

**Agenda for a meeting of the Central Management Group
to be held at 10.30 am on Wednesday, 22 August 2012
in the Raeburn Room, Old College**

1 Minute of the meeting held on 20 June 2012 and Note of meeting held electronically on 6 July 2012 A

2 Matters Arising

3 Principal's Business

3.1 Principal's Communications

FOR DISCUSSION

4 Outcome Agreement with SFC for 2012/2013 (closed) B

5 UKBA compliance (closed) C

6 2011/2012 Value for Money Report D

7 Report from Recruitment & Admissions Strategy Group (closed) E

8 Gaelic Officer Appointment F

9 School of Economics G

10 Shared Academic Timetabling Project: disabled access and evacuation arrangements H

FOR INFORMATION/FORMAL APPROVAL

11 Report from Space Management Group I

12 Report from Health and Safety Committee J

13 Report from Fees Strategy Group (closed) K

14 Proposal to Establish the Higgs Chair of Theoretical Physics in the School of Physics and Astronomy L

15 VP Contingency Fund (closed) M

16 Any Other Competent Business

17 Date of next meeting

Wednesday, 10 October 2012 at 10.30 am, in the Raeburn Room, Old College

Central Management Group



Wednesday, 20 June 2012

MINUTE

Present: The Principal
Senior Vice-Principal Professor N Brown
Vice-Principal Professor M Bownes
Vice-Principal Professor J Haywood
Vice-Principal Professor S Hillier
Vice-Principal Professor D Hounsell
Vice-Principal Professor C Jeffery
Vice-Principal Professor R Kenway
Vice-Principal Professor D Miell
Vice-Principal Professor L Waterhouse
Vice-Principal Professor L Yellowlees
Professor J Seckl
Mr N A L Paul
Dr K Waldron

In attendance: Dr 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 H McKay (for item 5 only)
Dr K J Novosel

Apologies: Vice-Principal Professor C Breward
Ms S Gupta

1 MINUTE OF THE MEETING HELD ON 23 MAY 2012

Paper A

The Minute of the meeting held on 23 May 2012 was approved as a correct record.

CMG noted that this would be the last meeting attended by Senior Vice-Principal Professor Nigel Brown and Mr Jon Gorringe who would both be retiring over the summer and thanked them for all their work on this Group and across the University.

2 PRINCIPAL'S BUSINESS

2.1 Principal's Communications

The Principal reported on the following: strengthening collaboration with Heriot-Watt University; the success of the General Council meeting and weekend of events in Berlin; the European Confucius Institutes and Classroom Conference hosted by the University; the 50 years' celebration of the Centre of African Studies; undergraduate application figures; commercial developments at the BioQuarter and Edinburgh Technopole; the current position re the Uni-Tots Nursery and the Bongo Club; UKBA

issues; and further development of part-time University employment of PhD students.

2.2 Principal's Strategy Group Paper B

CMG noted the report.

FOR DISCUSSION

3 SFC – OUTCOME AGREEMENT Paper C

The current approach to taking forward the development of the SFC outcome agreement, including governance arrangements, was supported by CMG and the six overarching themes were noted. A draft outcome agreement would be circulated later today and colleagues agreed to submit comments by 3.00pm on 21 June to allow a revised document to be circulated to the SFC for discussion at the next meeting planned with the SFC.

4 SCOTTISH EQUALITY REGULATIONS AND EQUALITY IMPACT ASSESSMENT (CLOSED) Paper D

The requirements of the new regulations which came into force on 27 May 2012 in respect of the Equality Act 2010 were noted and CMG approved the actions being proposed to comply with these new duties including a revision on the current coversheets of Court/Senate/Committee papers and the development of a University Policy Statement.

5 INTERNAL AUDIT REPORT Paper E

CMG noted the themes emerging from internal audit assignments completed between October 2011 and May 2012 in particular issues around IT security/data protection and UKBA legislation. It was agreed that a paper should be prepared for a future meeting of CMG setting out options for consideration on how best to ensure an independent review of IT security across the University reflecting previous recommendations contained within the Kenway Report and taking cognisance of staff's personal responsibilities in this area which could include the development of a new function with CSG to take this forward.

FOR INFORMATION/FORMAL APPROVAL

6 REPORT FROM STAFF COMMITTEE Paper F

The report was noted and CMG in particular welcomed the work around the staff disability policy.

7 REPORT FROM FEES STRATEGY GROUP (CLOSED) Paper G

CMG approved the recommendations in respect of the Erasmus-Mundus Partnership, changes to fees for law and economics programmes and MD for 2013/2014, allocation of fee income for two PGT language courses and proposals for Colombia Colciencias scholarships. CMG further noted the various issues around international tuition fee arrangements and the actions being taken to take this forward particularly around financial modelling and

the need to identify a sustainable solution.

8 TUITION FEES (CLOSED) Paper H

CMG approved the recommendations for tuition fees for 2013/2014 in respect of various PGT courses in HSS and CSE.

9 PROPOSAL FOR MANAGEMENT OF SOCIAL RESPONSIBILITY AND SUSTAINABILITY (CLOSED) Paper I

The proposal to establish a new Department of Social Responsibility and Sustainability within the Corporate Service Group with responsibility for taking forward the approved SRS Strategy was fully endorsed by CMG including the proposed staff structure.

10 PROPOSAL TO ESTABLISH A CHAIR OF HISTORY OF ART Paper J

CMG approved the proposal to establish a new Chair of History of Art.

11 PROPOSAL TO ESTABLISH A CHAIR OF GEOCHEMISTRY Paper K

CMG approved the proposal to establish a new Chair of Geochemistry.

12 DATE OF NEXT MEETING

Wednesday, 22 August 2012 at 10.30 am in the Raeburn Room, Old College

Central Management Group

Electronic meeting concluded on 6 July 2012

1 ROUTINE TUITION FEES: POSTGRADUATE TAUGHT Paper A

CMG approved the recommendations for fee levels for two MSc programmes for 2012/2013 as set out in the paper and approved the revision of the previously agreed fee uplift for a taught postgraduate programme for 2013/2014.

2 FEES STRATEGY GROUP: CONVENER'S ACTION Paper B

CMG approved the proposals for 2012/2013 fee levels for two new CPD courses, the charging of an application fee for certain postgraduate taught programmes on a trial basis in 2013/2014, and two additional scholarships for 2012/2013 only re the University of Delhi.



The University of Edinburgh

Central Management Group

22 August 2012

Outcome Agreement with SFC for 2012-13

Brief description of the paper

This paper sets out the final draft of the Outcome Agreement with SFC for 2012-13.

Action requested

CMG is invited to endorse the final draft Outcome Agreement which will be submitted to Court for approval on 11 September.

Resource implications

Does the paper have resource implications? Having a signed agreement in place for 2012-13 is a condition of grant for 2012-13 SFC funding. Outcome agreements will be used to determine future allocations of SFC grant.

Risk assessment

Does the paper include a risk analysis? The risks inherent in outcome agreements are addressed in the University Risk Register.

Equality and diversity

Does the paper have equality and diversity implications? Equality and Diversity will be addressed in outcome 5.

Freedom of information

Can this paper be included in open business? No, the paper should remain closed until the Outcome Agreement has been approved.

Originator of the paper

Dr Alexis R Cornish
Director of Planning & Deputy Secretary
15 August 2012

The University of Edinburgh

Central Management Group

22 August 2012



UK Border Agency and Tier 4 Compliance

Brief description of the paper

Since 2009 the UK Border Agency and Home Office have introduced the most significant series of changes to UK immigration policy and legislation in over 50 years. A central theme has been the concept of sponsorship of international students and staff. Sponsorship places considerable compliance, legislative and regulatory responsibilities on employers and educational institutions.

