

**Agenda for a meeting of the Central Management Group
to be held at 10.30 am on Wednesday, 10 October 2012
in the Raeburn Room, Old College**

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|--|--|----------|
| 1 | Minute of the meeting held on 22 August 2012 | A |
| 2 | Matters Arising | |
| 3 | Principal's Business | |
| 3.1 | Principal's Communications | |
| 3.2 | Principal's Strategy Group | B |
| FOR DISCUSSION | | |
| 4 | Financial Update (closed) | C |
| 5 | Update to the allocation of resources for 2012-13 (closed) | D |
| 6 | Future directions in addressing feedback scores in NSS (closed) | E |
| 7 | Scottish Equality Regulations: Equality Impact Assessment (closed) | F |
| 8 | Report from Estates Committee (closed) | G |
| FOR INFORMATION/FORMAL APPROVAL | | |
| 9 | EUSA volunteering opportunities annual report | H |
| 10 | Edinburgh Students' Charities Appeal (ESCA) annual report | I |
| 11 | Fees Strategy Group: Convener's action (closed) | J |
| 12 | Response to the Scottish Government Procurement Reform Bill Consultation (closed) | K |
| 13 | Draft SRS Implementation Plan 2012-13 | L |
| 14 | Proposal to establish a Personal Senior Research Chair of Automated Reason | M |
| 15 | Proposal to establish a Personal Chair of Government | N |
| 16 | Any Other Competent Business | |
| 17 | Date of next meeting | |

Monday, 12 November 2012 the Raeburn Room, Old College

Central Management Group

Wednesday, 22 August 2012

MINUTE



- Present: The Principal
Vice-Principal Professor D Hounsell
Vice-Principal Professor C Jeffery
Vice-Principal Professor D Miell
Vice-Principal Professor L Waterhouse
Mr H Edmiston
Mr N A L Paul
Dr K Waldron
- In attendance: Assistant Principal Dr S Rigby
Dr I Conn
Dr A R Cornish
Mr A Currie
Ms S Gupta
Mr D Waddell
Mr J Scally on behalf of Vice-Principal Professor J Haywood
Ms E Welch on behalf of Mr J Gorringe
Mr F Gribben (for items 7 and 8 only)
Mr A Mackay (for item 4 only)
Dr K J Novosel
- Apologies: Senior Vice-Principal Professor M Bownes
Vice-Principal Professor C Breward
Vice-Principal Professor J Haywood
Vice-Principal Professor S Hillier
Vice-Principal Professor J Seckl
Vice-Principal Professor R Kenway
Vice-Principal Professor L Yellowlees
Mr J Gorringe

1 MINUTE OF THE MEETING HELD ON 20 JUNE 2012 AND NOTE OF MEETING HELD ELECTRONICALLY ON 6 JULY 2012 Paper A

The Minute of the meeting held on 20 June and the Note of meeting held electronically on 6 July 2012 were approved as correct records.

CMG noted the change in membership welcoming Vice-Principal Professor Jonathan Seckl and Assistant Principal Dr Sue Rigby who would become a full member of CMG on 1 September 2012 on her appointment to Vice-Principal and further welcoming Mr Hugh Edmiston the new representative of the College of Medicine and Veterinary Medicine on CMG.

2 PRINCIPAL'S BUSINESS

2.1 Principal's Communications

The Principal reported on the following: the disappointing NSS results and

the on-going work to investigate benchmarking and collaborative arrangements with other institutions on various aspects of the survey; the outstanding success of sports men and women with strong links to the University at the Olympics 2012; the University's support for the Edinburgh Festivals; the Scottish Government's proposal to create a Cultural Diplomacy Academy at the University; the awarding to the University of a record breaking £250m of investment in 2011/2012 to undertake research work; and undergraduate figures for 2012/2013 and the encouraging uptake of RUK bursaries.

FOR DISCUSSION

3 OUTCOME AGREEMENT WITH SFC FOR 2012/2013 (CLOSED) Paper B

CMG fully endorsed the document noting that the outstanding issues highlighted in the paper had now been resolved. There was discussion on the interaction between this document and the recently approved Strategic Plan and on the future reporting and monitoring arrangements.

4 UKBA COMPLIANCE (CLOSED) Paper C

CMG noted the key areas of risk highlighted within this paper. Following discussion on how best to address these issues and raise awareness across Colleges, Schools, Support Groups and Departments of compliance issues and of staff roles and responsibilities it was agreed that an approach similar to that undertaken to internally review teaching and student support services should be investigated and taken forward for both student and staff compliance. It was noted the UKBA could undertake compliance visits to the University at any time and that the Agency would require robust evidence of compliance. CMG further noted the significant impact of non-compliance with UKBA's interpretation of the legislative framework. It was noted that the Audit Committee would be also be updated on the University's approach to ensuring compliance in student and staff areas.

5 2011/2012 VALUE FOR MONEY REPORT Paper D

The wider range of activities undertaken in 2011/2012 to address value for money issues was commended particular Lean reviews, continuing improvements to procurement practices and the output from the shared academic timetabling project. CMG endorsed the 2011/2012 Value for Money Report for onward transmission to the Audit Committee.

