

**Agenda for a meeting of the Central Management Group  
to be held at 10.30 am on Wednesday, 1 September 2010  
in the Raeburn Room, Old College**

- |  |  |          |
|--|--|----------|
| <b>1</b>                               | <b>Minute of the meeting held on 16 June 2010 and meeting held by correspondence on 10 August 2010</b> | <b>A</b> |
| <b>2</b>                               | <b>Matters Arising</b>   |          |
| 2.1                                    | Update on Academic & Financial Planning Issues for the School of Education                             |          |
| <b>3</b>                               | <b>Principal's Business</b>  |          |
| 3.1                                    | Principal's Communications   |          |
| 3.2                                    | Principal's Strategy Group   | <b>B</b> |
| <b>FOR DISCUSSION</b>                  |  |          |
| <b>4</b>                               | <b>Finance Update (closed)</b>   | <b>C</b> |
| <b>5</b>                               | <b>Update on eca (closed)</b>  | <b>D</b> |
| <b>6</b>                               | <b>Pensions' update (closed)</b>   | <b>E</b> |
| <b>7</b>                               | <b>Student Admissions – update position (closed)</b>   | <b>F</b> |
| <b>8</b>                               | <b>UK Border Agency – update position</b>  | <b>G</b> |
| <b>9</b>                               | <b>EUCLID Report</b>   | <b>H</b> |
| <b>10</b>                              | <b>2009/2010 VFM Report</b>  | <b>I</b> |
| <b>FOR INFORMATION/FORMAL APPROVAL</b> |  |          |
| <b>11</b>                              | <b>H&amp;S Quarterly Report and Committee Report</b>   | <b>J</b> |
| <b>12</b>                              | <b>Security Advisory Group Annual Report</b>   | <b>K</b> |
| <b>13</b>                              | <b>Report from Staff Committee</b>   | <b>L</b> |
| <b>14</b>                              | <b>VP Contingency Fund (closed)</b>  | <b>M</b> |
| <b>15</b>                              | <b>Proposal to establish a Jeanne Marchig Chair of Animal Welfare Education</b>                        | <b>N</b> |
| <b>16</b>                              | <b>Proposal to establish a Chair of Pregnancy Research</b>   | <b>O</b> |
| <b>17</b>                              | <b>Proposal to Establish a Chair of Health in Social Science</b>                                       | <b>P</b> |
| <b>18</b>                              | <b>Any Other Competent Business</b>  |          |
| <b>19</b>                              | <b>Date of next meeting</b>  |          |

Wednesday, 13 October 2010 at 10.30am in the Raeburn Room, Old College



**Central Management Group**

**Wednesday 16 June 2010**

**MINUTE**

Present:  
The Principal  
Vice-Principal Professor A McMahon  
Vice-Principal Professor M Bownes  
Vice-Principal Professor N Brown  
Vice-Principal Mr Y Dawkins  
Vice-Principal Professor D Fergusson  
Vice-Principal Professor J Haywood  
Vice-Principal Professor S Hillier  
Vice-Principal Professor D Hounsell  
Vice-Principal Professor D Miell  
Vice-Principal Professor Sir John Savill  
Mr M D Cornish  
Mr N A L Paul

In attendance:  
Mr I Conn  
Dr A R Cornish  
Mr A Currie  
Mr J Gorringe  
Mr D Waddell  
Ms E Fraser (on behalf of Ms S Gupta)  
Mr F Gribben (for item 6 only)  
Ms L Lister (for item 7 only)  
Dr K J Novosel

Apologies:  
Vice-Principal Professor R Kenway  
Vice-Principal Professor L Waterhouse  
Ms S Gupta

**1 MINUTE OF THE MEETING HELD ON 19 MAY 2010**

**Paper A**

The minute of the meeting held on the 21 April 2010 was approved as a correct record.

**2 PRINCIPAL'S BUSINESS**

**2.1 Principal's Communications**

CMG observed a minute's silence out of respect for two students, one from this University, who had died the previous week. It was confirmed that extra resources had been offered to the Chaplaincy and Student Counselling Services should these be required.

The Principal reported on the following: UK-wide funding pressures; USS and SBS current positions; SFC discussions re eca; the improving research figures reported by ERI; and the successful General Council half yearly meeting and weekend of events in Hong Kong.

**2.2 Principal's Strategy Group Paper B**

The report was noted.

**FOR DISCUSSION**

**3 FINANCE UPDATE (CLOSED) Paper C**

CMG noted that in light of the recent announcements on UK/Scottish Government budget reductions and in anticipation of the likely impact of the emergency budget on 22 June further financial modelling, utilising revised figures would be undertaken over the summer. The position with pensions was also noted, particularly in respect of USS where no agreement/decision had been reached on how to address the sustainability issues and there was some concern that the Government may step in as part of its larger reviews of public service pensions. The satisfactory position in respect of the post approval process and voluntary service arrangements was noted.

**4 EUCLID UPDATE Paper D**

The steady progress since the last meeting of CMG was noted and the anticipation that all outstanding critical issues would be satisfactorily dealt with before the end of June 2010. Recent progress in respect of the satellite projects was also noted and the support being provided to Colleges/Schools. Feedback on any problems being encountered would be welcomed.

**5 DRAFT ESTATE STRATEGY (CLOSED) Paper E**

CMG welcomed this final draft of the Estate Strategy, noting the changes in chapter 6 and appendix 8, and commended its adoption to Court.

**6 UPDATE ON ACADEMIC & FINANCIAL PLANNING ISSUES FOR THE SCHOOL OF EDUCATION (CLOSED) Paper F**

CMG welcomed confirmation that the savings required as a result of the Scottish Government's decision to reduce the number of Initial Teacher Education students had been secured and that as a result relevant staff had been informed that there is no longer a threat of their posts being selected for redundancy.

CMG further noted that good progress is being made in respect of the second redundancy situation which had arisen as a result of support staff restructuring. Of the initial five groups of support staff at risk of their posts being made redundant, staff in two of the groups had now been informed that their posts were no longer at risk and it was anticipated that the remaining at risk staff would be redeployed into vacant positions within the revised support staff structure.

It was therefore agreed that the update paper presented to Court on 21 June 2010 should include a recommendation from CMG that Court could stand down the Redundancy Committee it established in respect of academic staff within the School.

Colleagues within the College, School and HR were commended for their work in achieving the reductions through voluntary means.

**7                    2010-11 MONTHLY STUDENT RECRUITMENT REPORT (CLOSED)                    Paper G**

The Group welcomed the current figures for undergraduate and taught postgraduate recruitment as at 1 June 2010, noting the overall increase in applications and that the current predicted home/EU undergraduate intake was slightly above target: there was a clear desire not to over recruit in this category. In respect of admission criteria, it was noted that the achieved over predicted criteria would continue to be utilised and that a decision had been taken to no longer use the locality criteria for 2011/2012 entrants. CMG asked that clear communication statements be drafted in anticipation of media and public queries on future admission criteria.

**8                    PENSION WORKING PARTY - UPDATE (CLOSED)                    Paper H**

There had been a modest response to the staff consultation on the proposed changes to the SBS scheme. Various issues had been raised with the most consistent being the level of the inflation guarantee. CMG supported and commended to Court the proposal to raise the inflation guarantee from 2.5% to 5% if this could be achieved while maintaining sustainability of the Scheme. The next steps in the process were also noted.

**9                    REPORT FROM THE STANDING CONSULTATIVE COMMITTEE                    Paper I  
ON REDUNDANCY AVOIDANCE (SCCRA) (CLOSED)**

CMG welcomed the report and confirmed that annual reporting to CMG and to Court on the work of the Committee around June each year was a satisfactory way forward. CMG further noted the policy development work and was content to delegate this to the steering group established by the Committee.

**10                  DIGNITY AND RESPECT PROCEDURE                    Paper J**

The Procedure was approved by CMG for further consultation and work prior to formal approval by Court. It was noted that any significant matters arising as a result of this further consultation would be reported to the next meeting of CMG. The complexity of the procedure was noted: it covered staff, students and visitors. It was considered that further revisions may be required to match student expectation on the handling of alleged harassment incidents.

**FOR INFORMATION/FORMAL APPROVAL**

**11                  ACQUISITION OF SERVICES - TRAVEL - CHANGE TO POLICY                    Paper K**

CMG approved these proposals and endorsed the recommendation that travel arrangements costing £300 or under should be self booked for reasons of efficiency. It was noted that this was not mandatory and that further consideration would be given to inclusion of information on reimbursement should travel arrangements alter.

**12 REPORT FROM THE ESTATES COMMITTEE (CLOSED) Paper L**

CMG endorsed all the recommendations as set out in the coversheet and further noted and welcomed the development of reporting on the Capital Project Programme in line with the gateway process as set out in the paper.

**13 REPORT OF KNOWLEDGE STRATEGY COMMITTEE Paper M**

The annual report on the activities of the Knowledge Strategy Committee was noted with interest including in particular its new Court Committee status and the intention to further develop the Knowledge Strategy.

**14 REPORT FROM FEES STRATEGY GROUP (CLOSED) Paper N**

CMG approved the three matters detailed in the paper in respect of postgraduate student fees.

**15 GUIDELINES FOR COMMISSIONING ARTWORKS Paper O**

The guidelines were approved.

**16 DATE OF NEXT MEETING**

The next CMG meeting would be held on 1 September 2010 and not 15 September 2010 as initially scheduled. It was noted that the meeting scheduled for the 18 August 2010 had been cancelled.

**Central Management Group Meeting**

**Tuesday 10 August 2010 (by correspondence)**

**1 FEES STRATEGY GROUP Paper A**

CMG approved the proposals set out in the paper in respect of the PG Certificate level courses in Swimming Science, the Diploma in Legal Practice and Skills and the St Andrew's:Edinburgh:NHS Lothian North American Medical School.

The University of Edinburgh

Central Management Group

1 September 2010

**Principal's Strategy Group Meeting  
6 July 2010**

B

Amongst the items discussed were:

**1. eLearning**

Members discussed possible enhancement of eLearning activities at the University with a view to developing a portfolio of activity in this area.

