Committee. The draft election regulations have been shared with student and staff representatives. No comments have been received to date and any comments received subsequently will be summarised at the meeting.

Further information
31. *Author*   *Presenters*
    Lewis Allan   Sarah Smith, University Secretary
    Head of Court Services
    November 2019

Anne Richards, Convener of Nominations
Committee & Vice-Convener of Court

Freedom of Information
32. Closed paper.

UNIVERSITY COURT

2 December 2019

Professional Services and Academic Staff Member Election Regulations 2020

Description of paper

1. This paper sets out proposed election regulations for two Court positions: one appointed by being elected by the members of the professional services staff from among their own number (to be titled as the Professional Services Member, currently titled as the Non-Teaching Staff Assessor), and one appointed by being elected by the members of the academic staff from among their own number (a new position titled as the Academic Staff Member, this replaces one of the four current Senate Assessor positions). This is in accordance with the Higher Education Governance (Scotland) Act 2016 and the new Composition of Court Ordinance, which takes effect on 1 August 2020.

Action requested/Recommendation

2. Court is invited to approve the regulations governing the conduct of the Professional Services Staff Member Election and the Academic Staff Member Election 2020 (included as Appendix 1 and Appendix 2 respectively).

Background and context

3. The Governance Act sets out a requirement for the membership of the University Court to include two persons appointed by being elected by the staff of the institution from among their own number, the election process to be conducted in accordance with rules made by the governing body of the institution. The Act allows for the two persons to either be elected by all staff or to be split into one election for academic staff and one election for professional services staff. Court decided in September 2017 to take the latter option, which most closely matches current arrangements as there is already one Court position elected by all professional services staff and while there is not a Court position elected by all academic staff, there are four Senate Assessor positions elected by those academic staff who are Senate members, with one of these positions to be replaced by the new Academic Staff Member. Court also agreed that to maintain the important link between Court and Senate the new Academic Staff Member should automatically become a member of Senate should they not already be so.

4. Overall, the staff membership of Court will change on 1 August 2020 as follows:

Category	Current Staff Membership	New Staff Membership
Academic	4 Senate Assessors	2 Senate Assessors
		1 Academic Staff Member & Senate Assessor
		1 Trade Union Academic Staff Member
Professional Services	1 Non-Teaching Staff Assessor	1 Professional Services Member
		1 Trade Union Professional Services Member
Principal	1	1
Total	**6**	**7**

Discussion

4. The Regulations in Appendices 1 and 2 set out the proposed process and timescale for the elections, following the same timetable as below:

Activity	Date
Compilation of electoral roll	31 January 2020
Call for nominations open	5 February 2020
Deadline for postal vote applications	4 March 2020
Call for nominations close	5 March 2020
Email to all staff with candidate information	By 9 March 2020
Postal ballots issued	By 9 March 2020
Deadline for receipt of postal votes	23 March 2020
Postal votes: opening of first envelope	23 March 2020
Postal votes: opening of second envelope	26 March 2020
Election date	09.00 24 March to 12.00 26 March 2020
Announcement of result	Afternoon 26 March 2020

5. Key points in the regulations to highlight are:
- The text is mirrored in both sets of regulations;
- All staff on the University payroll on the census date of 31 January 2020 will be eligible to participate in the election;
- The regulations are based upon the previous election regulations for the Non-Teaching Staff Assessor with some minor updates and the inclusion of some guidance on conduct proposed in the Senior Lay Member election regulations, e.g. no unsolicited canvassing by email or phone is allowed and no use of existing University email lists is allowed as one message will be sent by the Returning Officer to all relevant staff from the candidates; and,
- Previously, candidates for the professional services staff position on Court could not self-nominate but were instead nominated by at least 5 voters and the candidate then accepted this nomination. However, Senate Assessors on Court were allowed to self-nominate, so there was not equal treatment

between academic and professional services staff. It is proposed to allow self-nomination in both categories, ensuring equal treatment.

Resource implications

6. The costs of the election (staff time, costs for postal voting and the production of any other materials) will be met from existing budgets.

Risk Management

7. The University has a low appetite for risk in the area of compliance and the election of two staff members to the University Court is a requirement of the Higher Education Governance (Scotland) Act 2016.

8. The election regulations have been drafted with risk mitigation in mind, including rules on the good conduct (e.g. not allowing unsolicited email and telephone canvassing) and the option of varying the voting period in special circumstances (e.g. should severe weather lead to the closure of many University buildings and many staff not being present on campus).

Equality & Diversity

9. Publicity for the elections will aim to encourage a wide range of candidates from across the University staff. Those elected will be invited to complete an equality monitoring form (as are all Court members). This is submitted in anonymised form to the UK Higher Education Statistics Agency. Separately, statistics on the gender composition of the Court are published and submitted to the Scottish Government as part of compliance with the Gender Representation on Public Boards (Scotland) Act 2018 and the Public Sector Equality Duty in Scotland.

Next steps/implications

10. If agreed by Court, the elections will be organised as per the timetable and regulations. The outcome will be reported to the Court meeting of 27 April 2020.

Consultation

11. The draft election regulations have been shared with representatives of the recognised staff unions. No comments have been received at the point of issuing the paper. Any comments received subsequently will be summarised at the meeting.

Further information

12. *Authors*   *Presenter*
    Kirstie Graham and Lewis Allan   Tracey Slaven
    Court Services Office   Deputy Secretary, Strategic Planning

Freedom of Information

13. Open paper.

University of Edinburgh

Regulations for the Election of a Professional Services Staff Member of the University Court

1. The following regulations have been prepared in accordance with the requirements of sections 10 and 11 of the Higher Education Governance (Scotland) Act 2016 and Ordinance No. 211 (Composition of the University Court).

2. The Professional Services Staff Member Election shall be held from 9am on 24 March 2020 until 12 noon on 26 March 2020.

Role of the Returning and Deputy Returning Officers

3. The Deputy Secretary Strategic Planning shall be the Returning Officer. The Head of Court Services shall be Deputy Returning Officer and shall be responsible for the management of the election and the declaration of the result of the election.

4. The Deputy Returning Officer shall publicise the election and voting procedure to staff and make arrangements as appropriate to secure the good conduct of the election.

5. The Deputy Returning Officer shall provide nomination forms, publish the call for nominations and draw attention to the correct form of procedure for making nominations. The call for nominations shall be published by the Deputy Returning Officer via staff email, on notice boards throughout the University, on the University website and on University social networking sites.

6. The Deputy Returning Officer shall also provide information and alert staff through various appropriate means on how to request a postal vote.

Electoral Roll

7. The compilation of the electoral roll for the Professional Services Staff Member Election shall be 12 noon on 31 January 2020.

8. The Electoral Roll will consist of all those staff of the University who are professional services staff (i.e. who are not academic or research staff), in Grades 1 to 10 or equivalent, who are on the main University Payroll and therefore includes all members of staff who are not represented on Senate, who hold contracts of employment with the University as at 31 January 2020. Staff may check whether their name appears on the electoral roll by contacting the Deputy Returning Officer from 31 January 2020 during normal working hours by email: court@ed.ac.uk or phone: 0131 650 2097. Any person whose name does not appear on the roll but who holds a contract of employment confirming commencement of employment with the University before or at 31 January 2020 may apply to be included in the electoral roll on production of the contract of employment, no later than 2 March 2020.

Nominations and Validation of Candidates

9. The call for nominations shall commence at 9.00 am on 5 February 2020. No nominations shall be accepted before this date and time. The Deputy Returning Officer shall provide nomination forms and publish the call for nominations by email,

on the University website and social media. The Deputy Returning Officer will draw attention to the correct form of procedure for making nominations as well as advising that failure to comply with the procedure shall invalidate a nomination.

10. All nominations must be submitted on the approved form and lodged with the Deputy Returning Officer by 12 noon on 5 March 2020. A statement giving details of the nominee and a supporting statement should be supplied, in no more than 500 words. This statement will be used for publicity purposes and will be circulated to the electorate for information. Canvassing in the form of poster campaigns is not allowed. Candidates should not seek to influence their colleagues by behaviour that may be perceived to be bullying, harassment or intimidation. If these prohibitions are breached, it may lead to disqualification.