Annual audit and compliance visits by the UK Border Agency teams and recent suspensions of licences within the higher education sector serves to underscore the significant level of institutional risk that arises from non-compliance or lack of engagement by staff across the University. This paper seeks to briefly update on current areas of compliance and highlights areas of significance in minimising risk to the recruitment of international students and staff at the University.

Action requested

For information.

Resource implications

Does the paper have resource implications? No

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

For how long must the paper be withheld?

September 2013

Originator of the paper

Alan Mackay, Director, International Office

Euan Fergusson, International Student Support Manager, International Office

16.08.12

The University of Edinburgh

Central Management Group

22 August 2012

2011/2012 Value for Money Report

D

Brief description of the paper

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 for 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 to the Central Management Group. This paper reports on VFM activity for 20011/12, 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 and transmit it to Court via Audit Committee as part of the Committee's Annual 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

15 August 2012

20011/12 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 2011/12, 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 appropriate activity.

For the first half of 2011/12, the University continued to act to both reduce costs and grow income against a background of reductions in public funding which for 2011/12 were substantial. With the introduction of £9000 fees for rest of UK students, the restitution of previous reduction in the unit of resource from Scottish/EU students and further concentration in quality research funding, the pressure in the second half year to cut cost was reduced.

Against a background of very substantial new posts being approved mainly to deal with activity growth though vigilance is being followed not to introduce new inefficiencies into University support.

VFM activity has been reported again in the last year both to the Scottish Government in response to their efficient government initiative and to Universities Scotland to support our case that Institutions are continuing to do more with constraint resources in the wider context of funding for universities.

As in previous year the report on VFM initiatives has 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 or national initiatives

- Changes to the USS pension scheme were implemented on the 1st October 2011. Though the aim was to have a financially sustainable scheme for members and employers, movements in gilt yields will put further pressure on contribution at the next valuation in 2014. A NEST scheme is being introduced in 2013 to comply with legislation on auto-enrolment into pensions schemes to control contribution for the University and staff.
- Following the merger of eca into the University on the 1st August 2012, work has successfully been delivered to integrate the new schools support service into the University, delivering efficiency and service improvement.
- The remit of the central post review group has changed with the additional resources available to budget holders. The task of the group in the second half of the financial year has concentrated on co-ordinated and consistent additional support services to deliver value in the areas where additional staffing is planned, such as IT, student support and development.

- Voluntary severance has continued to be centrally funded. A total of 27 staff have agreed to leave the University. The scheme continues to support REF preparation, as well as driving rationalisation and improvements in academic and support activities.
- Lean reviews continue now across all support areas and link closely with support in Colleges. There were a number of projects with successful outcome with a particular focus on Estate and Finance.
- The work on the implementation on the PURE system is delivering the data required for the REF and greater research visibility for Edinburgh's research through the portal, Edinburgh Research Explore. The system allows data to be embedded in School web pages. This is a large improvement on the systems that supported to RAE both in terms of functionality and cost.
- A range of activities to deliver a favourable position to the University on tax has resulted in some significant outcomes. The University VAT recovery reached 19% for the last tax year, the result of specific recoveries around a land purchase and the subsidiary Research into Results. Capital projects continue to be managed in a tax efficient way with notable savings through zero rating on academic and student accommodation.
- The project to deliver eRecruitment is progressing with the aim of delivering efficiencies against current paper based processes.
- The College of HSS has worked with IS and Finance to develop a new electronic system called e-Time. It is made up of Hours-to-be-Notified staff will record their hours worked electronically, Schools will approve pay-claims, and these will be extracted by Payroll for payment. Major cost savings in both departmental and Finance Payroll staff time are expected. In addition substantial savings in staff time in all colleges and will improve the quality of the records maintained and the accessibility of a variety of work-related data university-wide. As part of the project, full details of researchers' working hours will be recorded electronically to facilitate reporting by Research Grants section for claims purposes, improving efficiency.
- The College of HSS has driven the provision of arrangements allowing international students to undertake a Foundation Year plus continuing classes in English throughout their undergraduate degrees, as well as collaborating with EUSA to pilot the new arrangements called Languages For All, offering foreign language classes free to undergraduate students.
- This extra language provision by HSS (for students of all colleges) aims to drive growth in international student recruitment and demonstrate that this university's offering is very attractive to rest-of-UK students as well as Scottish and EU students.
- Activity on procurement continues to advance, with overall savings last year of £9.3 million. This has been achieved by increased procurement influence, use of collaborative contracts, including arrangements with APUC and other institutions or sectors. A number of major equipment purchases including new high performance computing significantly contributed to savings as well as delivering equipment meeting the needs of users. Compliance across a broad range of procurement agenda has been delivered with a VFM approach.

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

- The NorMAN out of hours service supplied by Northumbria University that provides helpline support for IS services between 8pm and 8am daily has also been introduced. This means that we have 24 x 7 support coverage which will enhance support for online distance learners and students studying outwith the staffed hours at Help Desks.
- New Virtual server that can deliver client software e.g. SPSS and Minitab for use by Online distance learners. This means that programme teams need not administer delivery and support of CDs to their students, a big saving. The facility can be enhanced to deliver specialist software to on-campus students or devices if required.
- The introduction of smartcards to all members of the University (staff, students and visitors) was implemented and so the improved functionality of the smarter card is available across

campus. Edinburgh First has taken advantage of the chip technology and provides cashless payments at all its outlets.

- The agreement to have developed 317 en-suite rooms at Deaconess House delivers new accommodation at an attractive price in the summer of 2014. The taking of this opportunity transfers risk from the University and delivers accommodation at a cost below that being paid to make up the shortfalls against demand that are current occurring.
- An investment of £4.5 million over 3 years continues to enable the delivery of a much enhanced range of postgraduate taught course delivered by distance learning. There is aim to deliver a significant increase in activity which through the economics of scale should make efficiency savings around the support systems required for teaching at a distance. Courses are now being launched.

4. Estates Rationalisation and activity to reduce utilities cost

- The Shared Academic Timetabling Project will produce significant savings in space utilisation and estate rationalisation across the University. During the year the Timetabling team based in Academic Registry have captured and entered the room details for 850 rooms across the University, and successfully met the go live date for the project.
- The Office of Lifelong Learning and the English Language Teaching Centre have relocated to the Moray House buildings. This utilises unused space in Moray House for which cost savings through mothballing could not easily be achieved. It also frees up space in Buccleuch Place. Most significantly, it releases the university from the obligation of paying large rents to outside providers of the former ELTC premises in Hill Place.
- Informatics have been working with estates on two improvements areas of energy efficiency. A concerted effort is being made to reduce the high utilities costs of the new building. In addition, a new focus is being placed on the energy efficiency of new IT hardware with reductions of about 33% in electricity usage targeted.
- A concerted effort has been made to streamline and improve the delivery of estates services to eca and H.G.U. This has concentrated on operations and maintenance to deliver the same standard of service as the rest of the University estate and deliver better value for money.
- As part of student accommodation refurbishment projects, a focus is being placed on improved energy performance and re-using existing furniture. Two recent projects at Pollock Halls involving window and lighting upgrading and furniture are reducing utilities costs, furniture costs and improving the quality of the environment to students.