The University of Edinburgh

Central Management Group

1 September 2010

**Finance Update**

Brief description of the paper

The paper summarises the latest actions being taken to maintain the University's financial stability.

Action requested

The Group is asked to note the content and approve the approach being taken.

Resource implications

Does the paper have resource implications? Yes

As detailed in paper.

Risk assessment

Does the paper include a risk assessment? Yes

As detailed in paper.

Equality and diversity

Does the paper have equality and diversity implications? No

Freedom of information

Can this paper be included in open business? No

Its disclosure would substantially prejudice the commercial interests of any person or organisation

For how long must the paper be withheld? 2 years

Originator of the paper

Jon Gorringer, Director of Finance

26 August 2010



The University of Edinburgh

Central Management Group

1 September 2010

**Pensions' Update**

Brief description of the paper

This paper is intended to update CMG on Pensions.

Action requested

Members of CMG are to note the paper.

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Does the paper have equality and diversity implications? No

Freedom of information

Can this paper be included in open business? No

Disclosure would substantially prejudice the commercial interests of any person or organisation

Originators of the paper

Elizabeth Welch  
Assistant Director of Finance



The University of Edinburgh

Central Management Group

1 September 2010

## **2010/11 Student Admissions – Update Position**

### Brief description of the paper

This paper provides CMG with an update on undergraduate (UCAS), taught postgraduate and research postgraduate student recruitment as at 20 August 2010. Figures are shown in the context of intake targets and the position as at 1 September 2009 for the previous recruitment cycle. The format is that of the monthly recruitment updates posted on the CMG website and so the paper is in three sections; the undergraduate update on pages 1-19, the taught postgraduate update on pages 20-32 and the research postgraduate update on pages 33-45.

### Action requested

CMG is asked to note the analysis of the 2010/11 recruitment figures.

### Resource implications

As College budgets for 2010/11 have been based on the student intake targets (excluding home/EU undergraduates), any difference between actual intakes and the intake targets will affect budget allocations.

### Risk assessment

Does the paper include a risk analysis? No

### Equality and diversity

Does the paper have equality and diversity implications? No

### Freedom of information

Can this paper be included in open business? No

Disclosure would substantially prejudice the commercial interests of any person or organisation; withhold for 2 months.

### Originator of the paper

Jim Galbraith, Senior Strategic Planner, Governance and Strategic Planning; 27 August 2010.



The University of Edinburgh

Central Management Group

1 September 2010

**UK Border Agency - Update**

Brief description of the paper

This paper sets out the implications of the Coalition Government's recent proposals to make further changes to the UK Border Agency's (UKBA) rules governing the recruitment of international staff and students.

Action requested

The paper is intended to provide CMG with an update on the current UKBA proposals and to seek comments on the approach adopted by the University in relation to this issue.

Resource implications

Does the paper have resource implications? Yes

There will be a considerable amount of management time necessary to ensure that the University is well placed to deal with the changes. There could be implications for future income, but these considerations are not yet fully known and will be explored in more detail once the permanent policy changes have been introduced and a risk assessment has been carried out.

Risk assessment

Does the paper include a risk analysis? No

A risk analysis will be carried out soon and the findings will then be available for report to CMG or any other relevant committee.

Equality and diversity

Does the paper have equality and diversity implications? Yes

The proposals impact on international staff. Whilst the rules do not conflict with employment legislation, they may not fit comfortably with the University's own mission and vision and strategies with respect to international staff and students.

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Alan Mackay  
Sheila Gupta

### UKBA – Tier 4

The introduction of the Points-Based System (PBS) in November 2008 heralded the biggest change to UK immigration for 45 years. The new coalition government has announced that it will launch a further review of the student immigration route (Tier 4) this year prompted by recent statistics which indicate that UK student visas rose by nearly a third over the last 12 months. This is viewed by Whitehall as considerable cause for concern and suggestive of further “abuse of the student migration route”. Further tightening and restrictions are expected post review relating to student migration and working entitlements.

### New Government

The overall aim of the new government is to reduce net migration to the level of the 1990s – “*tens of thousands, not hundreds of thousands*”. There is obvious concern across the sector when a major area for temporary migration is the international student route and the mantra is that it is the “*most abused route for migration into the UK*”. The ‘Post Study Work’ category (remain and work in the UK for 2 years post graduation) is under threat as the new government seeks to impose greater restrictions on economic migration. If this is removed it would negatively impact on student recruitment as the ability to remain in the UK post study is very attractive and would seriously impact on the policy agenda around attracting and retaining skilled talent. Concern remains that international postgraduate diploma graduates are currently not permitted to apply for post study work yet HND and undergraduate international students are.

### UKBA

A number of our international students have made minor errors or omissions in independent applications to extend their leave to remain in the UK and continue their studies at the University. These have resulted in deportation orders and travel bans from the UKBA and with no attempt to contact the University as the sponsor. Such decisions have meant that some students have had to return home in the middle of their course of study. To combat this from September 2010 the International Office will be starting a communication campaign to ensure that all international students extending their visa do so via the International Office service and are strongly advised not to do so independently. Examples of UK based issues include; international students waiting for up to 4 months for a decision on their leave to remain across peak periods in the UK (September-February) and a lack of attention to sponsor information included in the CAS with careless decisions being by UKBA which then requires additional work by the International Office to resolve the case with the UKBA.

Currently, a student visa extension costs £357 (postal application) and £628 (in person). Each international student dependant is now charged and an extension costs £80 (postal) and £107 (in person). These costs are significantly above the costs of an initial visa application overseas. International students must also get a biometric identity card (£30) and must travel to Glasgow for an appointment with the additional travel costs to do so. As one international student comments “*On average an application for extending my visa and that for my wife and daughter requires about 150 pages of forms.*” This involves significant additional workload for the International Office providing detailed advice to international students on visa extensions. Students are well aware of the need for a thorough and secure immigration system, but also of the significant amounts they are spending in the UK, and many feel their treatment by the UKBA is unnecessarily hostile. The negative impact on the UK’s reputation is damaging to the education sector, and seriously undermines the efforts of government and institutions to build the UK education brand abroad.

### Highly Trusted Sponsor Licence

The Highly Trusted sponsor (HTS) licence is a new category of licence in Tier 4. It is designed to identify those sponsors who have the highest levels of compliance with their sponsor obligations, and whose students are showing the greatest compliance with the terms of their visa or permission to stay. UKBA is improving its differentiation of applicants and sponsors on the basis of risk. HTS

institutions will not be subject to the same level of checks as other sponsors so should receive a 'lighter touch'. The University of Edinburgh has applied for an HTS licence.

The UKBA expect no more than 2% of the total number of students issued with entry clearance for a sponsor who have entered or remain in the UK not to have enrolled within one month of the course commencing. Once enrolled no more than 5% of the total number of sponsored international students who have been granted leave under Tier 4, and, for those overseas, who have travelled to the UK, must have failed to enrol or failed to complete the course. If these percentages are breached then the UKBA will reconsider a sponsor's HTS status and may downgrade the sponsor to category A or B. There are significant resource implications, due to the time and cost involved, in collecting, preparing and maintaining the data required by UKBA to both apply (£400 annually) and comply with Highly Trusted Status. UKBA have recently indicated that a review of the HTS system will be undertaken and input from the sector would be sought. This is anticipated to be a light touch review with no major modifications expected.

### **UKBA International Group operations**

There have been ongoing issues with suspensions of the student route operation in Nepal, South China and Bangladesh and significant delays occurring due to closures of operations particularly in North India and South China and issues remain in Iran and Pakistan. Inconsistencies continue to occur across the FCO international operation in relation to applicant advice, visa decisions and requests for information. For example, we have had a number of Chinese students have their visas refused on the basis that their name of the CAS was not in the correct format (first name/surname) yet when checked by UKBA with the students they were indeed correct. International students have also been reporting issues with having to evidence availability of the full first year of tuition fees under the new UKBA visa regulations and 9 months of living costs. Many students are simply unable to provide this due to their funding being made available to them across the year in instalments which was previously acceptable under the old scheme but is no longer an option.

The FCO IT platform is being overhauled and international student casework will be using a new approach focused on nationality and risk from next year. This will focus on previous students' behaviour from that nation with higher country risk assessment levels requiring additional documentation and information from applicants from these nations. It is hoped that this will improve processing timelines for 'low risk' nations and that consistency in decision making will also improve.

### **International Recruitment and Admissions**

There has been a significant administrative burden placed on College Admissions, Registry and the International Office due to the introduction of the Points Based System and creation of CAS's (Certificate of Acceptance of Studies). For example; the Postgraduate Office within CHSS has had to employ 3 additional full-time administrative staff from April-August to process CAS certificates which can take 30 minutes per applicant, due to the information required and the fact that we cannot currently bulk transfer data from EUCLID, with over 1,500 created by 20<sup>th</sup> August. An international student now requires a CAS number before they can apply for a visa as visa letters have been rendered obsolete under the new system.

UKBA are increasingly interested in "responsible" sponsor management in international recruitment and admissions and it is likely that this will be linked more explicitly to HTS status. A recent, very prescriptive, draft document on international recruitment and admissions was circulated by the Home Office and will resurface later this year. There were serious concerns relating to the content of this guidance and potential impact on our international recruitment and admissions operation.

**Alan Mackay,**  
**Director, International Office**

## **Economic Migration Limits: International Staff**

### **Introduction**

1. This section of the paper provides Central Management Group (CMG) with information on the two separate consultations recently launched by the Government and the Migration Advisory Committee (MAC). The UKBA consultation seeks views on how the limits on economic migration to the UK by non-EU nationals should be applied and the MAC consultation seeks views on what those limits should be once the limits are applied from April 2011.

2. The limits on economic migration will have implications for universities as the immigration routes that will be controlled are Tier 1 and Tier 2 which are the routes used by many international staff coming to work in UK universities. Proposals to limit migration through these routes and to apply new approaches to the availability of visas will have an impact on the ability of universities to recruit and retain international staff which could have significant implications for teaching and research activities.