11. Only members of the electorate, as defined in section 8, shall be eligible for nomination.

12. Each nomination must be supported by no fewer than five members of the electorate.

13. Nominations must be signed by the nominee and by one witness of their signature. Nominations received by any other means including electronic mail, by proxy, or orally shall be not be valid. An emailed scan of a nomination form shall be accepted but only if an original written document is presented within a reasonable timescale as agreed by the Deputy Returning Officer.

14. The duty of the Professional Services Staff Member is to be a member of the University Court. Members of the Court are "Charity Trustees" under the Charities and Trustee Investment (Scotland) Act 2005. Candidates must not be disqualified from being Charity Trustees and nominees shall also require to confirm in writing that they are not so disqualified.

15. The Professional Services Staff Member is eligible to stand for no more than two consecutive terms of office.

16. The Deputy Returning Officer shall acknowledge receipt of the nomination to each nominee indicating the date and time the nomination was received.

17. If the Deputy Returning Officer believes there is any cause for concern regarding the validity of a nomination, this matter shall be drawn to the attention of the nominee/candidate, who shall be given the opportunity to address the cause for concern.

18. The Returning Officer shall scrutinise nominations and can disqualify any ineligible candidates. As soon as practicable, each candidate shall be notified of the validity of their nomination and the list of candidates for the election shall then be confirmed and published.

19. The Chancellor's Assessor, Sheriff Principal Alastair Dunlop QC, shall be appointed by the University Court to hear any appeal against disqualification by the Returning Officer. The decision of the Chancellor's Assessor is final. If for any reason the Chancellor's Assessor is unavailable the Nominations Committee will appoint another member of the University Court to hear any appeals.

20. In the event of there being only one valid candidate and therefore an uncontested election, the Deputy Returning Officer shall declare and publicise as soon as practicable the name of the one valid candidate elected.

Conduct of election process

21. Each candidate shall receive from the Deputy Returning Officer a copy of these Regulations. In order to assist in the interpretation of these Regulations a meeting with candidates may also be held if required.

22. If the Deputy Returning Officer has reason to believe that a breach of these Regulations may have occurred the Deputy Returning Officer shall request a written explanation or clarification from the candidate. If the Deputy Returning Officer concludes that a material breach has occurred the Deputy Returning Officer shall inform the Returning Officer. The Returning Officer has the authority to disqualify a candidate subject to the right of appeal by the candidate to the Chancellor's Assessor within 48 hours of receiving written notification of the disqualification. The decision of the Chancellor's Assessor shall be final.

23. The validity of the election shall not be affected in the event that a candidate is unavailable to continue for any reason prior to the results of the election being announced and where there are more than two candidates remaining the election shall proceed as planned. In the event of there being only one remaining candidate and therefore an uncontested election, the Deputy Returning Officer shall declare and publicise as soon as practicable and no later than 48 hours after confirmation of the uncontested election status the name of the valid candidate elected.

24. After the declaration of the elected candidate, arrangements to hold a new election shall be undertaken only in the event of that declared elected candidate being unable for whatever reason to continue to hold the position of Professional Services Staff Member.

25. The Deputy Returning Officer shall distribute to each member of the electorate via email a link to the voting system along with a link to the relevant web page to view supporting statements, of not more than 500 words, for each candidate for information. The emails shall be required to comply with the University's computing regulations and the Deputy Returning Officer shall reserve the right to require amendments to be made to the content particularly if the text contains inappropriate comments about other candidates.

26. Use of pre-existing e-mail, phone or mailing group/lists by candidates for the purpose of promoting their campaign is not permitted. Harvesting of data from any such lists for campaign purposes is also not permitted.

27. Candidates may canvass individuals known to them. Unsolicited canvassing of other voters by e-mail, mail or phone using University directories or resources is not permitted. As noted at section 25, the University will ensure that the candidate's statement is made available to voters.

28. For voters who do not have email access and have requested a postal vote, the Deputy Returning Officer shall distribute principally through the internal University postal system, a ballot paper and a return envelope. A supporting statement, of not more than 500 words, will also be included from each candidate for information.

29. A double envelope system will be used for postal votes. The first envelope will be opened on 23 March 2020 for verification purposes. The second envelope which contains the vote will be kept securely and will be opened and recorded on 26 March 2020, once the on-line poll has closed.

Voting arrangements

30. The election shall be conducted by means of the alternative vote.

31. Voting shall be conducted by staff on-line using a secure University portal or, dependent on circumstances, by means of a postal vote. A postal vote may be granted by the Deputy Returning Officer if any of the following criteria are met: (i) no access to a networked University computer; (ii) away from Edinburgh during the period of the election and either unable to, or may have difficulty in, accessing the on-line voting system; or (iii) another valid reason. If a member of staff casts both an electronic and a postal vote only the postal vote shall be considered valid.

32. Requests for postal votes must be made on the appropriate form and require to be with the Deputy Returning Officer by 12 noon on 4 March 2020. Postal ballot papers shall be issued by 9 March 2020 to those staff granted a postal vote.

33. All those on the electoral roll for the Professional Service Staff Member Election, except those staff who have requested and been granted a postal vote, shall be permitted access and shall be able to vote on the on-line voting system from 9am on 24 March 2020 until 12 noon on 26 March 2020.

34. Staff granted a postal vote shall be required to send their vote to the Deputy Returning Officer to arrive no later than 12 noon on 23 March 2020. It shall be for the Deputy Returning Officer to determine whether, in exceptional circumstances, any late postal vote shall be accepted but no late postal vote shall be accepted if it arrives after 12 noon on 26 March 2020.

35. Where a change of circumstances occurs which in the opinion of the Returning Officer renders the voting period insufficient to enable a representative vote to be obtained under the special conditions prevailing at the time (for example, severe weather leading the closure of many University buildings and staff not present on campus), the Returning Officer may extend the voting periods as they consider necessary.

Counting

36. All votes cast either on-line or postal shall be counted together using an electronic counting system. Postal votes shall not be opened and recorded until after the close of the on-line poll. Each candidate shall be permitted to attend and have a representative present at the counting.

37. Each member of the electorate shall be entitled to have only one vote included at each stage of the electronic counting process.

38. In the event of a tie, the successful candidate shall be determined by the drawing of lots by the Returning Officer. The drawing of lots can be witnessed by the tied candidates or a representative nominated by a tied candidate.

Declaration

39.   The Deputy Returning Officer shall ensure that a notice of the result of the election is posted on the Old College Notice Board, on the University website and on University social networking sites as soon as is practicable after the result has been declared.

40.   The successful candidate shall be required to re-confirm in writing that they are not disqualified under the Charities and Trustee Investment (Scotland) Act 2005 from acting as a Trustee of a charity.

University of Edinburgh

Regulations for the Election of an Academic Staff Member of the University Court

1. The following regulations have been prepared in accordance with the requirements of sections 10 and 11 of the Higher Education Governance (Scotland) Act 2016 and Ordinance No. 211 (Composition of the University Court).

2. The Academic Staff Member Election shall be held from 9am on 24 March 2020 until 12 noon on 26 March 2020.

Role of the Returning and Deputy Returning Officers

3. The Deputy Secretary Strategic Planning shall be the Returning Officer. The Head of Court Services shall be Deputy Returning Officer and shall be responsible for the management of the election and the declaration of the result of the election.

4. The Deputy Returning Officer shall publicise the election and voting procedure to staff and make arrangements as appropriate to secure the good conduct of the election.

5. The Deputy Returning Officer shall provide nomination forms, publish the call for nominations and draw attention to the correct form of procedure for making nominations. The call for nominations shall be published by the Deputy Returning Officer via staff email, on notice boards throughout the University, on the University website and on University social networking sites.

6. The Deputy Returning Officer shall also provide information and alert staff through various appropriate means on how to request a postal vote.