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

- The University in partnership with Western Union (Travelex) offers students in receipt of US Financial Aid the opportunity to receive their Federal funds directly to their bank account. This service provision gives the student funds within 3 working days of the bank receiving the funds from the US Treasury. By providing this service the student receives funds directly to their UK bank account and minimises administration processes between the bank and the University. It also enables the student to receive their funds quickly and removes the need for them to physically collect their payment by cheque. Other Registry's initiatives have delivered efficiencies in the areas of course results and matriculation by implementing new electronic systems.
- Academic across areas are recruiting new Student Support staff in line with the university policy of enhancing the student experience. This investment in additional staff is expected to reduce the time spent by large numbers of other admin staff in fielding questions from students to which they often do not know the answers. The net result is expected to be a saving in staff time coupled with improved student satisfaction ratings.
- The King's Buildings Library opened 31st July 2012, rationalising the library provision at KB campus by replacing Darwin, JCM and Robertson libraries with one new library block

adjacent to KB Centre. Reducing to one building has allowed a review and streamlining library materials and staff resources.

- The Main Library Redevelopment Project is making better use of space, including the creation of more study seats in this popular study environment. Usage of the library has doubled over last 2 academic years.
- By no longer making print journals available, in most, but not all subject areas, where there are digital versions space is being saved. Where the print versions (which is sometimes cheaper) are purchased, these are boxed and stored directly.
- Accommodation Services started to manage English Language Teaching Centre to accommodation direct for its students, hence giving the students one point of contact. This meant that Accommodation Services did not have to hold stock for ELTC but could sell any unwanted stock commercially if possible. 3 sites were chosen and in summer 2012 it is estimated that this has generated an additional £160K in total revenue.

Conclusion

The focus is now on managing the strong growth in University activity and enhancing services and support particularly to students. The challenge is to invest the new resources, particularly support staff resources, that deliver integrated services across the University Colleges and support groups.

This is necessary not only in terms of service delivery, but as the low level of annual pay awards has suppressed the cost pressure on the University's major cost and this advantage will not continue in the longer-term.

The competitive pressure to deliver value to our students research and other customers should keep the focus of university managers on this important activity.

Jon Gorringe, *Director of Finance*

15 August 2012

22 August 2012



Report from Recruitment & Admissions Strategy Group

Brief description of the paper

This paper contains the following three papers discussed at the meeting of the Recruitment and Admissions Strategy Group (RASG) on 3 July 2012:

Appendix 1 - Fee status and undergraduate offers, 2013/14

The paper makes recommendations for changes to the conditions of undergraduate offers from 2013/14 entry, in order to safeguard fair admissions and enable the University to better manage its SFC-funded student numbers.

Appendix 2 – The University of Edinburgh Admissions Policy

The paper is a revised version of the University's admissions policy. The paper has been amended to reflect the existence of the Recruitment & Admissions Strategy Group, and a new section (section 8: Interactions between the University and the applicant) has been added, which sets-out the consequences of applicants using offensive or inappropriate language or behaviour in their interactions with University staff. The paper relates to the University's strategic goal of excellence in learning and teaching, and strategic themes of enhancing our student experience and promoting equality, diversity, sustainability and social responsibility.

Appendix 3 – Draft University of Edinburgh Policy and Procedure Regarding Admissions Fraud

This Policy sets-out new and revised procedures for identifying and tackling admissions fraud at all levels of study. It replaces the previous 'Policy and Procedure Regarding Admissions Plagiarism and Fraud', which related only to undergraduate admissions. The Policy arises from discussions of the Migration Management Group Task Group, set up following the 2012 UK Border Agency compliance audit. The paper relates to the University's strategic goal of excellence in learning and teaching, and strategic themes of enhancing our student experience, advancing internationalisation and promoting equality, diversity, sustainability and social responsibility.

Action requested

Approval of all three papers by CMG.

Resource implications

Do the papers have resource implications?

Appendix 1 - Fee status and undergraduate offers, 2013/14

No.

Appendix 2 – The University of Edinburgh Admissions Policy

No.

Appendix 3 – Draft University of Edinburgh Policy and Procedure Regarding Admissions Fraud

Yes. It will be necessary for Colleges to carry out sample checks of original documents at registration, and to ensure that relevant staff are adequately trained to identify admissions fraud.

Risk assessment

Does the paper include a risk analysis?

Appendix 1 - Fee status and undergraduate offers, 2013/14

No, although there are financial and reputational risks associated with not carrying out the proposals.

Appendix 2 – The University of Edinburgh Admissions Policy

No.

Appendix 3 – Draft University of Edinburgh Policy and Procedure Regarding Admissions Fraud

No, although there are financial and reputational risks associated with the University not adopting the Policy.

Equality and diversity

Does the paper have equality and diversity implications?

Appendix 1 - Fee status and undergraduate offers, 2013/14

Yes. The proposals set out in the paper are intended to safeguard the fair and equal treatment of applicants.

Appendix 2 – The University of Edinburgh Admissions Policy

Yes. The policy is intended to safeguard the fair and equal treatment of applicants.

Appendix 3 – Draft University of Edinburgh Policy and Procedure Regarding Admissions Fraud

Yes. The recommendations are intended to safeguard the fair and equal treatment of applicants.

Freedom of information

Can this paper be included in open business?

No, its disclosure would substantially prejudice the effective conduct of public affairs.

For how long must the paper be withheld?

Until a decision is reached and, as set out in the recommendations in Appendix 1, made public.

Originator of the paper

Kim Waldron
University Secretary
August 2012

The University of Edinburgh

Central Management Group

22 August 2012

Gaelic Officer Appointment

Brief description of the paper

This paper summarises the funding awarded to the University for the creation of a Gaelic Officer post, following a successful application to Bòrd na Gàidhlig's annual Gaelic Language Act Implementation Fund (GLAIF).

Action requested

CMG is asked to approve a commitment to appoint a Gaelic Officer on a 3-year basis.

Resource implications

Do the papers have resource implications?

Yes, as outlined 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.

Originator of the paper

Frank Gribben
Registrar, College of Humanities and Social Science
Chair, Gaelic Language Plan Working Group



The University of Edinburgh

Central Management Group

22 August 2012

School of Economics

Brief description of the paper

In 2009 CMG agreed to decouple the department of Economics from the, then, School of Business and Economics, to establish a separate School of Economics within the College of Humanities and Social Science, with effect from 1 August 2009. The CMG agreement required that a review, largely of the financial health of the new School, be undertaken in the summer of 2012. This paper reports on the review.

Action requested

CMG is asked to note the success of the School and confirm that the School of Economics will remain as a separate School within CHSS for the foreseeable future.

Resource implications

Does the paper have resource implications? Yes, detailed in the paper.

Risk assessment

The review took account of various risk issues.

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 D Miell

August 2012

Economics for CMG

1. Summary

In 2009 CMG agreed to decouple the department of Economics from the, then, School of Business and Economics, to establish a separate School of Economics within the College of Humanities and Social Science, with effect from 1st August 2009. The CMG agreement required that a review, largely of the financial health of the new School, be undertaken in the summer of 2012. This paper reports on the review, asks CMG to note the success of the School against the review criteria, and asks CMG to confirm that the School of Economics will remain as a separate School within CHSS for the foreseeable future.

2. Background

Following a period of review and discussion between October 2008 and March 2009 of how best to develop Economics and Business teaching and research, CMG, and ultimately Court, agreed in April/May 2009 to decouple Economics from Business, and establish a separate School of Economics and a reconfigured Business School from 1st August 2009. CMG agreed that this decision to create a separate School of Economics would be subject to review in the summer of 2012. CMG set the following criteria against which the success of the School of Economics would be assessed:

- (i) demonstrate that it was financially sustainable by meeting the financial targets set out in the Economics business plan of February 2009;
- (ii) demonstrate that the School could sustain high quality teaching and research in Economics; and
- (iii) develop an administrative/managerial structure capable of supporting the new School as an organisation independent of the Business School.