3. Universities UK is working with GuildHE, UCEA and Universities Scotland on these consultations and has organised a consultation event on 2<sup>nd</sup> September for higher education institutions to discuss the issues with UKBA officials. This will enable sector level responses from each of the constituent groups mentioned above to be submitted to the MAC and UKBA by the respective deadline dates of 7<sup>th</sup> and 17<sup>th</sup> September 2010.

### **Context**

4. The Coalition Government's programme for immigration made a commitment stating:

"We will introduce an annual limit on the number of non-EU economic migrants admitted into the UK to live and work. We will consider jointly the mechanism for implementing the limit."

5. UUK have provided detailed analysis and guidance on points that institutions may wish to make in their individual responses to each of the consultation processes described above.

6. The University of Edinburgh has set up a working group of senior stakeholders from across the University to produce a response to the Government's proposals chaired by Professor Stephen Hillier, Vice-Principal International. The Group held its first meeting this month and is in the process of preparing an institutional response to the Government Consultation documents, taking account of the information and advice from UUK.

7. UUK have advised that it may be useful for universities to highlight some of the following aspects in our responses to the consultations:

- The economic case for migration and the economic contribution of migrants to the higher education sector and wider UK society;
- Particular contributions in key subject areas;
- Ideas for how lower average salary levels in higher education compared to other employment sectors could be accommodated within new arrangements;
- The interest in ensuring temporary non-EEA staff such as external examiners are excluded from Tier 2 (and its limits) and asking for further discussions to take place between the sector and UKBA to consider options such as including them in Tier 5 (temporary mobility).

## UKBA – The purpose of the consultation exercise

8. It may be helpful to outline briefly the UKBA context for this consultation exercise, in which its documentation states the importance to the UK economy of attracting, ‘the brightest and the best from around the world’, but then presents its view for the need for employers to avoid bringing in migrants who are not required when UK residents may be able to fill vacancies with appropriate training and support. Thus, the aim of the consultation is to determine what mechanism and actions should be taken by government and employers to find alternatives to taking on migrant labour.

9. The consultation seeks the views of respondents on a range of questions, which are listed below to provide a sense of the types of issues that the government are focusing on. The particular questions to which we are requested to respond ask whether:

- (i) operating a pool for highly skilled migrants under Tier 1 will be the fairest and most effective approach.
- (ii) under Tier 2, operating a first come first serve system for skilled migrants will be the fairest and most effective approach.
- (iii) when a quarterly allocation is filled, applications should be rolled over into the next period when visas are available.
- (iv) to raise the minimum level for qualifications under Tier 1 of the points-based system.
- (v) additional points should be scored for: a higher level of English language ability, skilled dependents, UK experience, shortage skills and health insurance.
- (vi) to exclude Investors and Entrepreneurs from the annual limit.
- (vii) Intra-Company Transfers should be included within the annual limit.
- (viii) dependents should be counted towards the limit.
- (ix) to merge the Shortage Occupation and Resident Labour Market Test routes.
- (x) to extend sponsor responsibilities to upskill British workers and hold health insurance for their employees so as to limit any burden on public services.
- (xi) to raise the English language requirement.
- (xii) in the event that migrant workers are no longer readily available, we will take action to train and source labour from the domestic market.

10. It can be seen from this list of questions that the issues are complex, have significant implications for the higher education sector and present real challenges in terms of the University fulfilling its mission and vision as a world-leading institution. This being said, we believe that the institutional working group that has now been established to formulate the University’s formal response, is well positioned to present the case for employing international staff in a global knowledge economy where mobility of employment is key to building and enhancing competitive advantage. The extent to which these arguments are taken on board is obviously difficult to ascertain and so the group considered the need for separate discussions to take place in order to inform government thinking. The group has taken account of the advice provided by UUK, but has also gone further in identifying additional arguments, which as far as possible will be evidence-based, that it will incorporate into our institutional response. One thrust of our case will be based on the very fact that the core business of Universities is to educate, develop and enhance the skills, knowledge and abilities of those who study with us and that the very nature of our work in universities therefore contributes towards the government’s aim of enhancing the employment chances of UK residents through the quality of the education that they receive.

11. The other main argument that the group felt it important to emphasise in our response is the highly specialised nature of academia, which necessarily means that we are appointing staff from a very select pool of people, often in an international market, and that it is not possible to just ‘train’ people up to fill vacancies at short notice.

## **The implications of these changes for the University of Edinburgh**

12. The UK Border Agency (UKBA) has applied an interim limit to the number of Certificates of Sponsorship (CoS) that each sponsor can assign to migrant workers from 19<sup>th</sup> July 2010 to 31<sup>st</sup> March 2011. The aim of the interim limit is to achieve an overall reduction of 5% in the number of Tier 1 and Tier 2 applicants in these categories compared to the equivalent period last year. This reduction will allow the UKBA to create a pool of unallocated CoS to be used for distribution to new sponsors and existing sponsors who have special requirements.

13. The approach that the UKBA has adopted in calculating the allocation of CoS to a sponsor in this interim period has been based on the number of CoS used by each sponsor in the equivalent period last year (19<sup>th</sup> July 2009 – 31<sup>st</sup> March 2010). It was initially anticipated that this amount would then be reduced by approximately 5% and the UKBA would notify sponsors of their allocation from 19<sup>th</sup> July 2010 onwards. The UKBA wrote to the University Of Edinburgh on 28<sup>th</sup> July 2010, explaining that a reduction of 15% has been applied to all sponsors who used 6 or more CoS during the relevant period last year.

14. From October each year the University of Edinburgh has normally been allocated 200 CoS for the year. The UKBA has calculated that the University of Edinburgh used 73 CoS during the period 19<sup>th</sup> July 2009 to 31<sup>st</sup> March 2010. Therefore, after applying the 15% reduction, the UKBA has allocated 62 CoS for the period of the interim limit to 31<sup>st</sup> March 2011.

15. The University currently employs approx 59 migrants who have a Work Permit or CoS end date between 19<sup>th</sup> July 2010 to 31<sup>st</sup> March 2011. If all these cases were extended this would leave a balance of 3 CoS to be allocated until 31<sup>st</sup> March 2011.

16. It is for sponsors to decide how to split their allocation between 'new' employees and extensions, where appropriate. The University can allocate a new CoS for up to three years. However, on occasions the University has allocated CoS extensions for only a few months, for example when a Grant has been extended. The University will need to consider whether a process is necessary to determine how/when a CoS is to be allocated for an extension and what minimum timeline would be allowed. A CoS for a short period of extension will use up the University's allocation more quickly. The University, through consultation with the Principal and on the advice of the Working Group, has a clear position on this matter and will use all CoS to support the continuation of our business across all areas of our work. The HR Immigration Working Group will disseminate guidance to Colleges and Support Groups on any changes to current practice that may be necessary and this will be informed by the advice of both the Principal and the Working Group. It is worth stating that the Working Group has HR representation on it from across the University.

17. The University currently employs 1,116 migrants under various permission types. 121 employees are employed under Tier 2 and 82 employees are employed under a work permit, giving a total of 203 staff who may potentially require an extension to their current CoS (or in the case of those currently employed on work permits to transfer to a CoS). Further work will be undertaken by Human Resources to determine which months these CoS/Work Permits will be due to expire. At present there are 60 CoS/Work Permits due to expire by 31<sup>st</sup> March 2011 and a further 84 CoS/Work Permits are currently due to expire between 1<sup>st</sup> April 2011 and 31<sup>st</sup> March 2012. This work will be important in assessing the potential impact on our business and then working in close collaboration with each of the Colleges and Support Groups on how we can best manage the situation.

18. Any CoS allocated in error or not assigned (due to a refusal from UKBA for entry to the UK or the CoS not used within the 6 month time limit), will also be deducted from the overall total allocated by UKBA, so it will be imperative that as much correct information is provided by the migrant worker when they make their Visa application to UKBA, to avoid wastage of the CoS provided to them by the University.

19. If a sponsor wants to offer employment to an overseas worker but does not have any CoS available, they can apply for additional CoS. When the UKBA considers requests in exceptional circumstances, it will check how a sponsor with an interim allocation of 1 CoS or more has used, or intends to use, its existing CoS. The UKBA has indicated that a limited number of CoS are available for exceptional cases but it is likely that most requests will be unsuccessful.

20. Thus, in summary, the interim cap will affect international staff recruitment across the University and there will be a need for co-ordination across all areas of our activity, such co-ordination will be provided by the HR Immigration Working Group.

21. CMG is asked to note the implications of the government's policy for the recruitment of international staff and students and the actions taken to date to address the issues that have arisen, as well as the approach adopted to respond to the various consultation exercises that are currently underway. The advice and observations of CMG would be very welcome in informing our continued work in this area.

Sheila Gupta  
Director of HR





The University of Edinburgh

Central Management Group

1 September 2010

**The EUCLID Project: Update September 2010**

Brief description of the paper

This paper updates CMG on the recent activities and governance of the revised scope EUCLID Project and the associated Satellite Projects.

Action requested

CMG is invited to note this report.

Resource implications

Does the paper have resource implications? No – accounted for by changes made to the project during the planning for FY 2010-11.

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Does the paper have equality and diversity implications? No

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Vice-Principal Professor Jeff Haywood – EUCLID Senior Responsible Officer  
Vice-Principal Professor Richard Kenway – EUCLID Quality Assurance & Executive Group

To be presented by

Vice-Principal Professor Jeff Haywood – EUCLID Senior Responsible Officer

## Central Management Group 1<sup>st</sup> September 2010

### Additional information for update on EUCLID & Satellite Projects (Student & Course Administration System)

Progress since the last CMG update has been good and the systems are now live. Although many processes have yet to be used by large numbers of staff, initial working has not shown any major flaws.

Specific actions and progress over the past 8 weeks have been:

**Transfer from DACS to EUCLID database:** the DACS database was frozen and the EUCLID Admissions and CCAM functionality was taken off-line on 9 July, data were transferred to the EUCLID database, hand-editing and error-checking performed, and a roll-over from AY09-10 to AY10-11 performed. The existing EUCLID functionality was re-opened for use by all users on 14 July, with two embargoes on data refresh for Highers and A-levels. All went to plan.