Electoral Roll

7. The compilation of the electoral roll for the Academic Staff Member Election shall be 12 noon on 31 January 2020.

8. The Electoral Roll will consist of all those staff of the University who are academic or research staff, in Grades 1 to 10 or equivalent, who are on the main University Payroll and therefore includes all members of staff who are represented on Senate, who hold contracts of employment with the University as at 31 January 2020. Staff may check whether their name appears on the electoral roll by contacting the Deputy Returning Officer from 31 January 2020 during normal working hours by email: court@ed.ac.uk or phone: 0131 650 2097. Any person whose name does not appear on the roll but who holds a contract of employment confirming commencement of employment with the University before or at 31 January 2020 may apply to be included in the electoral roll on production of the contract of employment, no later than 2 March 2020.

Nominations and Validation of Candidates

9. The call for nominations shall commence at 9.00 am on 5 February 2020. No nominations shall be accepted before this date and time. The Deputy Returning Officer shall provide nomination forms and publish the call for nominations by email, on the University website and social media. The Deputy Returning Officer will draw

attention to the correct form of procedure for making nominations as well as advising that failure to comply with the procedure shall invalidate a nomination.

10. All nominations must be submitted on the approved form and lodged with the Deputy Returning Officer by 12 noon on 5 March 2020. A statement giving details of the nominee and a supporting statement should be supplied, in no more than 500 words. This statement will be used for publicity purposes and will be circulated to the electorate for information. Canvassing in the form of poster campaigns is not allowed. Candidates should not seek to influence their colleagues by behaviour that may be perceived to be bullying, harassment or intimidation. If these prohibitions are breached, it may lead to disqualification.

11. Only members of the electorate, as defined in section 8, shall be eligible for nomination.

12. Each nomination must be supported by no fewer than five members of the electorate.

13. Nominations must be signed by the nominee and by one witness of their signature. Nominations received by any other means including electronic mail, by proxy, or orally shall be not be valid. An emailed scan of a nomination form shall be accepted but only if an original written document is presented within a reasonable timescale as agreed by the Deputy Returning Officer.

14. The duty of the Academic Staff Member is to be a member of the University Court and of the Senate. Members of the Court are "Charity Trustees" under the Charities and Trustee Investment (Scotland) Act 2005. Candidates must not be disqualified from being Charity Trustees and nominees shall also require to confirm in writing that they are not so disqualified.

15. The Academic Staff Member is eligible to stand for no more than two consecutive terms of office.

16. The Deputy Returning Officer shall acknowledge receipt of the nomination to each nominee indicating the date and time the nomination was received.

17. If the Deputy Returning Officer believes there is any cause for concern regarding the validity of a nomination, this matter shall be drawn to the attention of the nominee/candidate, who shall be given the opportunity to address the cause for concern.

18. The Returning Officer shall scrutinise nominations and can disqualify any ineligible candidates. As soon as practicable, each candidate shall be notified of the validity of their nomination and the list of candidates for the election shall then be confirmed and published.

19. The Chancellor's Assessor, Sheriff Principal Alastair Dunlop QC, shall be appointed by the University Court to hear any appeal against disqualification by the Returning Officer. The decision of the Chancellor's Assessor is final. If for any reason the Chancellor's Assessor is unavailable the Nominations Committee will appoint another member of the University Court to hear any appeals.

20. In the event of there being only one valid candidate and therefore an uncontested election, the Deputy Returning Officer shall declare and publicise as soon as practicable the name of the one valid candidate elected.

Conduct of election process

21. Each candidate shall receive from the Deputy Returning Officer a copy of these Regulations. In order to assist in the interpretation of these Regulations a meeting with candidates may also be held if required.

22. If the Deputy Returning Officer has reason to believe that a breach of these Regulations may have occurred the Deputy Returning Officer shall request a written explanation or clarification from the candidate. If the Deputy Returning Officer concludes that a material breach has occurred the Deputy Returning Officer shall inform the Returning Officer. The Returning Officer has the authority to disqualify a candidate subject to the right of appeal by the candidate to the Chancellor's Assessor within 48 hours of receiving written notification of the disqualification. The decision of the Chancellor's Assessor shall be final.

23. The validity of the election shall not be affected in the event that a candidate is unavailable to continue for any reason prior to the results of the election being announced and where there are more than two candidates remaining the election shall proceed as planned. In the event of there being only one remaining candidate and therefore an uncontested election, the Deputy Returning Officer shall declare and publicise as soon as practicable and no later than 48 hours after confirmation of the uncontested election status the name of the valid candidate elected.

24. After the declaration of the elected candidate, arrangements to hold a new election shall be undertaken only in the event of that declared elected candidate being unable for whatever reason to continue to hold the position of Academic Staff Member.

25. The Deputy Returning Officer shall distribute to each member of the electorate via email a link to the voting system along with a link to the relevant web page to view supporting statements, of not more than 500 words, for each candidate for information. The emails shall be required to comply with the University's computing regulations and the Deputy Returning Officer shall reserve the right to require amendments to be made to the content particularly if the text contains inappropriate comments about other candidates.

26. Use of pre-existing e-mail, phone or mailing group/lists by candidates for the purpose of promoting their campaign is not permitted. Harvesting of data from any such lists for campaign purposes is also not permitted.

27. Candidates may canvass individuals known to them. Unsolicited canvassing of other voters by e-mail, mail or phone using University directories or resources is not permitted. As noted at section 25, the University will ensure that the candidate's statement is made available to voters.

28. For voters who do not have email access and have requested a postal vote, the Deputy Returning Officer shall distribute principally through the internal University postal system, a ballot paper and a return envelope. A supporting statement, of not more than 500 words, will also be included from each candidate for information.

29. A double envelope system will be used for postal votes. The first envelope will be opened on 23 March 2020 for verification purposes. The second envelope which contains the vote will be kept securely and will be opened and recorded on 26 March 2020, once the on-line poll has closed.

Voting arrangements

30. The election shall be conducted by means of the alternative vote.

31. Voting shall be conducted by staff on-line using a secure University portal or, dependent on circumstances, by means of a postal vote. A postal vote may be granted by the Deputy Returning Officer if any of the following criteria are met: (i) no access to a networked University computer; (ii) away from Edinburgh during the period of the election and either unable to, or may have difficulty in, accessing the on-line voting system; or (iii) another valid reason. If a member of staff casts both an electronic and a postal vote only the postal vote shall be considered valid.

32. Requests for postal votes must be made on the appropriate form and require to be with the Deputy Returning Officer by 12 noon on 4 March 2020. Postal ballot papers shall be issued by 9 March 2020 to those staff granted a postal vote.

33. All those on the electoral roll for the Academic Staff Member Election, except those staff who have requested and been granted a postal vote, shall be permitted access and shall be able to vote on the on-line voting system from 9am on 24 March 2020 until 12 noon on 26 March 2020.

34. Staff granted a postal vote shall be required to send their vote to the Deputy Returning Officer to arrive no later than 12 noon on 23 March 2020. It shall be for the Deputy Returning Officer to determine whether, in exceptional circumstances, any late postal vote shall be accepted but no late postal vote shall be accepted if it arrives after 12 noon on 26 March 2020.

35. Where a change of circumstances occurs which in the opinion of the Returning Officer renders the voting period insufficient to enable a representative vote to be obtained under the special conditions prevailing at the time (for example, severe weather leading the closure of many University buildings and staff not present on campus), the Returning Officer may extend the voting periods as they consider necessary.

Counting

36. All votes cast either on-line or postal shall be counted together using an electronic counting system. Postal votes shall not be opened and recorded until after the close of the on-line poll. Each candidate shall be permitted to attend and have a representative present at the counting.

37. Each member of the electorate shall be entitled to have only one vote included at each stage of the electronic counting process.

38. In the event of a tie, the successful candidate shall be determined by the drawing of lots by the Returning Officer. The drawing of lots can be witnessed by the tied candidates or a representative nominated by a tied candidate.

Declaration

39.   The Deputy Returning Officer shall ensure that a notice of the result of the election is posted on the Old College Notice Board, on the University website and on University social networking sites as soon as is practicable after the result has been declared.

40.   The successful candidate shall be required to re-confirm in writing that they are not disqualified under the Charities and Trustee Investment (Scotland) Act 2005 from acting as a Trustee of a charity.