3. Report against review criteria

3.1 Financial Sustainability

The February 2009 business plan for Economics, on which the original decision about the establishment of the School was based, included very ambitious growth targets. The total net income was expected to grow by 50%, from about £2.1 million in 2008-09 (the baseline year) to £3.2 million by 2011-12 (at the end of the 3-year probationary period as a separate School). This planned income growth was intended to support an expansion of academic and administrative staffing and an increase of about 60% in the total expenditure of the School. Table 1, below, shows the actual income and expenditure in Economics against the forecasts included in the February 2009 plan.

Table 1: Forecast and actual income/expenditure

	Economics	
	Plan	Actuals
	<u>2011/12</u>	<u>2011/12</u>
Teaching Income	2,151	2,421
Research Income	540	407
SIRE SFC	454	454
SGPE Surplus	68	68
<u>Total Income</u>	<u>3,213</u>	<u>3,351</u>
Staff Costs including SIRE	2,460	2,393
Non-staff Costs	97	117
SIRE Non-staff Costs	54	54
<u>Total Expenditure</u>	<u>2,611</u>	<u>2,564</u>
Net Surplus (Baseline)	602	787
Cumulative Surplus (Reserves)	2,272	2,457

As can be seen from Table 1, the School has performed very well in generating additional income. Despite its income growth target being very ambitious, the School has exceeded it: generating £3.35 million net income in 2011-12, a rise of 57% on the 2008-09 baseline. The increase in expenditure is slightly lower, but very close to the planned change: increasing by 57% against a planned increase of 59%.

In terms of financial sustainability, it is worth noting that even if the School had to absorb immediately (rather than in 2014-15) the total cost of the current SFC-supported SIRE activities, it would still be generating an annual surplus of 10%.

It is our view that the School has met the criterion to demonstrate that it is financially sustainable.

3.2 Academic Sustainability

When setting a requirement to demonstrate that the School of Economics was academically successful, CMG did not specify how that success should be measured. The following examples have, therefore, been selected by the College Office to illustrate the academic health of the School.

A significant component of the income growth achieved by the School is the result of increased PG and non-EU student recruitment. The School is proving an attractive destination for applicants, both within and out-with the EU, maintaining a high level (78%) of overall student satisfaction.

The School's REG income is 50% higher than it was in 2008-09. Whilst some of this increase is due to price inflation on the SFC unit of resource for research, by far the biggest influence on this increase was the improved performance of the School in RAE 2008 over RAE 2001. This began to influence funding allocations from 2009-10. Since 2009 the School has had a net increase of eight academic staff, many at promoted levels. This both reflects the reputation of the School and the ability to attract distinguished academics, and gives us confidence about the School's likely REF performance.

The School successfully bid for the contract to manage the Scottish Graduate Programme in Economics from 2010-2015. This is a flagship ESRC-funded collaborative PG programme, involving eight Scottish universities. Maintaining the contract for a further five-year period is a clear external vote-of-confidence in the School's academic and administrative competence. The programme is thriving and underwent a very favourable PPR in 2011.

It is our view that the School has met the criterion to demonstrate that it is academically sustainable.

3.3 Organisational Sustainability

In the first 18 months of its existence as a separate School, the School of Economics received administrative support/services from the Business School. These related to pre and post-award research grant support, more general research administration, in-School HR transactional support, quality assurance of programmes, and IT/web support. From 2010-11 the administrative/management structures in the School had matured to the point where the School was no longer reliant on the Business School to support it in these areas of organisational responsibility, except for IT/web support. However, with developments currently being led by the CHSS Chief Information Officer, and the development of experimental laboratory infrastructure within Economics, even this aspect of support received from the Business School is expected to change markedly during 2012-13.

Another good example of the maturing administrative/organisational structures in Economics is provided by aspects of the enhancing student support project. The School of Economics pioneered in CHSS the introduction of administrative personnel specifically tasked with taking an oversight of all aspects of student support which might influence the quality of the student experience. Their example is now being replicated in many other parts of the College as a specific strand of our plans for enhancing the quality of the experiences of our applicants, enrolled students and alumni.

It is our view that the School has met the criterion to develop a sustainable administrative/management structure independent of the Business School.

4 Conclusion/Recommendation

Having reviewed the development of the School of Economics in the three years since its de-coupling from the Business School in August 2009, we are satisfied that it has demonstrated, as required by CMG, that it is financially, academically and administratively sustainable. Accordingly, we recommend that CMG confirms that the School of Economics will remain as a separate School within CHSS for the foreseeable future.

Professor Dorothy Miell
Head of College

Frank Gribben
College Registrar

10 August 2012

The University of Edinburgh

Central Management Group

22 August 2012

H

**SAT: Shared Academic Timetabling Project
Managing Disabled Access and Associated Building Evacuation**

Brief description of the paper

The paper raises aspects around managing disabled access and associated building evacuation arrangements.

Action requested

CMG is invited to support a review of personal evacuation arrangements across the institution to ensure that appropriate mechanisms are put in place.

Resource implications

Does the paper have resource implications? No

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

Any other relevant information

This paper will be presented by Kim Waldron, the University Secretary

Originator of the paper

SAT Project Team
14 August 2012

SAT: Shared Academic Timetabling Project

Managing disabled access and associated building evacuation arrangements

1. Overview

As part of the ongoing Shared Academic Timetabling project, there is a commitment to ensure the new timetabling database carries accurate information regarding the level of disabled access at individual room level. Estates and Buildings have undertaken a project to re-survey the estate to provide updated information, focusing on centrally allocated teaching space in the first instance. The role of the SAT, through the Timetabling Unit, is to commit these confirmed details to the timetabling database, in order that Schools can make informed judgements regarding appropriate space for disabled students and staff. Information at building level will also be made available in summary report format on the Estates and Buildings web site.

Of course confirmation of access needs to be accompanied by a confirmed means of escape. It is in this area there appears to be some uncertainty at School-level as to where their responsibilities lie in respect of disabled students. The outgoing EUSA VP for Academic Affairs has expressed serious concerns regarding awareness and adherence to existing policy and is keen to support steps to raise awareness at School level. The SAT Project Board feels that whilst there is an opportunity for the Timetabling Project to promote awareness in this area, there are more fundamental issues regarding oversight of the process that need to be addressed, and that this may be a consequence of a lack of coherent focus for disability issues in a holistic sense. The SAT Project Board has therefore asked the project team to prepare a summary report for consideration at CMG.

2. Existing evacuation policy

There already exists policy documentation, held and maintained by the Health and Safety office, relating to both the emergency evacuation of buildings and the Personal Emergency Evacuation Plans (PEEPS) This existing documentation may be subject to some minor changes for the purposes of clarification, but exists as a comprehensive summary of responsibilities and actions.

3. Stakeholders

The stakeholders involved in the end-to-end process of disabled access and evacuation are:

- Estates & Buildings
- Health & Safety
- The student or member of staff
- Student Disability Services
- Schools (both “home” school, and schools responsible for courses being taken by students whose “home” School is elsewhere)
- Building Managers and Building Occupancy Groups

4. Current issues

- **Student course enrolment:** The fact that the full range of a given student's course choices can cut across a range of Schools, and can vary for each year of study, creates an environment where responsibility for evacuation arrangements remains unclear, and difficult to manage across multiple schools when changes occur.
- **School awareness:** The very small number of students registered with PEEPS (14 during 11/12 academic year) means any given School could have long gaps between PEEP responsibilities, thus reducing awareness and experience of managing these responsibilities.
- **Access/evacuation details:** A comprehensive record of all access, evacuation and support details does not appear to exist. This may compromise the ability for parties to complete a PEEP proforma to a level that can ensure the appropriate support.
- **Stakeholder communication:** Multiple stakeholders create an unclear communication process, both in respect to appropriate channels and timing. Building Occupancy Groups appear to meet intermittently at best. The responsibility for managing this process currently rests with the school completing the PEEP, however mechanisms for managing change beyond this stage are not present.
- **Arrangements for staff members:** Much of the compliance work has focused on students, with the Disability Office providing relevant information. Human resources manage staff information, but do not have the same level of expertise in the area of disability arrangements for staff.