**Online student enrolment onto courses:** this system was made available to all authorised academic and support staff on 26 July and is now being given its final checks and tests with complete live data (which could not be done pre-July). Refinements are being requested, some software and data errors are being eliminated towards major use by Education and Medicine in late August and the rest of the University for start of AY2010-11. Pre-enrolment for course by returning students is also being carried out in several Schools. To date the reception of the software by users has been that it works, albeit recognising that it requires refinement over time to improve usability (as did WISARD, its predecessor online system). Some errors in the student record are being exposed as use increases and are prioritised for correction according to the scale and work-arounds available.

**Registry matriculation processes:** a number of these processes are quite complex and have to be carried out in client. Support is being provided to Registry to assist them with familiarising themselves with the system. However, progress is quite slow and Registry will require additional temporary staff in order to ensure backlogs remain manageable.

**Finance processes:** the interfaces to the finance customer accounts system went live on 2 August, with the interface to the invoice lines system following on 16 August. Finance and Registry have agreed that in this first year of operation manual checks on invoices will be carried out before they are issued. This will inevitably impact the speed with which this process is completed, although we anticipate only a modest delay.

**Statutory returns (HESA, SFC):** initial checks of trial HESA returns from EUCLID and from DACS legacy data show that they are very similar, and a range of adjustments are being made (as happens every year) to refine and fine-tune the output against the HESA validation processes. We still have some way to go to finalise the statutory returns processes as they could only be partially progressed before go-live in July. Planning has taken place to ensure sufficient staff effort is available (and protected) to complete these tasks, and there are regular meetings of senior staff to ensure adequate progress is being made.

**UKBA:** at present manual processes are being used, and we have agreed with the UKBA steering group that these will be acceptable until November. We are therefore using effort that would have gone to UKBA work in the summer to progress more urgent items.

#### Satellite projects:

- Timetab - complete;
- Post-graduate database – awaiting test results from academic colleagues – on schedule and significant issues are not expected. ;
- SMART (in-course and exam assessment marks systems, mainly used by CSCE) – the changes to this system were minor, mainly to include PGT students alongside UG students and ensuring that the data feeds from EUCLID to SMART were correct - completed;

- Data interfaces – these feed many downstream systems, including Library, student ID card, email, Accommodation Services and the bespoke in-house databases used by some Schools. The last interfaces are now being finalised, although as key staff in some Schools are still away this is not as fast as desirable. All vital data-feeds to central systems are working;

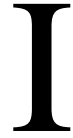
**Communications:**

AP Sue Rigby continues to hold regular meetings with staff in Schools to ensure that they are up-to-date with developments and to gather any concerns. Contingency planning for Freshers week is almost complete, and in general confidence is good. ‘Super-users’ are trained in every School and directly supported from the EUCLID Team to give a local point-of-contact for regular users.

An email to all EUCLID users will be sent out late August to remind them of major changes and of the way we are supporting them.

VP Haywood has offered to cover costs of additional facilities and support for Schools to ensure that minor deficiencies do not jeopardise the process, and many Schools have acquired larger LCD screens plus trackballs for those staff using EUCLID data heavily. Some Schools have requested temp staffing to ease the data load in the first go-live plus backup cover if there are problems. There was also a wish for additional training and this is being offered, although it is worth noting that the system is generally proving easier to use than some had feared and training is now being declined. All requests have been approved.

Vice Principal Jeff Haywood  
Vice Principal Richard Kenway  
20 August 2010



The University of Edinburgh

Central Management Group

1 September 2010

**2009/10 Value for Money Report**

Brief description of the paper

In January 2006, a Value for Money Policy was agreed by the Audit Committee. On the 14<sup>th</sup> October 2008, the SFC introduced its new mandatory requirements, which universities are obliged to comply with. Audit Committee had included in the policy the giving of prime executive responsibility for this to the Central Management Group. This paper reports on VFM activity for 2009/10, covering both initiatives pursued through CMG, and more locally-focussed work. Members of CMG are asked to consider whether the content of this paper meets their needs in satisfying themselves that sound arrangements are in place to promote economy, efficiency and effectiveness. With CMG's endorsement, the paper will be passed to Audit Committee.

Action requested

To endorse this report.

Resource implications

Does the paper have resource implications? Yes it reports on some very significant investment to deliver VFM

Risk Assessment

Does the paper include a risk analysis? No

Equality and diversity

Does the paper have equality and diversity implications? No

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Jon Gorringe, Director of Finance

26 August 2010

The University of Edinburgh

Central Management Group

1 September 2010

**2009/10 Value for Money Report**

**1. Introduction**

In January 2006 a Value for Money Policy was agreed by the Audit Committee. On 14 October 2008, the SFC introduced its new mandatory requirements, which universities are obliged to comply with, as set out in paragraph 16 of the Financial Memorandum. These mandatory requirements oblige institutions (a) to have a strategy for systematically reviewing management's arrangements for securing value of money, and (b) to obtain, through their internal audit arrangements, a comprehensive appraisal of management's arrangements for achieving value for money. Audit Committee had included in the policy the giving of prime executive responsibility for this to the Central Management Group. This paper reports on VFM activity for 2009/10, covering both initiatives pursued through CMG, and more locally-focussed work over the last year, so that consideration can be given as to whether sound arrangements are in place to promote economy, efficiency and effectiveness and appropriately activity.

With the impending reductions in public funding for universities, there has been a concerted effort across the University to both increase income and reduce costs. In broad terms, this activity has been reported both to the Scottish Government in response to their efficient government initiative and to Universities Scotland to support our case in the Autumn budget round negotiations.

As in previous year the report on initiatives have been divided into the following categories :

- Specific University wide initiatives.
- Major investments to deliver long-term business enhancement and cost savings
- Estate rationalisation and other initiatives aimed at reducing utility costs and other estate-related expenditure.
- Reviews and reorganisation to deliver improved teaching, research and other support service delivery, including cost reductions.

**2. Specific University-wide Initiatives**

- The new shared timetabling project is now underway. Academic leadership has been put in place to take this forward.
- Revisions to the University support staff pension scheme have delivered a financially sustainable scheme for the University and its members.
- The arrangement of the procurement of travel, up to £300 is now the responsibility of the member of staff and reclaimed through the e-expense system. This has reduced travel agents fees and aims to make staff more responsible in seeking best value in their travel purchasing.
- Information Services successfully implemented the introduction of Microsoft Exchange as an integrated diary, mail and mobile service for the University. This has delivered a much improved service and reduced support costs.
- The operation of a central post review group along with a continuing early retirement/voluntary severance scheme has resulted in staff costs savings of £9million per annum being achieved. The activities have focussed managers efforts on finding staff savings by re-organising the delivery of teaching, research and support services.

- A process of lean reviews is being undertaken in the Corporate Services group though they involve activity which span other areas of the University. Areas that are initially being covered include; a one-stop shop for facilities management for the expanding Easter Bush campus; Human Resources recruitment processes, Estates and Buildings energy usage measurement, research applications processes and new supplier approval processes. These reviews are showing a range of actions that can be taken to improve the way support services are delivered and reduce costs. These reviews will be concluded and implemented in the coming months. Five further reviews commence in the Autumn.
- Continuing work to both comply with OJEC regulations and drive to follow good procurement practices has resulted in procurement activity within the University delivering £6.5million of efficiencies.

### **3. Major Investments to deliver long-term business enhancement and cost savings**

- The EUCLID project has made steady progress over the last year. The postgraduate applications processing has delivered record numbers of both applications and offers to potential students. The undergraduate system is going live for 2010/11 students. Though there is much still to do, the project is running to its revised timetable and delivering fit for purpose systems for the University.
- The new John MacIntyre conference centre costing £8.8 million opened during the year giving the University a modern attractive facility for events. Although turnover during year one has been less than budgeted due to the economic climate, a good base of new clients has been developed that it is predicted will enable the centre to meet its original business plan targets in the coming years.
- Accommodation Services had replaced the student data and telephone system for students and visitors. This has delivered an enhanced service and cost savings of over £600,000 per annum.
- The University has embarked on two merger projects with the aim of bringing the Medical Research Council's Human Genetic Unit, and Edinburgh School of Art into the University. If appropriate funding can be negotiated, both mergers have the potential to deliver enhanced academic performance and more efficient delivery of support services.
- E-Procurement tools Sci Quest for lab supplies and PECOS for general supplies continue to be rolled out across the University. There are now 1725 users and a total spend on the systems in 2009/10 of £7.4million. This is a 57% increase from the previous year.

### **4. Estates Rationalisation and activity are to reduce utilities cost**

- An Information Service lead project on green IT is seeing how efficiency gains can be made by modifying future IT purchasing decisions.
- The Main Library redevelopment continued during the last year. This has delivered improved study, research and learning space. This has increased the useability of the Library, with usage up 60% on the previous year. In addition, Accommodation Services took over the running of the extensively refurbished café. Turnover has tripled to £350,000 in the first year and it is now trading on a profitable basis.
- Further work continues on utilities consumption, combined heat and power and contracting with savings delivered from using Procurement Scotland contracts. Taken together the savings from these activities approach £1million.
- Activity continues on trades restructuring. A review of the organisational structure of estates and buildings activities has resulted in staff savings which are being further enhanced by the colocation of staff.
- A range of procurement enhancements have delivered savings in furniture costs which taken together with the recycling of existing stock has resulted in savings of £350,000.

- Space rationalisation continues, the most significant being Chessels Land at Holyrood, which resulted in the ‘mothballing’ of 3939 square metres.