UNIVERSITY COURT

2 December 2019

Senatus Academicus Election Regulations

Description of paper
1. Regulations to govern elections to the Senatus Academicus ('Senate') from 2020/21 onwards. The first elections under these regulations will be held in Spring 2020.

Action requested/Recommendation
2. Court is invited to approve the draft Senate Election Regulations appended below.

Background and context
3. The University is required to be in full compliance with the Higher Education Governance (Scotland) Act 2016 by the end of 2020. In order to comply with the Act, Court is required to approve rules governing the election of members of the Senate.

4. The draft Senate Election Regulations have been reviewed and commented on by the Senate HE Governance Task Group, including the Principal, University Secretary, Conveners of the Senate Standing Committees, Senate Assessors, and the Students' Association VP Education, and by Court Services.

5. The draft Senate Election Regulations are compliant with University Ordinance Number 212: Composition of Senatus Academicus, which was approved by Her Majesty in Council on 8 October 2019.

6. The draft Senate Election Regulations were reviewed and approved by Senate on 2 October 2019.

Discussion
7. From 2020/21, the membership of Senate will be approximately 300. This consists of 100 elected academic staff (professorial) members, 100 elected academic staff (non-professorial) members, approximately 70 *ex officio* members, and 30 student members drawn from elected student office holders. The elected academic staff member spaces are distributed across Colleges. Tutors and demonstrators are included in the elected academic staff (non-professorial) pool.

8. Senate elections for academic staff members will take place in March / April 2020 and will be managed by Academic Services' Senate Support team. Election of student members will be managed by the Students' Association via their usual office holder election processes.

9. All current Senate membership will cease on 31 July 2020. The new membership will take office from 1 August 2020. Terms of office for members elected to start on 1 August 2020 will be either one, two or three years. This is to enable elections of one third of the elected membership per year going forward. One, two and three year

terms will be randomly allocated to members immediately following the results of the election in March / April 2020.

10. The dates of opening and closing nominations, and the election date, will be presented for approval to the Senate meeting on 5 February 2020, and it is anticipated that nominations will open on 5 February 2020 for an election held on 24-26 March 2020.

Resource implications
11. The cost of the Senate elections will be met from within existing budgets.

Risk management
12. The University's Risk Policy and Risk Appetite statement refers to the University holding 'no appetite for any breaches in statute, regulation.' The Senate Election Regulations enable the University to meet requirements of the Higher Education Governance (Scotland) Act 2016 and support the University in complying with the Act by the deadline of the end of 2020.

Equality & Diversity
13. Possible issues of Equality and Diversity have been addressed in an Equality Impact Assessment (EIA) (published on the [Equality and Diversity webpages](#)). The EIA recommended publicising elections through a broad range of channels, to ensure that staff in all categories are aware of opportunities to stand for election, and noted that under the Scottish Code of Good Higher Education Governance, Senate must conduct its own review of effectiveness on an annual basis. This annual review will provide an opportunity to review the membership of Senate and the effectiveness of election communications in relation to Equality and Diversity. Equality and Diversity will also be considered as part of the next five-yearly externally facilitated review of Senate.

Next steps/implications
14. Senate elections under these Regulations will be managed by staff within the Academic Services team. A year-on review of the composition of Senate following the implementation of the Senate Election Regulations will be carried out by Senate with support from the Academic Services team. Senate is subject to a five-yearly externally facilitated review.

Consultation
15. The draft election regulations were reviewed and approved by Senate on 2 October 2019.

Further information
16. *Author*   *Presenter*
     Kathryn Nicol   Sarah Smith
     Academic Services   Vice-Principal Strategic Change &
     25 September 2019   Governance; University Secretary

Freedom of Information
17. Open paper.

Senatus Academicus (Senate) Election Regulations
Composition of the Senate (Ordinance 212 Paragraphs 1-3 and 5)

1. The Principal of the University will preside at any meeting of the Senate.[1]

2. The Senate model will comprise the following categories with numbers apportioned as follows[2]:

Table 1

Position	Membership
Principal	1
Heads of Schools	21
Heads of Colleges	3
Other *ex officio* appointments	Approximately 50
Total *ex officio*	**Approximately 70 (maximum 80)**
Elected academic staff (Professorial)	100
Elected academic staff (Non-professorial)	100
Elected students	30
Total elected	**230**
Total Senate membership	**Approximately 300**

3. The elected membership of Senate will be broken down as follows:

Table 2

Position	Membership	Membership Breakdown
Elected academic staff (Professorial)	100[3]	34 Professors from the College of Arts, Humanities and Social Sciences
		33 Professors from the College of Science and Engineering
		33 Professors from the College of Medicine and Veterinary Medicine
Elected academic staff (Non-professorial)	100[4]	34 academic staff members from the College of Arts, Humanities and Social Sciences
		33 academic staff members from the College of Science and Engineering
		33 academic staff members from the College of Medicine and Veterinary Medicine
Elected students	30[5]	See Appendix 2

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[1] Ordinance 212 Paragraph 1.
[2] Ordinance 212 Paragraphs 2, 3, and 5.
[3] Ordinance 212 Paragraph 3a.
[4] Ordinance 212 Paragraph 3a.
[5] Ordinance 212 Paragraph 5.

4. Staff *ex officio* roles are detailed in Appendix 1. This list may be amended by the University Secretary from time to time, to reflect changes in organisational structures and job titles. Any changes will be notified to Senate at the next meeting of Senate.

5. The Students' Association will determine the office holders whose roles will entitle them to take up Senate membership and will be responsible for appointing these students to Senate.

6. The Students' Association must inform the Senate Support team if it is necessary to make any alteration to the list of office holders in Appendix 2 whose roles entitle them to Senate membership. Any changes will be notified to Senate at the next meeting of Senate.

7. Should a relevant Students' Association position become vacant for a period of time or a relevant student office holder be otherwise unavailable, the Students' Association will identify another appropriate elected student office holder to fill the vacant Senate position.

8. Election of Senate Assessors to the University Court operates under separate regulations relating to election to University Court. Senate Assessors on the University Court will comprise one Joint Academic and Senate Assessor and two Senate Assessors. Assessors are elected for a four-year term on Court; they retain Senate membership as *ex officio* members for the duration of their term as Court members.

Term of Office (Ordinance 212 Paragraphs 4 and 6)

Elected academic staff

9. Elected academic staff will stand for a term of office which will not exceed three years from the first day of August of the year of election.[6] Elected academic staff will demit office on 31 July of their final year in office.

10. There is no cap on the number of terms of office for which academic staff members may stand; academic staff members will be eligible for re-election for the same term of office provided that they demit office on ceasing to hold a contract of employment with the University.[7]

11. Elected academic staff members may resign membership at any time.[8] Their membership will remain vacant until the next scheduled Senate election.

Elected students

12. The term of office for undergraduate student members will be one year, starting on the first day of August in the year of election. The terms of office for postgraduate student members will be one year, starting on the first day of November in the year of election. Students will be eligible to stand for multiple terms of office consecutively. There is no cap on the number of terms of office for student members.

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[6] Ordinance 212 Paragraph 4.
[7] Ordinance 212 Paragraph 4a.
[8] Ordinance 212 Paragraph 4b.

13. A student member will demit office on ceasing to be a student at the University. Student members may resign membership at any time.[9]

The Electoral Roll (Ordinance 212 Paragraphs 3 and 5)

Elected academic staff

14. Academic staff members who are eligible to stand for membership of Senate and elect members from their own number will hold appointments from the University Court, as attested by a contract of employment issued by the University.[10] In practice, 'Academic staff' will apply to all members of staff who are categorised as 'academic' in the University's Human Resources records.

15. All members of staff who are categorised as 'academic', and who also hold a personal or established chair, will be eligible to stand and vote in the 'elected academic staff (professorial)' category. All members of staff who are categorised as 'academic,' and who do not hold a personal or established chair, will be eligible to stand and vote in the 'elected academic staff (non-professorial)' category.

16. Members of the academic staff who hold a personal or established chair will not be eligible to stand and vote in the 'elected academic staff (non-professorial)' category. Members of the academic staff who do not hold a personal or established chair will not be eligible to stand and vote in the 'elected academic staff (professorial)' category.