5. Current improvements

- Estates & Buildings is working on a project to update all access and evacuation details, at building and at individual room level, across the teaching estate, with the initial emphasis on centrally bookable teaching spaces. This initial phase is due for completion by end-August 2012. The indications are this project will subsequently be widened to include locally-managed teaching spaces.
- Some minor modifications to existing policy documentation to more clearly reflect the range of Schools impacted by student course choice.
- The SAT project will investigate the feasibility for the creation of an automated process to import registered student disability information to the Scientia Enterprise timetabling system to support the appropriate match of student to venue.
- The promotion of greater policy awareness through the Timetabling Unit webpages that relate to teaching spaces and their facilities.

6. Conclusion and Recommendation

The SAT Project Board feels that, in addition to the improvements currently being made, this key area of compliance will benefit from a review at institutional level. The impending introduction of the Personal Tutor scheme may provide an opportunity for improved co-ordination in this area. The stakeholders are concerned about the lack of continued oversight of the process, and maintenance of evacuation arrangements, and ask that CMG consider putting in place an appropriate mechanism to achieve this.

CMG is invited to support a review of personal evacuation arrangements across the institution to ensure that appropriate mechanisms are put in place.

SAT Project Team
14 August 2012

The University of Edinburgh

Central Management Group

22 August 2012

Report from the Space Management Group

Brief description of the paper

The paper reports on key discussions and recommendations made at the meeting of SMG, held on 25 June 2012.

Action requested

CMG is invited to:

- **note** the report; and
- **endorse** the recommendation to increase the marginal rates levied by Estates and Buildings to Edinburgh First for commercial and academic-related activity and marginal rates to Schools, by 5% from academic year 2012-13 to take effect from 1 August 2012 – refer to appendices 1a and 1 b.
This decision is made as a contribution towards rising utilities and other costs

Resource implications

Does the paper have resource implications? Yes, a small increase to the rates charges by Estates and Buildings, as described above and in the paper, will be passed on to Edinburgh First and Schools.

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

Any other relevant information

CMG is advised that this matter is being presented to CMG as the Estates Committee does not meet till 19 September and the increase should take effect from 1 August 2012.

The Director of Estates and Buildings will present the paper.

Originator of the paper

Maureen Masson, Business Manager
Angela Lewthwaite – Secretary to Space Management Group
15 August 2012

I

Space Management Group

The paper reports on key discussions and recommendations made at the meeting of SMG, held on 25 June 2012

1 Estates & Buildings Marginal charges for use of centrally bookable space

SMG, noting that there had not been an increase in rates for 4 years due to restricted budgets, **endorsed** the recommendation to increase the marginal rates by 5% for academic year 2012-13. This decision was made recognising that a small increase would go some way to cover rising utilities costs and other costs.

The current rates charged by Estates & Buildings to Edinburgh First and to Schools and the proposed new rates, uprated by 5% are attached in Appendices 1a and 1b. Appendix 1b only shows the increased rates as the application of 5% to the existing rates was negligible.

CMG is invited to note that the Learning and Teaching Technology Section (LTSTS) of Information Services Group charge separately for use of audio visual equipment. It is not proposed to increase these rates at the present time, as these were reviewed last year.

CMG is invited to endorse the recommendation to increase the marginal rates levied by Estates and Buildings to Edinburgh First for commercial and academic-related activity and marginal rates to Schools, by 5% from academic year 2012-13, to take effect from 1 August 2012. This decision is made as a contribution towards rising utilities and other costs.

2 Priorities for the use of rooms in vacation periods – Appendix 2

SMG **noted** the existing set of priorities for the use of centrally bookable rooms during semester time and vacation periods and **agreed** that booking out of charges for AV should be added.

SMG further **noted** that the priorities would be revisited from time to time and would include decisions about who should have priority over space. This might become a bigger issue when the conference market picks up or spaces become limited due to works programmes. The Timetabling Unit is due to review current priorities with Edinburgh First as part of the current project to establish an automated link between the Enterprise and Kinetics booking systems.

3 Shared Academic Timetabling Project

An excellent presentation was provided by the Timetabling and Learning Spaces Manager on the progress, capabilities and objectives of the Enterprise system. Of particular interest was the system's ability to provide reports on location utilisation (booking data) which would help identify areas where physical surveys might be helpful, to assist with the longer term aim of improving space management/getting more efficient use of space. It was proposed and **agreed** that the feasibility work being carried out on the Pleasance should be informed by reports from the tools in the shared academic timetabling software to review whether additional teaching space should be part of the scheme.

SMG was advised that Estates and Buildings Design Group was compiling information on access provision and that the buildings within Centrally bookable rooms would be a priority to complete. There will be a paper to CMG on behalf of the Shared Academic Timetable Project Board highlighting the issue of safe egress/personal evacuation provision. CMG Paper H refers

4 Business School Request for Exemption

SMG received a request from the Business School that teaching rooms be exempted from the general provision in the new Shared Academic Timetabling Policy (para 3.7). SMG discussed the matter at length and **declined** the request on the following grounds:

- The Draft Strategic Plan 2012-2016 was specific in the need to improve use of space and adhere to the long-term aims of the University's Timetabling Policy
- It would mean that incomplete room utilisation outcomes would be reported to the Scottish Funding Council
- Business School was utilising facilities that were not included in the gross charging model
- To agree the concept would set a precedent for other Schools.

SMG **agreed** to revisit the request in six month once utilisation statistics could be presented. SMG further **agreed** that a mechanism be enforced within the system to provide an audit trail for any block booking made by the Business School.

5 Space Assessments Model [SAM] Needs Biological Sciences Outcome

SMG was advised that the SAM had been used to validate the teaching space need in the School of Biological Sciences Option Appraisal. SAM was found to be reasonably straight forward to use and allowed space to be estimated in an appropriate and efficient manner, with results similar to the outcome of the options appraisal consultations. SAM had not been suitable to translate into research facilities but AUDE has recently completed a shared laboratory project which would be trialled

6 Performance Indicators

SMG was advised that the new Strategic Plan 2012-2016 was in the final stages of drafting and the final draft would be signed off by Court on 2 July. SMG **noted** the Infrastructure and Social Responsibility sections contained in the paper.

The Director of Estates & Buildings advised that Sustainability & Environmental Advisory Group on 19 June had acknowledged that the University would report the KPI included in the Strategic Plan 2012-2016 – carbon emissions per £ turnover - in relation to the target to reduce absolute CO2 emissions by 29% by 2020, against a 2007 baseline (interim target of 20% savings by 2015). In addition we would be reporting on carbon emissions/space.

The Space Manager confirmed that, aside from the multi-occupancy buildings, there would be no problem in allocating the gross accounting model to units as the gross data was available on a building by net.

SMG **agreed** that work to extrapolate the Estates Strategy KPI's against the requirements contained in the Strategic Plan 2012-2016 be presented to the next SMG meeting. The paper would act as a baseline to measure and monitor future trends.

7 Report From The Technical Working Group

SMG **noted** the outcome of discussions of the Technical Working Group (established by a higher level governance group to look at alternatives to the NPRAS space incentive scheme). The Working Group also reviewed how best to push forward other initiatives aimed at improving space

management/utilisation.