## **5. Reviews and reorganisations to deliver improved teaching, research and other support service delivery including cost reductions.**

- The growth in on-line Msc programmes is gaining traction particularly in Law and Medicine. These courses delivered part-time and delivered mainly by existing staff without new demands on the University’s estates infrastructure.
- The SASG support group have sought to remove layers of management wherever possible by not replacing a number of senior management costs. This has reduced costs and in some areas reduced service levels.
- Governance and Strategic Planning have invested in Qlikview, a business intelligence tool, which will enable business enhancement and efficiency via improved data cleansing and accuracy.
- The Student Recruitment and Admissions and the International office have collaborated on a range of publications for students and joint working to reduce duplication in the delivery of technical high quality consistent information.
- Work to deliver a centralised design and build workshop for the King’s Buildings campus are ongoing delivering cost savings and improved efficiency.
- In the College of Science and Engineering, a comprehensive staff Performance and Development Review project to deliver a scheme that is available to roll-out across the University.
- Information Services are involved in a range of activities, some with external funding in the areas of; data management training resources, the showcasing of digital research output and support for the building of capacity in the use of quantitative methods amongst the social science community in Scotland. These activities are linked to improving services in a constrained funding environment.
- Work is underway to procure and introduce a finance system to bring together the short course billing of the Office of Lifelong Learning, the teaching of English as a Foreign Language and community based Modern Languages. This will deliver a much more efficient system linked, to the main university financial system.

## **Conclusion**

The need to be more efficient and drive down University costs is now becoming as imperative for managers and staff across the University. In the support area, in particular, the need is to do things more efficiently and stop doing what is not necessary.

What is going to become the real challenge in taking this VFM agenda forward is going to be that the University is likely to receive less funding but not a commensurate reduction in activity. This is likely to require some fundamental re-appraisal of how academic and support services are delivered. In the support areas, the concentration is likely to be on activities that are currently being delivered at more than two places in the central and devolved structure.

Overall in 2009/10 the level of activity on VFM within the University has continued to grow.

Jon Gorringer, Director of Finance

26 August 2010

The University of Edinburgh

Central Management Group

1 September 2010

**Quarterly Health and Safety Report: (April – June 2010); incorporating the Report from the meeting of Health and Safety Committee, held on 15<sup>th</sup> April 2010.**

Brief description of the paper

This Paper presents information on accidents/ incidents statistics which have occurred during the quarterly period **April to June 2010**, and includes the Report from the meeting of the University Health and Safety Committee, held on 15<sup>th</sup> April 2010.

**7** incidents which were Reportable to the Enforcing Authorities are summarised, **4** of which were Reportable because a member of the public (postgraduate or undergraduate) attended hospital for assessment and/or treatment. **3** accidents resulted in absence from work of more than 3 days.

Developments and issues covered in the Report from Health and Safety Committee include: (1) Anti-terrorism Controls [ATC] Group (2) Fringe/Festival Incidents and Arrangements (3) Health and Safety Department Website (4) Review of the Effectiveness of the Committee (5) Accident, Disease and Incident Survey 2008/09 (6) Occupational Health Unit Annual Report 2008/09 (7) Aon Partnership Auditing Programme (8) Health Promotion (9) Biological Safety and (10) Radon Surveying.

Action requested

CMG is requested to note the content of this paper, including the more detailed accident etc. statistical information in the Appendix.

Resource implications

No direct resource implications.

Risk Assessment

Not relevant.

Equality and Diversity

Issue of disabled evacuation carries intrinsic equality/diversity implications.

Any other relevant information

None

Originators of the paper

Karen Darling/Alastair G. Reid, Deputy/Director of Health and Safety, 24<sup>th</sup> August 2010

Freedom of information

Can this paper be included in open business? Yes



## **REPORT FROM THE MEETING OF THE UNIVERSITY HEALTH AND SAFETY COMMITTEE, HELD ON THURSDAY, 15TH APRIL 2010**

### **1. ANTI TERRORISM CONTROLS GROUP**

The revisions to the Home Office guidance on the arrangements to ensure the security of selected risk materials, the Schedule 5 pathogens and toxins listed in the Anti Terrorism Crime and Security Act 2001, and high activity sealed radioactive sources within the High Activity Sealed Radioactive Sources and Orphan Sources (HASS) Regulations 2005, are still awaited. The Counter Terrorism Security Advisers (CTSA) of Lothian and Borders Police are to hold a series of exercises entitled 'Project Revise', presented to laboratory personnel. Project Revise was designed by the National Counter Terrorism Security Office (NaCTSO) specifically for the education sector and is a laboratory security awareness session designed to highlight the potential for misuse of hazardous materials, to those who legitimately and routinely use them.

### **2. FRINGE FESTIVAL INCIDENTS AND ARRANGEMENTS**

The temporary Events Health and Safety Co-ordinator appointed by Edinburgh First to assist in overseeing health and safety during the Fringe/Festival events, and in particular to co-ordinate traffic and pedestrian activities in Bristo Square, has assisted in the preparation of venue specific guidance to be issued to production companies for the 2010 Festival and Fringe.

### **3. HEALTH AND SAFETY DEPARTMENT WEBSITE**

The Health and Safety Department website which provides a valuable source of health and safety information has recently been updated to new Polopoly software and the new website is due to be launched in the very near future. The updated website now includes a number of topic specific sub-sites within the main Health and Safety site, these being Fire, Radiation, Biological Safety and Occupational Health.

*[Note: the www site was launched in June 2010]*

### **4. REVIEW OF THE EFFECTIVENESS OF THE COMMITTEE**

A review of the effectiveness of the University Health and Safety Committee was carried out in 2010. The responses indicate that Committee members are generally satisfied with the overall effectiveness of the University Health and Safety Committee.

Areas where the opportunity for enhancement has been highlighted include the provision of further induction and orientation information to existing members. Induction for new members was introduced following the previous review in 2006. In addition, committee members will be given further information on training opportunities available to them.

## **5. ACCIDENT DISEASE AND INCIDENT SURVEY 2008/09**

The Accident, Disease and Incident Survey Annual Report for 2008/09 shows that the total number of injuries, incidents and cases of occupationally related ill health reporting during this period was 411, and that the number of events Reportable to the Health and Safety Executive (HSE) was 36. Of these 36 Reportable events, only 2 were Reportable due to the severity of the injury involved.

The statistics were again benchmarked against statistics provided by the Universities' Safety and Health Association (USHA), which indicates that the reporting of accidents at this University remains broadly consistent with other academic institutions.

A number of accidents have occurred despite the existence of robust training systems in place and in order to assist in improving the safety culture, the importance of raising awareness amongst those who have a role in supervising staff, as well as of individual personal responsibility, was highlighted.

## **6. OCCUPATIONAL HEALTH UNIT ANNUAL REPORT 2008/09**

Health surveillance, screening, immunisation programmes and absence management remain the core elements of the work of the Occupational Health Unit (OHU) and the level of activity in these areas is increasing significantly. Much work has been done to improve compliance with health surveillance requirements, identifying those workers at risk and offering health surveillance at Schools' etc premises to make it easier for individuals to attend, with the result that the number of health surveillance contacts has significantly increased (154%) on the previous year.

The number of manager and self referrals has increased (51%) on the previous year, partly attributable to improved sickness absence recording, improved absence management and greater awareness by managers and staff of the support role the OHU can provide. The number of immunisations provided by the OHU for those working with a specific potential hazard exposure and/or for work related travel has increased (>300%) on the previous year.

A working group involving the OH, and corporate and College HR is seeking to further improve collaborative working in the area of absence management, improve understanding of OH and HR roles and professional constraints and to produce guidance for managers and employees.

## **7. AON PARTNERSHIP AUDITING PROGRAMME**

The current (Compliance Audit) phase of the partnership auditing programme is almost half way through, with 15 visits to Schools and Support Units made so far. This phase seeks to verify whether the structures and systems described at the time of the Management Audit, carried out 2/3 years previously, have been effectively disseminated to the "coal face" in individual laboratories, workshops and other places of work and study within the University.

## **8. HEALTH PROMOTION**

The University submitted its submission for the Bronze, Silver and Gold levels of the Healthy Working Lives (HWL) award scheme and an assessment exercise took place on 29th March. The outcome of the assessment exercise is awaited.

*[Note: In May 2010, SHWL indicated that the University had achieved the SHWL Awards at Bronze, Silver and Gold levels.]*

Work has started on the development of a 'Health and Wellbeing' website for staff.

## **9. BIOLOGICAL SAFETY**

The University has been recently visited by the Health and Safety Executive Biological Agents Unit (HSE BAU) with regard to work which requires a Specified Animal Pathogen Order (SAPO) licence.

One written report has been received as a result of three visits and all recommendations on the HSE report have been satisfactorily complied with, within the stipulated timescale.

## **10. RADON SURVEYING**

The University is undertaking a survey of certain parts of University buildings to establish levels of radon, a naturally occurring radioactive gas, in response to recent guidance issued by the Health and Safety Executive.

A programme of monitoring within the University's basement rooms, will take place over a number of years. Passive monitoring devices will require to be located within relevant basement rooms for a 3 month period, and thereafter the results analysed. An information leaflet will be provided to those working in basement rooms in order to address any concerns which personnel may have.

## **11. COMMUNICATION WITH LOCAL HEALTH AND SAFETY COMMITTEES**

A number of measures are to be implemented to enhance the flow of information between local health & safety committees and the University Health and Safety Committee. These are to include (i) a question on local health & safety committees within the Annual School Health and Safety Report Questionnaire, (ii) subject area representatives on Health and Safety Committee will have a specific duty placed upon them to report back to their local health & safety committees, within a specified time period, on the work of the central Health and Safety Committee, (iii) to facilitate access for all Convenors/Chairpersons of local health & safety committees to the central Health and Safety Committee intranet and (iv) inviting Convenors/Chairpersons of local health & safety committees to attend a meeting of the central Health and Safety Committee in order to discuss issues from their area.