17. Academic staff members who hold any of the posts or offices which qualify them for *ex officio* membership will not be eligible to stand for membership of Senate in either of the elected academic staff categories,[11] but are entitled to vote in the election for the academic staff category relevant to their role.

18. The electoral roll will be compiled from Human Resources' records on 31 January preceding the call for nominations (see Section 21), meaning that nominees for the elected academic staff places will need to have been in their posts from this date in order to be eligible for nomination. Academic staff members who are allocated to the University Secretary's Group or Information Services Group will be included in the electoral roll for College of Arts, Humanities and Social Sciences.

19. Academic staff in both elected categories will be eligible to stand for the places which have been allocated to the College of which they are a member. If an academic staff member is a member of multiple Colleges, they will stand in the College where they work a greater proportion of their time (based on full-time equivalent). If an academic staff member works for equal amounts of time across multiple Colleges, they will be permitted to select the College in which they intend to stand, on condition that they only stand for election in one

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[9] Ordinance 212 Paragraph 6a, 6b.
[10] Ordinance 212 Paragraph 3
[11] Ordinance 212 Paragraph 3b

College, and that they declare in writing to the Senate Support Team in which College they intend to stand.

Elected students

20. The eligibility for students to stand for offices which can entitle them to Senate membership will be determined according to the eligibility criteria used by the Students' Association to appoint students to official roles. All students who are registered on credit-bearing courses, or who hold sabbatical offices, will be eligible for student membership.

Election of Academic Staff Members to Senate (Ordinance 212 Paragraph 7)

21. Elections for academic staff members will be held annually and will be run by the Senate Support team. There will be two elections for each College each year, one for eligible professorial staff vacancies and one for eligible non-professorial academic staff vacancies. Both elections will usually be held on the same day.

22. The Senate Support team will inform Colleges of the number of vacancies in each elected academic staff category and will report on an annual basis the members of each College in each category who will continue in office. Senate Assessors will be included in the count of College elected members throughout their term of office as a Senate Assessor.

Election Dates

23. The call for nominations for each election will be made after 31 January each year, normally at the next Senate meeting. No nominations will be accepted before this date. At this meeting, Senate will agree a deadline for the submission of nomination forms.

24. The elections will be conducted on a date which will be determined by the Senate in each year and all elections to Senate will usually take place on the same date in a given year. The elections must take place in time to communicate the results to Senate before its final meeting of the academic session, and the results must be communicated to Senate no later than 30 June each year.

Role of the Returning and Deputy Returning Officers

25. On an annual basis, Senate will appoint a Returning Officer and Deputy Returning Officer, who will be responsible for the management of the elections and the declaration of the results of the elections.

26. The Deputy Returning Officer will provide nomination forms calling for nominations and will draw attention to the correct procedure for making nominations. The call for nominations will be published by the Deputy Returning Officer and advertised via agreed channels.

Nomination and Validation of Candidates

27. Only members of the electorate in each category, as defined in paragraph 13, will be eligible to stand for election in that category. Eligible individuals will be entitled to nominate themselves as a candidate using the process specified in the call for nominations.

28. All nominations must be received by the deadline agreed by Senate. No nominations will be accepted after this date and time.

29. If the Deputy Returning Officer receives a nomination from an individual who is not eligible to stand for election under the terms defined in these regulations, the Deputy Returning Officer will contact the individual to inform them that their nomination will not be accepted. Where the individual whose nomination has not been accepted wishes to challenge the rejection of their nomination, they may do so by contacting the Returning Officer. The decision of the Returning Officer is final.

30. In the event of there being only one valid candidate for each vacancy and therefore an uncontested election, the Deputy Returning Officer will declare and publicise as soon as practicable the name of the valid candidate elected for each vacancy.

Conduct of election process

31. Each candidate will receive from the Deputy Returning Officer a copy of these Regulations.

32. If the Deputy Returning Officer has reason to believe that a candidate may have breached these Regulations, the Deputy Returning Officer will request a written explanation or clarification from the candidate. If the Deputy Returning Officer concludes that a material breach has occurred, the Deputy Returning Officer will inform the Returning Officer. The Returning Officer has the authority to disqualify a candidate, subject to the right of appeal by the candidate to the University Secretary (or specified delegated authority) within two working days of receiving written notification of the disqualification. The decision of the University Secretary (or delegated authority) will be final.

33. The validity of the elections will not be affected in the event that a candidate is unavailable to continue for any reason prior to the results of the election being announced and, where there is a greater number of candidates remaining than vacancies in any category, the election will proceed as planned. In the event of there being only one remaining candidate for each vacancy in any category and therefore an uncontested election in that category, the Deputy Returning Officer will declare and publicise as soon as practicable, and no later than two working days after confirmation of the uncontested election status, the names of the valid candidates elected.

34. The Deputy Returning Officer will distribute to each member of the electorate via email a link to the voting system along with a link to the relevant web page to view information about the candidates.

Voting arrangements

35. The elections will be conducted by means of the Single Transferrable Vote, Weighted Inclusive Gregory Method (STV WIGM). The candidates with the greatest share of the vote will automatically be elected.

36. Voting will be conducted by staff online. All those on the electoral roll will be permitted access and will be able to vote on the online voting system on the election date(s).

37. Members of staff who are formally employed in more than one College will be entitled to vote in all Colleges in which they are employed.

Counting

38. All votes cast online will be counted together using an electronic counting system.

39. In the event of a tie, the successful candidate or candidates will be determined by the drawing of lots. The Returning Officer will draw lots from the pool of candidates whose votes are tied until the available vacancies are filled.

40. The Deputy Returning Officer will ensure that a notice of the result of the election is posted on the Old College Notice Board and posted to the Senate webpages as soon as is practicable after the result or results have been declared and communicated to Senate at the first meeting following the elections.

Election of Student Members to Senate (Ordinance 212 Paragraph 8)

41. Elections for student members will be held annually on dates to be determined by the Students' Association. Elections for student members will be conducted by the Students' Association in accordance with election regulations determined by the Students' Association, and with section 16 of the Higher Education Governance (Scotland) Act 2016.

Appendix 1

Senate Ex Officio membership
(See regulations 2 and 4)

Position	Membership	Membership Breakdown
Principal	1	**(Required under Ordinance 212)**
Ex officio appointments	Approximately 70, with a maximum 80 *ex officio* members in total.	Heads of Schools **(Required under Ordinance 212)** This includes the Head of the Medical School rather than the Heads of the three Deaneries within the Medical School.
		Heads of College **(Required under Ordinance 212)**
		Vice-Principals
		Assistant Principals
		Director of Library and University Collections
		Up to 5 College-level office holders per College nominated by that College who hold academic posts (for example, Deans and Associate Deans)
		Office-holders who are specifically entitled to Senate membership under the terms of collaborative agreements.
		Senate Assessors on the University Court (1 Joint Academic and Senate Assessor; 2 Senate Assessors)

Appendix 2

Student membership
(See regulations 5 and 6)

Position	Membership	Membership breakdown
Elected students	30	5 Sabbatical Officers
		7 Section Representatives
		5 Liberation Officers
		6 Undergraduate School Representatives
		6 Postgraduate School Representatives
		1 Activities Representative - Academic

UNIVERSITY COURT

2 December 2019

Exception Committee Report

Committee Name
1. Exception Committee.

Date of Meeting
2. The Committee considered business via electronic communications concluded on 26 November 2019.

Action Required
3. To note the matter approved on behalf of Court by Exception Committee.

Key points
FASTBLADE Structural Fatigue Facility in Rosyth
4. The Committee approved investment in the FASTBLADE facility.

Paragraph 4 has been edited as exempt from release due to FOI.

Full Minute
5. The paper considered is available at:
https://www.wiki.ed.ac.uk/display/UCC/Exception+Committee

Equality & Diversity
6. There are no specific equality and diversity issued associated with this report.