SMG further **noted** that the Governance Group had recommended that pilot models for the Easter Bush campus and the Institute of Genomic and Molecular Medicine IGMM should be taken forward for implementation in Academic Year 13-14; that the pilot models should take account of income, direct and indirect costs and other factors.

Finally, SMG endorsed the proposed membership of a small working group; that the Group should take forward the detailed arrangements for the pilots and should take into account the comments received. In addition the working group should look to model in the cost of mothball space.

The working group would report into the Space Management Group by Estates & Buildings Management Accountant and produce a first paper for the next SMG meeting on 7 November.

8 2015-2025 Estates Study

SMG **noted** that the Phase 1 of the 2025 Estate Study was underway with Page and Park appointed to consolidate existing appraisal exercise information. Phase 2 tenders were due to be returned on 20 June with tenders being assessed by 22 June with follow-up interviews to be held on 26 June. "Imagineering" workshops were proposed to be held in September and these would report into Central Area Strategic Group and Estates Committee at the beginning of 2013. One of the main objectives of this work would help to address space utilisation issues and scope for reducing the carbon footprint.

Maureen Masson, Business Manager
Angela Lewthwaite – Secretary to Space Management Group
15 August 2012

22 August 2012



Quarterly Health and Safety Report: (Apr - Jun 2012); incorporating the Report from the meeting of Health and Safety Committee, held on 5 April 2012.

Brief description of the paper

This Paper presents information on accidents/ incidents statistics, and other developments and issues in health and safety, which have occurred during the quarterly period **April to June 2012**, and includes the Report from the meeting of the University Health and Safety Committee, held on 5th April 2012.

14 incidents which were Reportable to the Enforcing Authorities are summarised, **10** of which were Reportable because a member of the public (postgraduate or undergraduate) attended hospital for assessment and/or treatment. **4** injuries which led to more than 7 days absence from work were also included.

Developments and issues covered in the Report from Health and Safety Committee include: (1) University Water Policy (2) Access to Legal Advice (3) Accident, Incident and Disease Survey 2010/11 (4) Occupational Health Unit Annual Report 2010/11 (5) Aon Partnership Auditing Programme – International Travel (6) Review of the University Health and Safety Policy (7) Report from Estates and Buildings (8) Laboratory Fume Cupboards (9) Database Project (10) British Safety Council Award (11) British Standard OHSAS 18001 (12) HSE Fees (13) First Aid Assistance (14) Personal Emergency Evacuation Plans [PEEPS]

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

Does the paper have resource implications? No

Risk Assessment

Not relevant.

Equality and Diversity

No particular equality and diversity implications attach to the above.

Originator of the paper

Karen Darling/Alastair G. Reid, Deputy/Director of Health and Safety, 13th January 2012

Freedom of information

Can this paper be included in open business? Yes

Health and Safety Quarterly Report 2011/2012

Quarterly reporting period: 1st April 2012 – 30th June 2012

Accidents and Incidents

Type of Accident/Incident	Quarter 3 Apr-June 2012	Quarter 3 Apr-June 2011	Year to Date 1 Oct 2011 – 30 June 2012	Year to Date 1 Oct 2010 – 30 June 2011
Fatality	0	0	0	0
Specified Major Injury	0	1	3	1
> 3 day/ >7 day Absence	4	5	9	13
Public to Hospital	10	3	20	11
Reportable Dangerous Occurrences	0	0	0	0
Disease	0	0	0	0
Total Reportable Accidents / Incidents	14	9	32	25
Total Non-Reportable Accidents / Incidents	102	77	315	266
Total Accidents / Incidents	116	86	347	291

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

Incidents reported to the Enforcing Authorities during the quarter:

- Undergraduate slipped and fell on algae-covered rocks during a fieldtrip. IP was briefly knocked unconscious and was taken to the local cottage hospital as a precaution; no lasting injury. IP was wearing suitable footwear. *(Public to Hospital)*.
- Undergraduate cut hand on sharp piece of sheet glass when trying to stop it from falling. IP advised to ensure edges are blunted as soon as possible after cutting. *(Public to Hospital)*.
- Undergraduate was cutting card without a safety ruler when Stanley knife slipped and cut thumb. Attended hospital to have thumb dressed. Reminded to always use safety ruler. *(Public to Hospital)*.
- Employee was assisting colleagues in moving heavy furniture. IP aggravated an existing injury. Manual handling process had not been risk assessed or planned sufficiently. Comprehensive review of manual handling activities undertaken. *(> 7 day injury).**
- Employee exacerbated an existing injury when pulling a lightweight cooker out for cleaning. IP had recently had manual handling training and knew of the procedure to ask a porter for assistance if required. *(>7 day injury).**
- Undergraduate attended hospital for a chipped knuckle bone after door swung shut on finger. Counter weight on the door has been repaired. *(Public to Hospital)*.

Incidents reported to the Enforcing Authorities during the quarter (cont.):

- Postgraduate lifted toilet cistern lid to fix flushing mechanism. Lid fell and broke, gashing IP's shin. *(Public to Hospital)*.
 - Postgraduate was carrying out an experiment in a fume cupboard when the mixture was accidentally heated (rather than stirred). IP attempted to remove the bottle which then exploded in her face. Some of the substance (digestate: relatively innocuous) may have gone into IP's eyes. Attended hospital as a precaution but no injury sustained. Risk assessment reviewed w.r.t. eye protection. *(Public to Hospital)*.
 - Employee received a blow to his right arm from a cow during milking process. He was put on light duties for two weeks after attending GP. *(>7 day injury)**
 - Employee pulled a muscle in his back after moving a large bottle of water. IP had full manual handling training. *(>7 day injury)**
 - Postgraduate fell on a hillside whilst on a field trip and broke ankle. IP was airlifted to hospital where a cast was applied. IP was wearing suitable footwear and there were no adverse weather conditions. *(Public to Hospital)*.
 - Postgraduate cut finger after glass pipette broke whilst attempting to attach to apparatus. Attended hospital as a precaution. Other similar pipettes checked for any signs of damage. *(Public to Hospital)*.
 - Postgraduate was knocked sideways into a metal doorframe of a kennel by a large dog, which the IP was attempting to return to a cage. Attended hospital where IP was treated for concussion. Dog handling process/risk assessment reviewed. *(Public to Hospital)*.
 - Postgraduate cut finger after glass condenser broke whilst attempting to remove plastic tubing from the condenser. Wound sealed with paper strips at hospital. Older glass apparatus will be replaced with plastic where possible. *(Public to Hospital)*.
- *Please note that the requirement to report "over 3 Day" absence accidents under RIDDOR was changed to "over 7 Day" on 6th April 2012, bringing it into line with NHS Certification procedures*

Report from Health and Safety Committee (April 2012)

Please see Appendix One.

Other Issues and Developments

Accident and Incident Reporting

The legislative landscape with regard to accident and incident etc. reporting seems likely to change significantly, with the publication of a consultative document by the Health and Safety Executive on proposed changes to the reporting Regulations (RIDDOR).

These proposed amendments, together with the move from the Universities Safety and Health Association (USHA) to HESA, for accident statistics collation for UK HEIs, will adversely affect comparability between years, and trend analysis which stretches back to the early 1980s. However, proposed changes to RIDDOR will produce a simpler, more logical and more streamlined system, which will be welcome.

The proposed changes to reporting legislation indicate that we will require to institute systems and procedures to ensure that accidents and incidents which are no longer in a Reportable category legally, but are significant in terms of effect and/or preventability, are accorded suitable weight within our recording and analysis systems.

The University of Edinburgh will continue to separately collate accident and incident statistics for all Scottish HEIs, as one of the sustainable legacies of the CHASTE Project.