## Health and Safety Quarterly Report 2009/2010

Quarterly reporting period: 1<sup>st</sup> April 2010 – 30<sup>th</sup> June 2010

### Accidents and Incidents

Type of Accident/Incident	Qtr 1 Apr' 10 – 30 June '10	Qtr 1 Apr '09 – 30 June '09	Year to Date 1 Oct '09 – 30 June '10	Year to Date 1 Oct '08 – 30 June '09
Fatality	0	0	0	0
Specified Major Injury	0	2	1	2
> 3 day Absence	3	7	13	17
Public to Hospital	4	2	11	8
Reportable Dangerous Occurrences	0	0	0	0
<b>Total Reportable Accidents / Incidents</b>	<b>7</b>	<b>11</b>	<b>25</b>	<b>27</b>
<b>Total Non-Reportable Accidents / Incidents</b>	<b>78</b>	<b>72</b>	<b>266</b>	<b>281</b>
<b>Total Accidents / Incidents</b>	<b>85</b>	<b>83</b>	<b>291</b>	<b>308</b>

*Further information by College/Support Group is shown in Appendix One*

*The incidents reported to the Enforcing Authorities during the quarter comprise:*

- Postgraduate splashed a mixture of Staphylococcus aureus RN4200 in 100uL of water in eye. Attended A&E as a precaution, no injury. Recommendation to wear safety goggles in future. (*Public to Hospital*).
- Employee injured back whilst lifting boxes in a tight space. The IP had received manual handling training for this activity. (*>3 day injury*).
- Employee pulled wardrobe backward to clean behind and trapped finger and hand between wardrobe and wall. (*>3 day injury*).
- Postgraduate student visitor was putting a plastic cap onto a glass vial when vial shattered and splinters of glass cut right thumb. The safe system of work for this activity has been reviewed and will require the glass vial to be supported in a foam (or similar) insert. (*Public to Hospital*).
- Undergraduate was carrying out an examination of the mouth of a cow, following standard procedures and under supervision. The cow bit the IP causing cuts and bruising to the IP's thumb. (*Public to Hospital*).
- Guest at University Accommodation stood on a desk in front of their bedroom window in order to open the window. IP fell sustaining a fracture to right ankle. The window is opened by a side-opening handle (handle height 160cm) which is easily accessible from the floor. (*Public to Hospital*).
- Employee tilted head to avoid a vehicle door frame when entering a van, spraining neck. He was absent from work for 4 days. (*>3 day injury*).

Alastair Reid  
Director of Health and Safety

## Accidents & Incidents

Quarterly period: 01/04/2010-30/06/2010

Year to Date Period: 01/10/2009 – 30/06/2010

(Third Quarter)

COLLEGE / GROUP	REPORTABLE (TO HSE) ACCIDENTS / INCIDENTS														TOTAL Non-Reportable Accidents / Incidents		TOTAL ACCIDENTS / INCIDENTS	
	Fatality		Specified Major Injury		>3 day absence		Public to Hospital		Dangerous Occurrences		Reportable Fires		TOTAL Reportable Acc / Inc		Qtr	Ytd	Qtr	Ytd
	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd				
Humanities & Social Science	-	-	-	-	-	1	-	1	-	-	-	-	0	2	4	30	4	32
Science & Engineering	-	-	-	1	-	2	1	4	-	-	-	-	1	7	4	45	15	52
Medicine & Veterinary Med. SASG	-	-	-	-	-	-	2	4	-	-	-	-	2	4	18	73	20	77
Corporate Services Group	-	-	-	-	1	8	1	2	-	-	-	-	2	10	40	104	42	114
ISG	-	-	-	-	2	2	-	-	-	-	-	-	2	2	0	11	2	13
Other Units	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	3	2	3
<b>UNIVERSITY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>13</b>	<b>4</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7</b>	<b>25</b>	<b>78</b>	<b>266</b>	<b>85</b>	<b>291</b>

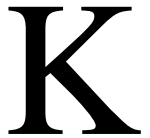
\* Units noted below taken from organisational hierarchy report 09/10 - [http://www.planning.ed.ac.uk/edin/orghier/versions/Version12\\_0.xls](http://www.planning.ed.ac.uk/edin/orghier/versions/Version12_0.xls)

SASG: Student and Academic Services Group: Academic Services, Records Management, Biological Services, Careers Service, Chaplaincy, Communications and Marketing, Development and Alumni, Disability Office, EUCLID, General Council, Governance and Strategic Planning, International Office, Pharmacy, Principal's Office, Registry, SASG Business Unit, Student Counselling Service, Student Recruitment and Admissions, University Health Service.

ISG: Information Services Group: Applications, EDINA and Data Library, DCC, Information Services Corporate, Library and Collections, Infrastructure, User Services Division.

CSG: Corporate Services Group: Accommodation Services (incl Festivals Office), Centre for Sport & Exercise, Day Nursery, Edinburgh Research & Innovation (ERI), Edinburgh Technopole, Edinburgh University Press, Estates and Buildings, Finance, Health and Safety, Human Resources, Internal Audit, Joint Consultative and Advisory Committee on Purchasing, Procurement Office (inc Printing Services).

Other: Students Association, Sports Union, Talbot Rice Gallery, Associated Institutions.



The University of Edinburgh

Central Management Group

1 September 2010

**Security Advisory Group – Annual Report**

Brief description of the paper

The attached paper is a report from the Security Advisory Group [SAG] for the year 1st August 2009 to 31st July 2010.

Action requested

CMG is invited to:-

- endorse the Building Access Control Policy [Appendix A];
- comment on the actions taken to deter inappropriate behaviour, post examinations, on University property and in public thoroughfares;
- re-affirm its support to the commitment to members of staff displaying ID Cards;
- note the measures being undertaken to manage anti-social behaviour around Bristo, Nicolson and St Patrick Squares.

Resource implications

Does the paper have resource implications? Yes – Failure to protect property and equipment will have a financial implication

Risk Assessment

Does the paper include a risk analysis? No.

Freedom of information

Can this paper be included in open business? Yes

Paper to be presented by

Angus Currie  
Convener of Security Advisory Group  
24 August 2010

# Security Advisory Group Annual Report 1 August 2009 to 31 July 2010

## **Building Access Control Policy**

A 'Buildings Access Control Policy', Appendix A to this report, was presented to the June meeting of SAG. A key objective of the University Security Policy is to be aware of all unauthorised persons who may be in or on University property. The Building Access Control Policy identifies where responsibility lies for controlling access to University property and details the measures which should be taken to meet the key objective as described above. The Policy also highlights risk assessments which should be undertaken with regard to access and the cost effectiveness of various security measures associated with this

SAG **endorsed** the policy however concerns were raised regarding the rate of progress with the University card system project. It is a Building Access Policy objective to prevent numerous different cards being required to access University property.

## **CMG is invited to endorse the University Building Access Control Policy**

## **Post Exam Celebrations - Disturbance Outside Exam Halls**

Concerns were expressed at SAG that the previously discussed unacceptable post examination behaviour continues despite the following agreed measures being put in place:-

- Additional servitors and security staff were positioned at key locations (e.g. Adam House & the Quad) at key times.
- Environmental Health and the Police were asked to patrol exam venues at key times.
- The Code of Discipline was amended to read: "action likely to cause injury or impair safety on University premises" and "conduct which constitutes a criminal offence... where that conduct... took place on University premises", was amended to address similar behaviours " in the vicinity of" University premises;
- Additional notices were posted at exam locations stating that offending students would be dealt with and would be liable for any clean up costs incurred by the University or the City Council.
- All-student email, and notices emphasising the impact of such behaviour on members of the public, servitors etc were distributed. The information advised that Police would take action against anyone found drinking alcohol or causing a disturbance outside exam halls.

Despite these endeavours this issue continues to pose a potential reputational and health and safety risk. The measures detailed above place a strain on staff resources and are to the detriment of other services and for this year additional staffing costs of £2800 were incurred. These costs related to the cleaning activities required to clear University and public areas of the debris left behind from student celebrations.

**CMG is invited to comment on this issue.**

## **ID Cards**

Last year CMG reaffirmed its commitment to the principle of displaying ID Cards. Staff are periodically reminded via a number of publications to wear their security ID Card.

**CMG is invited to re-affirm its support to the commitment to members of staff displaying ID Cards**

## **Risk Management - Assessment of All Buildings**

A security survey continues to be carried out with all high priority buildings complete. The second phase of the estate-wide survey continues and is almost complete in the central area. Work will continue at Kings Buildings and the outlying Medicine & Veterinary Medicine buildings. A delay was encountered in the project as details were collated for the new call out database and some emergency plans incorporated. Written reports and risk scores (to re-categorise high risk buildings) will become available upon completion of the exercise.

## **High Profile Events**

The University continues to host high profile events. In order to service these and to provide a more visible presence in the Central area, two security officers are now dedicated to provide cover at these events

## **Anti-Social Behaviour Unit**

The problems relating to undesirables and street drinkers gathering around the Meadows, Bristo, Nicolson and St Patrick Square continues. In an attempt to manage this problem Lothian and Borders Police, the City of Edinburgh Council and the University have set up a joint working group, '3 squares initiative'

An on street drinking bye-law was trialled in the Portobello area and proved to be successful in managing similar problems to those being experienced around University precincts. It is the intention to have a similar enforcement arrangement in place in the Squares in the lead up to Festival events.

There has been a considerable amount of data gathered and shared with University partners with regard to the problems being experienced, however it is considered that at the present time is still insufficient to warrant a dispersal order to be granted for the 3 Squares.

The Security Advisory Group is aware that University security staff do not have the same power as the police and cannot forcibly move persons on from public areas such as surrounding streets. This message will continue to be conveyed to the University community in order to manage expectations.

**CMG is invited to note the position.**

## **CCTV**

A planning application for the re erection of cameras in George Square has now been submitted to the City of Edinburgh Council.

## **Regulation of Security Operatives - Private Security Industry Act 2001 (as amended)**

*Background Information - The Security Industry Authority (SIA) was formed in 2006 and extended to Scotland in 2007 to deal with the security service industry transition to regulation and licensing.*

A training and SIA licensing programme was completed for 80 staff last year. This licensing programme is required in order to comply with public entertainment and alcohol licensing laws. The SIA have confirmed that "in house" security staff will not be required to be licensed for any other activities than those previously identified.

A security Team Leader has been allocated the duties of training for the security section and has qualified as a trainer. It is hoped that he will be able to train many support services staff in areas such as conflict resolution. He has also completed a course on physical intervention skills and will deliver this training to security officers who often find themselves confronted by aggressive behaviour. The level of training delivered will be in excess of the SIA requirements should they, in future years, revisit this issue.