Further information
7. *Author*   *Presenter*
   Lewis Allan   Anne Richards
   Head of Court Services   Convener of Exception Committee

Freedom of Information
8. Closed paper.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

Policy & Resources Committee Report

Committee Name

1. Policy & Resources Committee

Date of Meeting

2. 18 November 2019

Action Required

3. To note the key points.

Paragraphs 4-12 have been removed as exempt from release due to FOI.

Equality & Diversity

13. Issues related to equality and diversity were considered within each paper as appropriate.

Further information

14. *Author*   *Presenter*
    Lewis Allan   Anne Richards
    Head of Court Services   Convener, Policy & Resources Committee

Freedom of Information

15. Closed paper.

UNIVERSITY COURT

2 December 2019

Nominations Committee Report

Committee Name
1. Nominations Committee

Date of Meeting
2. 18 November 2019

Action Required
3. To note the key points below.

Key points
External Effectiveness Review Implementation update
4. An update on implementing the recommendations of the Court External Effectiveness Review was noted:
   i) People – the Senior Lay Member proposals have been developed in consideration of the recommendations on recruiting high calibre Court members; and,
   ii) Structure and Process – a revised draft Delegated Authority Schedule will be reviewed by the University Executive on 19 November and is expected for submission to the next cycle of Policy & Resources Committee and Court meetings in early 2020. The structure of the Court agenda will also be considered. For example, raising the Policy & Resources Committee and Audit & Risk Committee reports to an early part of the Court agenda.

Senior Lay Member: Recruitment and Election

Paragraph 5 has been removed as exempt from release due to FOI.

6. It was agreed to submit to Court a paper incorporating the above points as appropriate.

Full minute
7. The papers and in due course the full minute will be available at the following link:
https://www.wiki.ed.ac.uk/display/UCC/Nominations+Committee

Equality & Diversity
8. Nominations Committee has considered equality and diversity aspects of the appointment process and intends to emphasise this within the candidate information pack.

Further information
9. *Author*   *Presenter*
   Lewis Allan   Anne Richards
   Head of Court Services   Convener, Nominations Committee

Freedom of Information
10. Closed paper.

UNIVERSITY COURT

2 December 2019

Senior Leadership Team Remuneration Review 2020: Proposed Approach

Description of paper
1.   This paper outlines Remuneration Committee's recommendations for the 2020 review of the remuneration of the University's Senior Management Team, including the Principal.

Action requested/Recommendation
2.   Court is asked to **endorse** the approach to the review of senior management salaries to be undertaken by the Principal, who will present it for approval by the Remuneration Committee in January 2020.

3.   Court is asked to **endorse** the approach to the review of the Principal's salary. The Vice-Convener of Court will undertake an annual performance review with the Principal and will provide an update to the Chair of the Remuneration Committee. The latter will present recommendations for approval by a separate meeting of the Remuneration Committee in January 2020.

Background and context
Senior Management Team Remuneration – Annual Review, effective 1 January
4.   The Remuneration Committee is responsible[1] for the annual review and approval of revisions to the remuneration of the University's senior management, including the Principal, their direct reports and other senior staff. Approved increases are effective from 1 January.

Remuneration Committee Framework for Decision Making
5.   In December 2018, Court approved revisions to the Remuneration Committee's Framework for Decision Making[2] to ensure compliance with the revised Scottish Code of Good Higher Education Governance (2017 edition) (the Governance Code), namely that 'prior to decision-making on the remuneration package of the Principal and the senior team, all Court members will be consulted on the overall proposed approach, with the key principles underpinning the proposal explained'.

Other staff remuneration - 2019
6.   Other University staff receive the basic salary uplift negotiated with the trade unions by UCEA on behalf of c150 universities and colleges. In August 2019, all points on the University's grade 1 to 9 pay scales were increased by 1.8% with tapered increases of between 1.82% and 3.6% for lower grades. In addition, 63% of staff were eligible for incremental progression through their grade, giving those eligible a total increase of at least 4.8%.

7.   In line with the recommendation of UCEA, the University implemented the increase despite sector-wide agreement not having been reached. The five trade unions balloted their members for industrial action, with UCU the only union to secure a mandate for strike action and action short of strike from its University of Edinburgh membership.

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[1] https://www.ed.ac.uk/human-resources/pay-reward/remuneration-committee
[2] https://www.ed.ac.uk/files/atoms/files/20181203-remuneration_committee_framework.pdf

Proposed Approach

8.   Remuneration Committee recommends that the approach to the 2020 review of senior staff remuneration including the Principal takes into account their annual performance review and is informed by the following internal and external factors.

9.   <u>Internal relativities:</u> i.e. awards made to other staff.

10. <u>Gender pay equality</u>

11. <u>University past practice</u>: in 2019 the senior team were awarded the equivalent of the 2018 general uplift. Adjustments informed by external benchmarking are also occasionally made.

12. <u>External competitiveness/comparative benchmarking</u>: i.e. individual role holder salaries relative to their peer group, particularly within the Russell Group.

13. <u>Broader sector context</u>

14. <u>Corporate citizenship</u>: the extent to which the individual role models the University's Values.

Resource implications

15. Costed proposals will be presented to the Remuneration Committee in January 2020.

Risk Management

16. The recommendations reflect the principles that underpin the Remuneration Committee's decision making; specifically to ensure the process of reviewing the reward of senior staff takes account of the quality and standing of the University of Edinburgh. They therefore mitigate the risk of losing key talent whilst being cognisant of the University's reputation.

Equality & Diversity

17. The recommendations reflect the principles that underpin the Remuneration Committee's decision making; specifically to ensure the process for reviewing the reward of senior staff reflects robust equality practice and that the reward of senior staff is fair, equitable and responsive in a highly competitive environment.

Next steps/implications

18. The agreed approach, supported by detailed comparative data will be used to inform decisions for increases to senior management and the Principal's salaries at the separate Remuneration Committee meetings in January 2020.

Consultation

19. The proposed approach to the review of senior staff remuneration has been endorsed by the Remuneration Committee.

Further information

20. *Author*   *Presenter*
     James Saville   Susan Rice
     Director of Human Resources   Chair, Remuneration Committee

Freedom of Information

21. This paper is open.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

Audit and Risk Committee Report

Committee Name
1. Audit and Risk Committee.

Date of Meeting
2. 22 November 2019.

Action Required
3. Court is invited to note the key points from the meeting and to approve the Modern Slavery Statement and the updated Receipt and Provision of Gifts, Hospitality and Other Benefits Policy.

Paragraphs 4-12 have been removed as exempt from release due to FOI.

Equality & Diversity
13. There are no specific equality and diversity issues associated with this report.

Further information
14. *Author*
    Kirstie Graham
    Deputy Head of Court Services
    November 2019

Presenter
Alan Johnston
Convener of the Audit & Risk Committee

Freedom of Information
15. Closed paper.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

Knowledge Strategy Committee Report

Committee Name
1. Knowledge Strategy Committee

Date of Meeting
2. 11 October 2019

Action Required
3. To note the key items discussed at the meeting as detailed below and to formally approve the Collections Management Policy 2020-2030.

Paragraphs 4-14 have been removed as exempt from release due to FOI.

Equality & Diversity
15. Issues related to equality and diversity were considered within each paper as appropriate.

Further information
16. *Author*
    Lewis Allan
    Head of Court Services

    Presenter
    Doreen Davidson
    Convener of Knowledge Strategy
    Committee

Freedom of Information
17. Closed paper.

THE UNIVERSITY of EDINBURGH

UNIVERSITY COURT

2 December 2019

Senatus Academicus Report

Committee Name
1.   Senatus Academicus ('Senate').

Date of Meeting
2.   Meeting of Senate on 2 October 2019.

Action Required
3.   To note the key points from the Senate meeting.

Key points
Senate Presentation Year-On Update: Student Experience Action Plan
4. Senate noted the update paper. The review of student support was highlighted as a particularly substantial area of work and an options analysis is currently taking place: an 'all-staff' update on this will be circulated shortly and information can also be found on the Personal Tutor and Student Support Review intranet site.