Accident and Incident Investigation

The corporate Health and Safety Department currently operates a two tier system for incident investigation, depending upon the severity of the event. Whilst we pay close attention to our incident experience, in relation to events which are legally Reportable, and these incidents receive attention at both Health and Safety Committee and CMG, non-Reportable incidents are also investigated, and remedial action applied, with particular attention to preventing any recurrences. This approach applies equally to non-injury (“near miss”) incidents, which we have a good record of recording and investigating – a near miss can often carry as much, and in some cases, more valuable learning than an injury accident.

For example, over the period outlined in this report, **18** “near miss” incidents were recorded. Of these, only one incident could be regarded as significant: an item of electrical equipment, which had been set aside as faulty, was put back into service by pushing the individual live, neutral and earth wires from its electrical supply cable into the holes of a wall socket, secured in place by a plug from a computer hard drive. The risks associated with this practice were clearly pointed out to the management unit concerned.

Appendix One

REPORT FROM THE MEETING OF THE UNIVERSITY HEALTH AND SAFETY COMMITTEE, HELD ON THURSDAY, 5TH APRIL 2012

1. UNIVERSITY WATER POLICY

The Committee noted the draft revised Drinking Water Policy presented for consultation which aims to clarify the arrangements for ensuring a supply of potable drinking water is available for individuals within the University. Revised drinking water guidance will be prepared to accompany the policy. The longer term aim is to combine the drinking water and Legionella policies, into a comprehensive Water Policy.

2. ACCESS TO LEGAL ADVICE

Estates and Buildings have recently appointed a new panel of legal advisers tailored to their own requirements, one of whom, Pinsent Mason is about to merge with McGrigor's. This merger may offer the opportunity for the Health and Safety Department to have rapid access to legal counsel who have experience of dealing, at short notice, with acute situations relating to health and safety, e.g. in the immediate aftermath of a serious incident. A meeting will take place with representatives from McGrigor's post-merger to formalise this aspect of our preparedness.

3. ACCIDENT DISEASE AND INCIDENT SURVEY 2010/11

The Accident, Disease and Incident Survey Annual Report for 2010/11 shows that the total number of injuries, incidents and cases of occupationally related ill health reporting during this period was 428, and that the number of events Reportable to the Health and Safety Executive (HSE) was 40. Of these 40 Reportable events, only 6 were Reportable due to the severity of the injury involved. A number of these were due to the severe winter weather conditions experienced. There were 2 Occupational Diseases Reportable to the HSE in this reporting period.

The reporting period for absences resulting from injuries at work is to be extended from three days to seven days, bringing it into line with self-certification of sickness absence. This change will be introduced on 6th April 2012, and will affect the University's reportable accident statistics

A number of accidents have occurred despite the existence of robust risk assessment and training systems in place and the issue of individual personal responsibility was again highlighted. A series of workshops on behavioural safety will be offered to staff later this year in conjunction with the Edinburgh-based Keil Centre, a team of respected occupational psychologists.

4. OCCUPATIONAL HEALTH UNIT ANNUAL REPORT 2010/11

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. Work continues to improve compliance with health surveillance requirements and recent mergers with the Medical Research Council Human Genetics Unit (MRC HGU), and the Edinburgh College of Art (ECA) have also contributed to an increase in the number of health surveillance contacts seen by the OHU.

The OHU continues to provide immunisations for those working with specific potential hazard exposures and/or for work related travel. The OHU has increased the range of travel immunisations available, with the exception of Yellow Fever, which it is still an intention to provide in the future.

The OHU continues to work closely with University Human Resources (UHR) and a document to clarify the role, remit and professional limitations of the OH professional staff has been disseminated to HR colleagues across the organisation, which is hoped will further improve the understanding of roles and partnership working.

There continues to be a variable approach to absence management and use of the OHU service by local Human Resource (HR) managers across the University and this is highlighted within analysis of the referral rates seen by the OHU. Where the OHU is utilised effectively by Colleges and Support Groups, ill health cases are shown to close more quickly, with staff returning to work more quickly, and with improved sickness absence from these areas. The OHU are actively seeking a similar approach with the Colleges of Medicine and Veterinary Medicine and Humanities and Social Science, in order to encourage early intervention for the benefit of the individuals and the organisation.

The OHU intend to seek accreditation via the Safe Effective Quality Occupational health Service (SEQOHS) voluntary accreditation system which seeks to ensure a consistently high standard of care is provided by OH services and to benchmark against external organisations.

5. AON PARTNERSHIP AUDITING PROGRAMME - INTERNATIONAL TRAVEL

The International Travel review undertaken by Aon Risk Services, in partnership with the Health and Safety Department is nearing completion. Visits to twenty four Schools and Support Units have taken place. A report on the findings will be prepared and presented to the corporate level stakeholders as part of an action plan for the development of policy and guidance on overseas travel risk management. Feedback will also be presented to stakeholders in Schools and Support Units at this year's annual safety conference, which in 2012 will be a joint event with the International Office.

6. REVIEW OF THE UNIVERSITY HEALTH AND SAFETY POLICY

The University Health and Safety Policy is about to undergo a comprehensive review, with a view to producing a new, more concise Policy document, together with clearly defined supporting guidance. An external expert, with experience of health and safety policies within the Scottish Higher Education sector will be engaged to provide both a focus and impetus for this project, and to provide an external viewpoint. Health and Safety Department staff, as well as colleagues within Schools will be asked to contribute to the process as and when appropriate, to provide input from their own areas of expertise. The new Policy is expected to be ready for publication by the end of 2012.

7. REPORT FROM ESTATES AND BUILDINGS

The annual seminar for all University contractors was held recently with a variety of speakers providing advice and information on aspects of construction safety management. There were approximately 100 internal staff, and 200 contractors attending and feedback from the event was very positive.

The scheme of compulsory access permits is being discontinued and a new Works Order procedure is being introduced for the management of contractors, which emphasises safety and the importance of relevant permits to work.

A meeting is to be held with EUSA, Estates and Buildings, Health and Safety and the Festivals Office to clarify the health and safety management arrangements during the Edinburgh festival period for the Bedlam Theatre.

8. FUME CUPBOARDS AND FUME CUPBOARD PERFORMANCE TESTING

The University has had an established regime for the performance testing of its 900 (approx.) fume cupboards since the early 1980s, which continues to perform satisfactorily.

However, there have been three separate and significant issues relating to fume cupboards in the last few months at the Joseph Black Building, Rutherford Building and High School Yards. Although the fume cupboard performance testing programme has not been implicated as being deficient in any way, a review of fume cupboard design and testing will be carried out. The review will be carried out by the Health and Safety Department, Estates and Buildings, and individuals from a number of representative Schools, with a view to the updated performance testing scheme being in place for the 2013 programme

9. DATABASE PROJECT

The Health and Safety Department has submitted a project proposal to Information Services (IS) to build a database which will improve the management of information on the University's high risk materials, provide a more streamlined way of complying with relevant legislation and allow more accurate and efficient reporting to the relevant enforcing bodies.

10. BRITISH SAFETY COUNCIL AWARD

The University has been awarded the British Safety Council International Safety Award for 2012, with Merit, for the second consecutive year.

11. BS OHSAS 18001

Consideration is being given to seeking accreditation to the British Standard (BS) in occupational health and safety, BS OHSAS 18001 for the University's corporate health and safety structure and arrangements. Aon Risk Services has provided a proposal to carry out a gap analysis, advise on achievement of the required accreditation standards, and advise on identification of an appropriate certification body; this proposal is currently under discussion. If successful, we would be the first Scottish University to achieve this BS and such accreditation would have advantages to both corporate Health and Safety and to the wider University.