## Reported Incidents – Trend

Reported crime incidents for the year have stayed broadly the same from the previous financial year as illustrated in the table below:-

	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10
Totals	405	340	395	447	603	445	407	384	390
Value (£)	69044	26868	29465	52730	56857	35009	103252	149700	15819

The cost of reported stolen items has decreased significantly. Bicycle theft has seen an increase in reported incidents during the last year and police did arrest and charge a particularly prolific culprit. The prevalence of tailgating through access controlled doors by students continues to cause concern as some rough sleepers were discovered in computer labs and escorted from the premises. The opening of the skateboard park at Saughton has resulted in a reduction of skateboard and trick cycling incidents in Bristo Square. There were several suspicious incidents involving scrap metal theft due to the numerous building sites across the estate.

Included within the recorded incidents were acts of vandalism that have increased from 84 to 96 and thefts from academic buildings decreased from 53 to 38. Incidents of assaults on persons decreased from 12 to 5.

## Edinburgh Student Safety Forum

This Forum meets every 3 months with the aim of improving student safety on campus and across the city. It is attended by the University Security Officer and Student Association representatives. It is a valuable network opportunity to meet with representatives from other Edinburgh Universities and Further Education Colleges

## Liaison with Police

Members of the Security Advisory Group continue to meet with Senior Officers of Lothian and Borders Police to discuss matters of mutual interest. A meeting with police from the Central Division and the Midlothian Division at Easter Bush was held at Charles Stewart House on 31 May 2010.

Good levels of co-operation continue between the University and Lothian and Borders Police

It is important that the University has an awareness of Security issues at a National level, in particular with regard to any terrorist activity. The Director of Corporate Services and Assistant Director of Estates, Operations, met with their equivalents from Edinburgh Napier and Heriot Watt universities for an informal discussion on these matters with an Assistant Chief Constable from Lothian and Borders Police and the Head of Special Branch.

Angus Currie  
Convener of Security Advisory Group  
24 August 2010

**University of Edinburgh**

**Building Access Control Policy**



# **Building Access Control Policy**

The University Security Policy forms the basis from which to construct a buildings access control policy and informs the thought and decision making processes. The main thrust of the Security Policy is to prevent access to buildings by unauthorised persons. The relevant section is reproduced hereunder.

## **Key Objective**

The key objective in security terms is to be aware of all unauthorised persons who may be in or on University property.

## **Authorised Persons**

Authorised persons can be classified as, staff, students, contractors, statutory visitors or visitors. All such persons should carry proof of identify and produce this if requested. All others are unauthorised.

Authorised persons should be alert to finding any unauthorised persons on University property and appropriate steps should be taken to report suspicious activity to the security division as soon as possible.

Any unauthorised person found on University property should be asked to justify their presence and to account for any property in their possession.

The University reserves the right to refuse entry to any unauthorised person.

## **Perimeter**

In order to ensure the security of any area or building we use the principle of 'peeling an onion' i.e. we take a layered approach.

We start at any perimeter whether this is delineated by fencing or planting or subliminal by, say, a change to the surface e.g. from tarmac to block paving. This may even evolve by 'desire lines' of approach to a building and persons are directed to entrances by pathways, ramps or steps. If necessary, fencing and gated enclosures can be considered as initial barriers to unhindered approach.

## **Shell**

The outer perimeter and shell (walls windows and doors) of any University building are the responsibility of the Estates and Building Department.

A 'normal' business day can roughly be classed as 0800hrs to 1800hrs. Access to buildings outside this period is often through a swipe access controlled 24 hour door where a University staff or student card is used in conjunction with a unique PIN (personal identity number). It is preferable from a security perspective to have a single point of entry and the same point for egress. This could potentially be monitored by a 2 camera CCTV system with images of persons entering and leaving being recorded.

## **Interior**

The University Security Policy states that 'Staff and students need to work together to create and maintain a safe and secure environment' i.e. it is a shared responsibility.

In order to deter access to University buildings by unauthorised persons the area immediately behind any main front door should be controlled. This is the responsibility of the building's users.

Ideally there should be a form of control over users at this point. This may be by a staffed reception desk, key - locked door or card access control device.

The decision for this and resultant costs (installation and maintenance) will be carried by the building users taking advice from IS and security. If keys are the preferred option there must be a measure of control over the issue and return of keys.

In research buildings there will be recommendations in legislation covering access whilst in other buildings the situation is less clear cut. A corporate approach to disputed facilities is required.

The overarching security premise is to reduce the opportunity for crime to be committed and restricting access to the interior of any building or area is the way to control this.

## **Procedures**

Procedures for access control will be set by the Head of College, Head of School or Heads of Support Group, taking advice from IS and security, relative to the risks posed in their areas as they will be responsible for both initial and recurrent costs involved. Procedures for laboratory access will also need to take account of statutory and health and safety legislation whilst access to (e.g.) lecture theatres may be more open. A co-ordinator dealing with security matters should be nominated for each School building to give a single point of contact.

## **Risk Assessment**

These procedures will be informed by a risk assessment process. This process will look at threats to people or property in the area or building. Consideration will be given to whether the building or areas within it are to be accessed by the public or to remain private. Visitors should normally be met and escorted around a building. Items of value such as cash, potent substances, research material and expensive equipment such as data projectors should be identified and associated risks assessed with protection mechanisms clearly defined. The loss of any item should not be looked at in purely cost terms or in the value to the school or area. Procedures need to incorporate both of these concepts e.g. contents of a freezer may cost a research team their life's work and the value to research is irreplaceable.

This risk assessment will drive the decision to further layer security and access control over an area or building. Sometimes the simpler measures are best such as padlock and hasp, door lock and key or magnetic swipe or proximity access cards. Considerations may be:-

- Lone working or isolated areas
- Expensive equipment which could easily be stolen
- Works of art which can be easily removed
- Intellectual property or sensitive information that should remain confidential
- Restricted usage equipment which could be dangerous if not used properly
- Ongoing research or processes which must not be disturbed
- Security of personal property within the workplace
- Damage to reputation

The level of access control will be driven by risk assessments and the following are only suggestions of some control measures;

### Low level

- Door locks to make access more difficult for unauthorised persons
- Keep rooms open but place alarms on valuable equipment such as AV
- Adopt a policy on issue and return of keys

## Medium level

- Designate a person or persons who give access only when needed
- Install monitored security systems on all access points (note staff levels must be available to respond...not necessarily cost effective)

## High level

- Visitors to an area are accompanied whilst in the building
- Install monitored security systems on all access points or preferably narrow the access points to one common entry and exit.
- Install card readers on access points and to vulnerable points within that area.

## **People**

People are at the heart of any organisation and their actions or conduct will allow or deny access to their working or study area. Health and safety starts with the individual but the University also has a responsibility for the students and staff.

Every member of the University student body or staff has the same access card which is used in different ways and any loss or theft of this card should be reported as soon as the user has confirmed they do not have it.

## **A common system**

In order to prevent numerous different access cards being used a common access control system should be used in any University owned area. The exception to this will be the use by University personnel of embedded space particularly in a hospital or research context. Control of permissions on individual cards will rest with nominated 'door managers' for the various access - controlled areas. The central University access control system will be controlled by Telephone and Security Systems located within IT services.

When buildings are decommissioned they will be physically secured against illegal access until sold or transferred to new owners or demolished.

## **Policy**

A policy on the use of keys is being developed and will form a future Appendix to this policy.

A similar policy on the use of swipe cards will be developed and will form an additional Appendix to this policy.



The University of Edinburgh

Central Management Group

**Report from Staff Committee**

1 September 2010

Brief description of the paper

This paper provides a summary of the key issues discussed and agreed at the meeting of Staff Committee held on 23<sup>rd</sup> June 2010.

Resource Implications

Any resource implications are covered in the relevant project scope for each initiative.

Equality and Diversity Implications

Any equality and diversity implications are considered as part of each initiative under discussion.

Risk Assessment

Any relevant issues relating to effective risk management are covered in the content of the separate papers under discussion.

Freedom of information

Can this paper be included in open business? Yes

Originator of paper

Sheila Gupta  
Director of HR

**University of Edinburgh**  
**Central Management Group**  
**Report from Staff Committee**  
**1<sup>st</sup> September 2010**

**1. Introduction**

1.1 This paper summarises the key issues discussed and decisions reached at the meeting of Staff Committee held on 23<sup>rd</sup> June 2010.

**2. Matters Arising**

**2.1 Reward and Recognition of Teaching: Update**

2.1.1 Ms Gupta informed Staff Committee that since April this year a small working group had been reviewing the academic promotions process. The remit of the group addressed various aspects of the current process, including the need to enhance recognition and reward for teaching and learning. The working group was updating and improving the academic grade profiles for use in the forthcoming promotions round and planned to undertake further work in the coming academic year by producing comprehensive guidance for managers and staff alike. The purpose of such guidance would be to provide greater clarity to staff about the types of evidence that they needed to submit as part of the promotions process. There was agreement that staff should be made aware of the expectations upon them and be able to demonstrate the impact of their achievements.

**2.2 Nursery Provision at the King's Buildings**

2.2.1 Professor Nigel Brown updated the Committee by saying that discussions were continuing to take place on the matter of nursery provision at the King's Buildings campus. He reported that no further progress had been made since the last time Staff Committee had met.

**3. Main Agenda Items**

**3.1 Performance and Development Review (P&DR)**

3.1.1 Ms Gupta introduced the paper on Performance and Development Review (P&DR) and explained that the University was developing a formal P&DR Policy as part of an overarching framework to support embedding a performance culture across the University. This was in keeping with the Quality People Enabler in the University's Strategic Plan. The new Policy would fulfil the following objectives:

- provide information about the development needs of staff and thereby help to inform decisions on staff development planning and the allocation of resources in a more consistent and systematic manner at School and Support Group level;
- afford the opportunity to evaluate the extent to which investment in staff development was contributing to achieving School / Support Group goals and thereby enhancing business performance;
- allow for a significant degree of local flexibility.