Presentation and Discussion: Supporting Early Career Researchers
Introduction and Overview
Dr Paddy Hadoke, Director of Postgraduate Research and Early Career Research Experience, College of Medicine and Veterinary Medicine
5. Early Career Researchers (ECRs) are essential to the output of the University, contributing to research, postgraduate student support, and teaching. Dr Hadoke noted the following challenges and risks associated with support for these staff:

- ECRs are often funded externally, on fixed term funding, in a poorly understood or developed career structure. ECRs may be identified by a wide range of job titles and are a complex cohort to identify and to engage with.
- Lack of action on ECR support is unsustainable and could create risks for the recruitment of excellent researchers, for the wellbeing of staff, and risks to access to funding in a context where funders are now requiring institutions to demonstrate better support for ECRs.

Early Career Researcher Societies
Dr Marlène Magalhaes Pinto and Dr Marie-Louise Monaghan, Research Assistants, Centre for Cardiovascular Science, College of Medicine and Veterinary Medicine
6. Dr Magalhaes Pinto highlighted the challenges of initiating, developing and sustaining ECR societies, and described work on developing a Postdoctoral Society in the BioQuarter. Key challenges included:

- Identifying relevant staff as ECRs when University data does not identify these staff as a group.
- Rapid turn-over of ECR staff means that it is difficult to sustain a society when key members depart and there are often gaps in activity and continuity.
- Limited or no funding provided by Schools.
- Limited time for ECRs to devote to the development and continuity of a society due the intensity of research work.

7. Dr Magalhaes Pinto also highlighted the value of ECR societies as sources of intellectual and collegiate community, providing peer support and supporting career development, particularly for ECRs new to the University. Societies also support networking of ECRs across and out with the University.

8. Dr Monaghan reported on the outcomes of a survey conducted among ECRs in the BioQuarter, which focused on availability of resources to ECRs and their sense of being valued in the University. Dr Monaghan noted that:
- It was challenging to gather up to date information on current ECRs so the survey was relatively small (29 subjects).
- The survey results indicated that most ECRs did not find it easy to find relevant support resources, and that a substantial minority reported not feeling valued in their role
- Reasons given for not feeling valued included lack of future career options, job insecurity, feeling underpaid (or that their role and required career development is not feasible within a 37 hour week), finding the University structure too complex to navigate, variability in the quality of supervision, lack of clarity about maternity rights and a culture in which maternity leave was considered to have a negative impact on career progression, no guaranteed time for training, and limited opportunities to gain teaching experience.
- Dr Monaghan also reported positive comments from the survey, including praise for the training opportunities provided by the Institute for Academic Development (IAD), ECRs valuing opportunities to be involved in University committees, and reports by ECRs of feeling valued and well supported in their particular teams / units.

9. Dr Monaghan summarised that ECRs are committed to their research and to contributing to the University, and that they deserve recognition for this in the form of institutional support for more secure employment and availability of support resources, in order to continue to produce high-quality research outputs.

The Early Career Researcher Perspective
Dr Alexander Martin, Research Assistant, Centre for Language Evolution, School of Philosophy, Psychology and Language Sciences
10. Dr Martin described experiences of ECRs who have given him feedback, and noted in particular:
- Differences in 'research' and 'teaching' focused posts leads to divergent opportunities to pursue teaching and research.
- Schools may not identify ECRs as a cohort, making it difficult to contact them to encourage networking.
- Supervisor variability and limited or no opportunities for mentoring.
- Limited or no School-level funding for ECRs for research or conference expenses.
- Teaching fellows in particular may be on short term contracts and may have particularly heavy workloads that impact on their ability to network, engage and represent themselves.

11. Dr Martin called on the University to achieve more consistency in the level of support and opportunities for ECRs across subject areas and Schools.

Engaging Early Career Researchers
Dr Caroline Proctor, Graduate and Staffing Services Manager, School of Biological Sciences

12. Dr Proctor noted that an element of her role is specifically to provide support for ECRs, including support for the 'BioDocSoc' ECR society. Dr Proctor noted that former committee members of the BioDocSoc are now experienced staff at the University, or have moved on to a wide range of international careers, highlighting the potential value of this network for the University.

13. Dr Proctor reported on a College of Science and Engineering initiative to create the role of a 'Postdoctoral Champion' in every School. These roles provide leadership within Schools and help Schools to surface and engage with ECR issues and act to address these. In response to focus groups organised by the Postdoctoral Champions, the School have created a 'Postdoc Advisor' role, developed ECR-specific webpages, created School guidelines for the management of ECRs, and established a 'Postdoc career development day'. The School are now working on embedding and further developing this support. Dr Proctor invited any colleagues wishing more information to contact her.

Models for Early Career Researcher Support
Dr Sara Shinton, Head of Researcher Development, Institute for Academic Development
Dr Paddy Hadoke, Director of Postgraduate Research and Early Career Research Experience, College of Medicine and Veterinary Medicine

14. Dr Hadoke summarised some key points from the discussions above:
- There is currently some excellent support available, but there is a lack of awareness about this support.
- ECRs can be a challenging group to engage and engagement with these staff needs to be actively pursued.
- Some improvements have the potential to be quite straightforward, such as improved welcome and induction to highlight the support resources already available, and maintaining a School database of ECRs.

15. Dr Hadoke noted an initiative in the Deanery of Clinical Sciences to trial a Performance and Development Review (P&DR) for ECRs which provides an opportunity to engage and share information about support and resources for career planning. Responses to this trial have been very positive.

16. Dr Hadoke also suggested that there is very valuable development work that can be done within the current structure and resources and without adding additional burden to managers. More mentoring conversations, and developing and sharing good practise between Schools and Colleges, has the potential to enhance the contributions of ECRs to the University and enable the University to continue to attract high quality researchers and build a positive research culture.

17. Dr Shinton then set the presentation in the context of the publication, in September 2019, of a new [Concordat to Support the Career Development of Researchers](). The publication of the Concordat has been accompanied by a call for

work to be done across the sector to improve support for ECRs. The Concordat has three core principles:

- Excellent research requires a supportive and inclusive research culture.
- Researchers are recruited, employed and managed under conditions that recognise and value their contributions.
- Professional and career development are integral to enabling researchers to develop their full potential.

18. Dr Shinton noted that funding bodies are included as a stakeholders under the new Concordat, and that major funding bodies have already signed the Concordat, which is a strong indication that funding bodies will expect institutions to engage with the Concordat.

19. Dr Shinton reported that the University is working towards signing the Concordat, and is currently engaged in analysis to support this. Gap analysis so far has highlighted some key areas for development:

- Effective signposting to key support services and activities;
- Development of a single events calendar;
- Enhanced support for career consultations and support for academic managers;
- Promoting and supporting increased ECR society activity;
- Dedicated spaces for researchers to provide a focal point for ECRs.

20. Dr Shinton also highlighted opportunities for support for managers:

- Using P&DR more effectively, both to deliver support for staff and to generate meaningful data;
- Providing 'short guides' for managers on diverse career paths;
- Develop research staff on fellowship tracks to support grant writing;
- Develop research staff through delegation and opportunities.

21. Dr Hadoke summed up the presentation, emphasizing the ambition that staff see the University as a place to improve and develop their careers, and that failing to do this entails reputational risks. Dr Hadoke called for action by the University to achieve this ambition.

Discussion
22. Points raised in the discussion:

- The publication of the Concordat indicates improving career structures and support for ECRs is a sector-wide issue.
- The University of Edinburgh has a role to play in developing the sector, and there are also actions that the University can take without waiting for sector-wide developments, and which may lead to competitive advantages for the University.
- It was agreed that better data and definitions are required to identify ECR staff and their support needs, including better knowledge and use of PURE (the University's research management information system).
- Teaching fellows and staff in longer-term postdoctoral positions should not be excluded from the definition of ECRs.