12. HEALTH AND SAFETY EXECUTIVE FEES

The Health and Safety Executive (HSE) is introducing a charging scheme called Fee For Intervention (FFI), which has now been postponed until October 2012. The scheme sets out to recover all of the costs of an inspection / investigation at which a contravention of health and safety standards is identified by the HSE. No fee will be charged for trivial breaches. For example, if following a visit, the HSE issue a prohibition or enforcement notice, a formal letter, or send an email, then the organisation are liable for all relevant costs associated with their visit. Biological facilities, and licensed asbestos work, will not currently be liable for these fees. Consideration will need to be given to where any such fees would be paid from within the University – the School, College, or centrally.

13. FIRST AID ASSISTANCE

The Committee were informed of an instance where a qualified University First Aider apparently declined to attend to a student, who had had a significant fall resulting in a head injury, as the incident allegedly occurred before the official start of the First Aider's working day. The Committee endorsed the view that the University should not retrain this individual, when their certificate is due for renewal, if an investigation involving corporate Health and Safety, and School management, confirmed the alleged sequence of events.

14. PERSONAL EMERGENCY EVACUATION PLANS (PEEPS)

A small working group has recently been set up to look at the system for Personal Emergency Evacuation Plans (PEEPs). This group consists of the Disability Information Officer (also the Convenor of the Student Disability Committee), a representative from Estates and Buildings, and a representative from the Fire Safety Unit. The group will report to the Student Disability Committee, and will appraise the Health and Safety Committee of developments.

Appendix Two

Accidents & Incidents

Quarterly period: 01/04/2012 – 30/06/2012

Year to Date Period: 01/10/2011 – 30/06/2012

(Third Quarter)

COLLEGE / GROUP	REPORTABLE (TO HSE) ACCIDENTS / INCIDENTS														TOTAL Non-Reportable Accidents / Incidents		TOTAL ACCIDENTS / INCIDENTS	
	Fatality		Specified Major Injury		>3 day / >7 day absence		Public to Hospital		Dangerous Occurrences		Diseases		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	4	8	-	-	-	-	5	9	11	19	16	28
Science & Engineering	-	-	-	-	-	1	4	6	-	-	-	-	4	7	21	81	25	88
Medicine & Veterinary Med.	-	-	-	1	1	2	1	2	-	-	-	-	2	5	27	85	29	90
SASG	-	-	-	-	-	-	-	1	-	-	-	-	-	1	-	2	-	3
Corporate Services Group	-	-	-	2	2	5	1	3	-	-	-	-	3	10	40	123	43	133
ISG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	5	3	5
Other Units	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
UNIVERSITY	-	-	-	3	4	9	10	20	-	-	-	-	14	32	102	315	116	347

* Units noted below taken from organisational hierarchy report 03/08/11 - <http://www.ed.ac.uk/schools-departments/governance-strategic-planning/organisational-hierarchy/current-org-hierarchy>

SASG: Student and Academic Services Group: Biological Services, Communications and Marketing, Development and Alumni, Governance and Strategic Planning, Student and Academic Services, Student Recruitment and Admissions, Student Services

ISG: Information Services Group: Applications, Digital Curation Centre, EDINA & Data Library, Information Services Corporate, Infrastructure, Library and Collections, User Services Division

CSG: Corporate Services Group: Accommodation Services, Centre for sport and Exercise, Corporate Services Group, Edinburgh Research and Innovation, Edinburgh University Press, Estates and Buildings, Finance, Human Resources, Internal Audit, Procurement Office (inc. Printing Services)

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

NB Reporting requirements for absence from work after an accident changed on 6th April 2012 to >7 day absence

The University of Edinburgh

Central Management Group

22 August 2012

K

Routine Tuition Fees: Postgraduate Taught

Brief description of the paper

The paper contains a routine proposal for a postgraduate programme fee, with a recommendation from GaSP for final approval by CMG.

Action requested

Approve the recommendation on page 2.

Resource implications

Does the paper have resource implications? Yes.
This paper deals with 2013/14 tuition fees for a postgraduate taught programme.

Risk assessment

Does the paper include a risk analysis? No.

Equality and diversity

Does the paper have equality and diversity implications? Yes.
Equality and diversity issues are considered as part of the ongoing monitoring of fee levels by the Fees Strategy Group and its Secretary.

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 information until information published in table of fees.

Originator of the paper

Deborah Cook
Governance and Strategic Planning
15 August 2012

The University of Edinburgh

Central Management Group

22 August 2012

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**Proposal to Establish the Higgs Chair of Theoretical Physics in the
School of Physics and Astronomy**

Brief description of the paper

Theoretical Physics has long been a strength of the School of Physics and Astronomy. We wish to build on the legacy of one of our most distinguished emeritus professors, Peter Higgs, to strengthen it further through the appointment of a new established chair.

Action requested

For approval

Resource implications

Does the paper have resource implications? Yes

The post will be funded from external funds generated from alumni or other unrestricted sources

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 Lesley Yellowlees
Head of the College of Science and Engineering
August 2012

Theoretical Physics

Peter Higgs was a member of staff at the University from 1960 to 1996. In 1964, he wrote a seminal paper which explained how the symmetry of the electroweak interaction could be broken to give the W and Z bosons their masses, with the consequence of an additional particle - the Higgs Boson. Following the recent discovery of a Higgs-like boson at CERN, the University of Edinburgh has provided funding to create the Higgs Centre for Theoretical Physics. This Centre will bring together scientists from around the world to seek a deeper understanding of how the universe works. It will build on the legacy of Prof. Max Born (Nobel prizewinner in 1954) and Prof. Peter Higgs, both of whom did much within the University to develop theoretical physics as a discipline distinct from either mathematics or physics

The main focus of the Centre, at least in the initial years, will be the Terascale Physics being revealed by the Large Hadron Collider (LHC) at CERN: the interpretation of the experimental data, the development of a deeper understanding of the nature of electroweak symmetry breaking, and the formulation of new theoretical concepts to take us beyond the limitations of current paradigms. This programme constitutes phase 1 of the development of the Centre, and is already funded.

Over the next couple of years however we want the Centre to grow to encompass a broader range of developments in fundamental theoretical physics, for example astroparticle physics, cosmology and statistical mechanics, promoting excellence at the highest level. We already have researchers in the School working in all of these areas. The theoretical groups in Astronomy (led by Peacock FRS and Liddle) in Condensed Matter (led by Cates FRS and Ackland) and in Particle Physics (led by Ball and del Debbio) are especially strong; we propose to build on both our existing staff and the developments enabled by the new Higgs Centre to attract a high-profile chair to Edinburgh to act as the nucleus for a renewed focus and expansion of Theoretical Physics.

We wish to establish the Higgs Chair of Theoretical Physics to honour an extremely eminent Edinburgh physicist and to attract the world-class theoretician who will propel the Higgs Centre from its start-up phase into a large-scale research centre unique in the UK.

Funding

We may be about to enter an unprecedented time for this University with the award of a Nobel prize to one of our retired staff. While this has been anticipated for many years, it has been hard to evaluate the financial implications. When Geim and Novoselov won the Nobel Prize in 2010, Manchester brought in some £50M in donations and grants. It is unlikely in this case that the income will be as large, but the search for the Higgs Boson has captured the imagination in a way unmatched since the Moon landings and so we can expect significant funding from Research Councils, Government and donors. We have established the Higgs Fund to focus charitable giving and reached an agreement with the University that when the unrestricted income into this Fund reaches £5M we could proceed to fill the Higgs Chair of Theoretical Physics. In the longer term, the costs of the post will be covered from: interest on capital in the Fund; income received from SFC through the REF; and, monies generated through new Research Grants.

The University of Edinburgh

Central Management Group

22 August 2012



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 2012 and the position to date in respect of the 2012/2013 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