3.1.2 The P&DR Policy would be part of a suite of policies to support effective performance across the University, covering all aspects of performance management from P&DR, where staff would be able to reflect on their past achievements and identify how they would contribute to the success of the business through their forthcoming work and objectives, to a Capability Policy in which the focus would be on how to support staff improve their performance where they were not meeting expected standards of performance. A discussion of the paper followed in which Staff Committee offered helpful advice with respect to the development of a new policy and its key features.

3.1.3 The Committee proposed that a revised paper be brought to a future meeting to provide an update on progress and agreed that a P&DR Policy should be developed based on the paper presented to the Committee and the advice from the ensuing discussion.

## **3.2 Supporting International Staff in the University of Edinburgh**

3.2.1 Ms Melanie Macpherson introduced the paper on supporting international staff at the University. She advised the Committee that a new web-site was due to be launched soon providing useful information to international staff who are relocating to Edinburgh. There was also a proposal to set up an International Mobility Unit which would provide tailored support and advice to international staff on all aspects of relocating and settling in the UK. This work has been informed following detailed consultation with international staff. In the subsequent discussion the following points were made:

- the University's international staff stem from many different cultures and there is no 'one size fits all' solution;
- the issue of how this initiative would be funded and, in organisational terms, where an International Mobility Unit might be best located;
- information for international staff needs to be highly visible externally so that potential new staff can see the support they can expect to receive before they apply;
- this type of resource could also greatly benefit early career staff who are new to Edinburgh, regardless of their nationality, as well as partners of newly recruited staff, and people who come here on sabbatical or who are otherwise here for only a brief period. It could focus on the breadth of provision that is available to international staff who come to Edinburgh to ensure that the University is seen as an attractive location in terms of career and lifestyle;
- the Relocation Policy needs to be improved and updated in many of its key aspects including providing clarity on who a new member of staff should contact to discuss their package and obtain advice.

3.2.2 There was strong support from the Committee for the University to establish internal expertise rather than use the services of an external provider.



### **3.3 Repeal of the Commissioners' Ordinance and Associated Matters**

3.3.1 Ms Eilidh Fraser informed the Committee that Court had now agreed for the new Ordinance to go to the Privy Council. In addition, the Combined Joint Negotiation and Consultation Committee (CJCNC) had, in principle, agreed both the appeals processes and the inclusion of the Academic Freedom clause in the employment terms and conditions.

### **3.4 Pensions: Draft Letter for Comment**

3.4.1 Dr Markland and Ms Gupta explained the University's obligation to consult with its employees who are members of USS, in relation to proposed pension reforms. Court recently agreed to write to USS to express support for the changes proposed. A detailed discussion followed at the end of which the Committee agreed that the letter should form the first stage of an information sharing and consultation process with staff who are members of the USS. It was agreed that Mr. Gorringer and Ms Gupta would amend the letter in line with the advice and comments from Staff Committee in readiness for a consultation process to begin early in the autumn term.

### **3.5 Update on Dignity and Respect Procedure**

3.5.1 Ms Fraser introduced the paper and reported that CMG had approved the Dignity and Respect Procedure in principle at its recent meeting, subject to final minor revisions through discussions with the Trade Unions and EUSA.

### **3.6 Update on Equality and Diversity Strategy**

3.6.1 Ms Fraser introduced the paper on the Equality and Diversity Strategy and stated that the timetable and some aspects of the Equality Act might change under the new government.

## **4. Any Other Business**

4.1 Professor Lorraine Waterhouse thanked Mr. Melvyn Cornish for his contributions to Staff Committee as this was his last meeting.

The University of Edinburgh

Central Management Group

1 September 2010



**Vice-Principal, Planning, Resources and Research Policy's Contingency Fund**

Brief description of the paper

This paper contains the year end statement for the Vice-Principal, Planning, Resources and Research Policy's Contingency Fund for the financial year ended 31 July 2010 and the position to date in respect of the 2010/2011 budget.

Action requested

For information.

Resource implications

Does the paper have resource implications? Yes, as noted in the paper.

Risk assessment

Does the paper include a risk analysis? No

Equality and diversity

Does the paper have equality and diversity implications? No

Freedom of information

Can this paper be included in open business? No, disclosure would substantially prejudice the commercial interests of any person or organisation.

This paper should remain closed until the Management Accounts for this period have been published.

Originator of the paper

Dr Katherine Novosel  
Head of Court Services

To be presented by:

Vice-Principal Professor A McMahon  
18 August 2010



The University of Edinburgh

Central Management Group

1 September 2010

**Establishment of the Jeanne Marchig Chair of Animal Welfare Education**

Brief description of the paper

The Royal (Dick) School of Veterinary Studies proposes the establishment of the Jeanne Marchig Chair of Animal Welfare Education, the postholder to also be appointed Director of the proposed Jeanne Marchig International Centre in Animal Welfare Education.

Action requested

To approve the establishment of new Chair.

Resource implications

Does the paper have resource implications? No  
The proposed new Chair will be funded by the Jeanne Marchig Animal Welfare Trust.

Risk Assessment

Does the paper include a risk analysis? No

Equality and Diversity

Does the paper have equality and diversity implications? No

Originator of the paper

Professor Elaine Watson  
Head of the Royal (Dick) School of Veterinary Studies  
11 June 2010

Freedom of information

Can this paper be included in open business? Yes

## **ROYAL (DICK) SCHOOL of VETERINARY STUDIES**

### **Establishment of The Jeanne Marchig Chair in Animal Welfare Education**

The Royal (Dick) School of Veterinary Studies proposes to establish *The Jeanne Marchig Chair in Animal Welfare Education* as Centre Director of the proposed Jeanne Marchig International Centre in Animal Welfare Education. The post will be funded by the Jeanne Marchig Animal Welfare Trust and it is appropriate to include the founder's name in the proposed Chair title.

The mission of the Centre is to improve the quality of life for all animals in all situations on a global basis through education and training and by influencing policy and law makers at the highest level to promote the discovery and use of replacements for animals in education and in all other areas of research.

The Chair will build and develop the reputation of the Centre, in collaboration with welfare experts and conservation biologists at neighbouring institutes and further afield. The appointee will champion the multi-disciplinary academic and educational agenda through teaching, researching and promoting best practice in the area of animal welfare. The Chair will promote excellence and innovation in animal welfare teaching throughout the veterinary undergraduate curriculum and beyond through Masters and PhD training, and CPD courses.

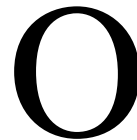
This will be the first welfare Chair to concentrate on improving animal welfare through education and training, rather than concentrating on animal welfare research. It is highly appropriate that the R(D)SVS should create such a Chair so that the welfare of animals is at the heart of its mission in producing top class veterinary surgeons.

It is also important that the School produces cohorts of students with the confidence to speak out in defence of the animals under their care, and allows them to take a leading role in animal welfare policy, as society rightly expects of the profession. This Chair will place RDSVS as international leaders in this field.

### **ACTION**

CMG is invited to endorse the proposal to establish The Jeanne Marchig Chair in Animal Welfare Education and to invite Senate to recommend to Court the development of a draft resolution to establish the Chair.

Prof Elaine Watson  
Head of School  
R(D)SVS  
11 June 2010.



The University of Edinburgh

Central Management Group

1 September 2010

**Establishment of Chair in Pregnancy Research**

Brief description of the paper

The School of Clinical Sciences and Community Health wishes to establish a Chair in Pregnancy Research.

Action requested

To recommend establishment of the new Chair.

Resource implications

Does the paper have resource implications? No

The proposed new Chair will be funded via the associated Albert McKern Professorial Fellowship which is for five years in the first instance, renewable on a five-yearly basis thereafter, subject to satisfactory research performance.

Risk Assessment

Does the paper include a risk analysis? No

Equality and Diversity

Does the paper have equality and diversity implications? No

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Professor David Weller  
Head of School  
Clinical Sciences and Community Health  
3 August 2010

## **CENTRAL MANAGEMENT GROUP**

### **Establishment of Chair in Pregnancy Research**

The School of Clinical Sciences and Community Health seeks approval to establish a Chair in Pregnancy Research, which is associated with the Albert McKern Professorial Fellowship, which will be based in the Centre for Reproductive Biology and open to basic science graduates of the University of Edinburgh, Sydney or Yale.

The Chair holder will be expected to lead an internationally competitive research programme relevant to the terms of the Albert McKern bequest "to conduct research into the causes, prevention and treatment of mental and physical pain and distress during pregnancy, labour and the puerperium."

The Chair will be funded by the Albert McKern bequest for five years in the first instance, renewable on a five yearly basis thereafter, subject to satisfactory research performance.

The Chair fulfils one of the University's promises to Tommy's the baby Charity as part of the agreement between the two organisations in setting up the Edinburgh Tommys Centre for Maternal and Fetal Health. It also will also strengthen pregnancy research in order to facilitate bid for MRC Centre status from the Centre for Reproductive Biology.

CMG is invited to recommend to Court and Senate the adoption of the appropriate resolution.

Prof D Weller  
Head of School  
Clinical Sciences and Community Health  
3 August 2010

The University of Edinburgh

Central Management Group

1 September 2010

**Proposal to create Chair of Health in Social Science**

Brief description of the paper

The School of Health in Social Science wishes to establish a Chair in Health in Social Science at the University of Edinburgh.

Action requested

For approval.

Resource implications

Does the paper have resource implications? Yes

Risk assessment

Does the paper include a risk analysis? No

Equality and diversity

Does the paper have equality and diversity implications? No

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Professor Dorothy Miell  
Vice-Principal and Head of College of Humanities and Social Science  
18 August 2010

## **Proposal to Establish a Chair of Health in Social Science**

The School of Health and Social Science in the College of Humanities and Social Science wishes to establish a Chair of Health in Social Science. The establishment of a Chair of Health in Social Science will substantially strengthen academic leadership in this area and will ensure the continuity and development of academic leadership in this high-profile area. In addition, the chair-holder would extend existing collaboration within the College of Humanities and Social Science and promote further developments with other Colleges.

Professor Dorothy Miell

Vice-Principal and Head of College of Humanities and Social Science

18<sup>th</sup> August 2010