- Available support must be signposted clearly and be easily accessible. The [Code of Practise for the Management and Career Development of Research Staff](#) was highlighted: this will be revised and updated as part of the work towards signing the revised Concordat.
- ECRs may require support to pursue a range of career paths.
- While maternity leave is supported, this does not necessarily include extensions to short term (for example three year) contracts. It was noted that this involved funding bodies as well as the University as an employer, and that better data is required to understand the impact of a break on a grant. ECRs called for the University to take a more active role as the employer in supporting ECRs in relation to maternity leave.
- Administrative support and some financial support may help to sustain and develop ECR societies run by ECR staff. It was noted that the Law School has an ECR staff representative and that funding and administrative support is made available by the School, and that this might be an example of good practice. [Information provided by IAD for research staff societies was highlighted](#). It was noted that budgets which may support this are devolved to Schools.
- Visa support from the University solicitor was identified as very helpful for ECRs. The cost of visa application fees was noted as a potentially significant expense for ECRs.
- It was noted that there is now a [collective agreement](#) between the University and the University & College Union (UCU) to phase out by 2020/21 the use of nine or ten month recurring contracts with annualised pay.
- It was reconfirmed that the University is working towards signing the Concordat but also that the University should have ambitions to go beyond the requirements of the Concordat.
- Leadership at School level will be required to implement any action plans resulting from the Concordat.
- It was noted that funding models such as short term contracts may have a significant impact on ECR experience, and that funding bodies have signed the Concordat but have not yet indicated an intention to revise their funding models. The University was called on to use its influence in the sector to raise this issue.

23. Dr Hadoke noted that the discussion showed that there is a great deal of activity occurring around ECR experience, but that this activity requires greater coordination and greater consistency and that this may involve thinking beyond the School as the organising unit for activity. Dr Hadoke also noted that there appears to be a significant issue of communication of information rather than provision of information, and that better coordination and centralisation of information could address this.

24. IAD, led by Dr Shinton, will lead work on preparing to sign the Concordat.

Formal Business
Senate Election Regulations
25. Senate approved the Senate Election Regulations.

Senate Election Communications Plan
26. Senate approved the Election Communications Plan.

Communications
Edinburgh University Students' Association Priorities for 2019/20
27. Senate noted the Students' Association Vice-President Education's priorities for 2019/20.

Resolutions
28. Senate offered no observations on draft resolutions No. 67/2019 – 71/2019.

Full Agenda and Papers
29. http://www.ed.ac.uk/schools-departments/academic-services/committees/senate/agendas-papers

Equality & Diversity
30. No key implications for equality and diversity were raised by Senate. All paper authors are asked to consider and identify equality and diversity implications.
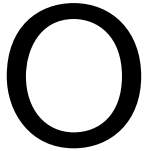
Further information
31*. Author*   *Presenter*
     Kathryn Nicol   Professor Peter Mathieson
     Academic Services   Principal & Vice-Chancellor

Freedom of Information
32. Open paper.

UNIVERSITY COURT

2 December 2019

Resolutions

Description of paper
1.   This paper invites Court to approve Resolutions to establish chairs in accordance with the agreed arrangements and the requirements set out in the Universities (Scotland) Act 1966.

Action requested/Recommendation
2.   Court is invited to approve the Resolutions presented in final format.

Background and context
4.   In accordance with the Universities (Scotland) Act 1966, Court has powers exercisable by Resolution in respect of a number of matters. The Act stipulates that Senate, the General Council and any other body or person having an interest require to be consulted on draft Resolutions throughout the period of a month with the months of August and September not taken into account when calculating the consultation period.

Discussion
5.   With no observations having been received from Senate, the General Council or any other body or person having an interest, Court is invited to approve the following Resolutions:

Resolution No. 67/2019: Foundation of a Chair of Chemical Engineering Technology
Resolution No. 68/2019: Foundation of a Chair of Infectious Diseases and HIV
Resolution No. 69/2019: Foundation of a Personal Chair of Education
Resolution No. 70/2019: Foundation of a Jason Reese Chair of Multiscale Fluid Mechanics
Resolution No. 71/2019: Foundation of a Chair of Behavioural Sciences

6.   The full text of the Resolutions is available on the Court wiki site: https://www.wiki.ed.ac.uk/display/UCC/University+Court

Resource implications
7.   Part of the approval process for new Chairs involved confirmation of the funding in place to support the post.

Risk Management
8.   There are reputational considerations, which are considered as part of the University's approval processes.

Equality & Diversity
9.   There are no specific equality and diversity issues associated with this paper. However equality and diversity best practice and agreed procedures are adopted in appointing individuals to Chairs.

Next steps/implications

10.   Senate and the General Council will be informed of the approval of the final Resolutions. The list of approved Resolutions is annually reviewed and published on the University's website.

Consultation

11. Senate and the General Council are asked for observations on Resolutions and a notice displayed on the Old College notice board and published online to enable observation from any other body or person having an interest to express observations.

Further information

12. *Author*

Kirstie Graham
Court Services Office
21 November 2019

Freedom of Information

13. Open paper.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

Donations and Legacies; Global Alumni Events

Description of paper
1. A report on legacies and donations received by the University of Edinburgh Development Trust or directly by the University from 7 September 2019 to 8 November 2019.

2. The paper also includes information on upcoming global alumni events in response to Court's request for sight of these to enable Court member attendance if in the vicinity at the time.

Action requested/Recommendation
3. Court is invited to note the legacies and donations received and the details of upcoming global alumni events.

Paragraphs 4-7 have been removed as exempt from release due to FOI.

Global Alumni Events
8. The following events will be taking place from December 2019 to June 2020.

San Diego, CA, USA Informal alumni gathering, hosted by Professor Geoffrey Pullum (Linguistics)	4 December 2019
Atlanta, GA, USA Alumni reception, hosted by alumnus and University Regent, Dr Roualeyn Fenton-May and Professor Chris Dent (School of Mathematics)	10 December 2019
South Asia Alumni Burns Suppers in Bangalore, Mumbai and Colombo	End of January 2020
USA Alumni Burns Suppers in New York, Washington DC, Boston and Chicago	End of January 2020
Singapore and Kuala Lumpur Alumni events hosted by Professor Conchur O'Bradaigh (School of Engineering)	Week commencing 17 February 2020
Toronto, Canada Edinburgh University Club of Toronto (EDUCT) Annual Alumni Dinner	3 April 2020
New York, USA Alumni marching in the annual Tartan Day Parade	4 April 2020

Resource implications
9. There are no specific resource implications associated with this paper. The funds received will be appropriately managed in line with the donors' wishes.

Risk Management
10. There are policies and procedures in place to mitigate risks associated with funding activities including the procedure for the ethical screening of donations.

Equality & Diversity
11. There are no specific equality and diversity issues associated with the paper. Cognisance is however taken of the wishes of donors' to ensure these reflect the University's approach to equality and diversity and that these comply with legal requirements.

Next steps/implications
12. The University is grateful for the support provided to enable it to continue to provide high quality learning and research.

Consultation
13. This paper has been reviewed and approved by Chris Cox, Vice-Principal Philanthropy & Advancement and Executive Director of Development & Alumni.

Further information
14. *Authors*
   Gregor Hall
   Finance Manager

   Mariana West
   Global Alumni Networks Manager
   Development & Alumni

Freedom of Information
15. Closed paper.

THE UNIVERSITY *of* EDINBURGH

UNIVERSITY COURT

2 December 2019

Dates of 2020/21 Meetings

Description of paper
1. This paper proposes Court meeting dates for the 2020/21 academic year.

Action requested/Recommendation
2. Court is invited to approve the dates.

Background and context
3. The proposed meeting dates follow a similar pattern to those scheduled in recent years. These are two meetings in Semester 1 and three meetings in Semester 2.

Discussion
4. The proposed meeting dates are as follows:

2020/21
Monday 28 September 2020 (Seminar and Meeting)
Monday 30 November 2020 (Meeting)
Monday 22 February 2021 (Seminar and Meeting)
Monday 26 April 2021 (Meet the Court event and Meeting)
Monday 14 June 2021 (Meeting)

Resource implications
5. Court servicing costs are met from existing budgets.

Risk Management
6. Regular scheduling of Court meetings contributes to the good governance of the University.

Equality & Diversity
7. No equality and diversity issues are anticipated.

Next steps/implications
8. A range of suitable meeting venues across the University will be reserved and invitations issued to Court members and attendees.

Consultation
9. Offices of the Principal and University Secretary.

Further information
10. *Author*
Lewis Allan
Head of Court Services

Freedom of Information
11. Open paper.