6 REPORT FROM RECRUITMENT & ADMISSIONS STRATEGY GROUP (CLOSED) Paper E

CMG approved the proposed revision to undergraduate offer letters for 2013/2014 onwards to address issues in respect of applicant's fee status, the revised Admissions Policy and the revised Policy and Procedure Regarding Admissions Fraud. It was intimated that it would be helpful to ascertain if other institutions would take a similar approach where fraud was suspected. The current sympathetic discretion approach to fee status was also noted.

7 GAELIC OFFICER APPOINTMENT Paper F

The proposal to create a Gaelic Officer post to be situated within the School

of Literatures, Languages and Cultures was approved. It was noted that the post would be part funded from resources secured from the Bòrd's annual Gaelic Language Act Implementation Fund (GLAIF) and the remainder from SASG over an initial three year period as set out in the paper and that the postholder would take forward the implementation of the University's Gaelic Language Plan against the specific indicated targets.

8 SCHOOL OF ECONOMICS Paper G

It was noted that the decoupling of the department of Economics from the then School of Business and Economics had initially been for a three year trial period which had now been completed. CMG approved the recommendation, following a review on sustainability, that the School of Economics should remain as a separate School within the College of Humanities and Social Science for the foreseeable future.

9 SHARED ACADEMIC TIMETABLING PROJECT: DISABLED ACCESS AND EVACUATION ARRANGEMENTS Paper H

It was agreed that the H&S department should be invited to take forward the issues of managing disabled access and associated building evacuation as part of the review of Personal Emergency Evacuation Plans (PEEPS) already underway raised within this paper.

FOR INFORMATION/FORMAL APPROVAL

10 REPORT FROM SPACE MANAGEMENT GROUP Paper I

CMG approved the proposed increases to the marginal rates levied by E&B to Edinburgh First and Schools for the use of centrally bookable space with effect from 1 August 2012 and noted the other matters considered by the Group. In particular, CMG endorsed the decision in regard to the request for exemption; all space should be fully utilised and available.

11 REPORT FROM HEALTH AND SAFETY COMMITTEE Paper J

CMG noted the H&S report and welcomed the changes to reporting now required under RIDDOR although noting that this would affect comparability between current and future statistics. The information on 'near misses' was noted and CMG commended the H&S department's achievement of receiving the British Safety Council International Safety Award for 2012 with merit for the second consecutive year.

12 REPORT FROM FEES STRATEGY GROUP (CLOSED) Paper K

The proposed change to the home/EU fees for the MSc in Film and the Public Space for 2013/2014 was approved by CMG.

13 PROPOSAL TO ESTABLISH THE HIGGS CHAIR OF THEORETICAL PHYSICS IN THE SCHOOL OF PHYSICS AND ASTRONOMY Paper L

CMG approved the proposal to establish a Higgs Chair of Theoretical Physics.

14 VP CONTINGENCY FUND (CLOSED)

Paper M

CMG noted the VP contingency fund outturn for 2011/2012 and the current position in 2012/2013.

15 DATE OF NEXT MEETING

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

The University of Edinburgh

Central Management Group

10 October 2012

**Principal's Strategy Group Meeting
20 August 2012**

Amongst the items discussed were:

1. Strategic Resourcing of International PhD Students

Vice Principal Hillier introduced this item and summarised the importance to the University of international strategic partnerships that often include PG Scholarships as one key element.

In order to build growth in PhD Scholarships, in line with our strategic objectives, the University needs to be responsive and agile in pinpointing which agreements are strategically important and wherever possible work quickly to meet individual requests.

A recent case has served to highlight the issues which centre around the level of discount given and the source of the funding to subsidise the discounted rate.

Following discussion agreement was reached that a group including Vice Principal Hillier and Vice Principal Seckl would discuss the options and recommend a proposal to CMG.

2. NSS Initial Results

Vice Principal Hounsell summarised the early 2012 NSS results for the University. Although the overall satisfaction level is above the Russell Group average a slight drop of 2% in the overall satisfaction rate is again coupled with low scores on Assessment and Feedback across many Schools.

The Group debated the issues and possible solutions. Assistant Principal Rigby will lead on preparing a paper for Court outlining the University's analysis and proposed response.

AOB

A. Research Success

The Principal noted and congratulated all University staff who have contributed to the £250 million in research funding that has been won by the University in 2011/2012.

B. James Tait Black Prize

PSG were supportive of a proposal to give each of our new undergraduates a copy of the winner of this year's James Tait Black Prize for Fiction which is *YOU & I* by Padgett Powell.



The University of Edinburgh

Central Management Group

10 October 2012

Finance Update

Brief description of the paper

The paper summarises the latest activities which have financial implications for the University.

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

Risk assessment

Does the paper include a risk assessment? Yes

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

Phil McNaull, Director of Finance

3 October 2012

The University of Edinburgh

Central Management Group

10 October 2012

D

**Update to the allocation of resources for 2012-13 /
Proposal for Programmes to enter NPRAS**

Brief description of the paper

This paper contains updates made since the 2012-13 resource allocation was agreed in the Spring, 2012.

Action requested

CMG is asked to note these updates and agree the proposal on programmes coming into NPRAS.

Resource implications

As set out in the paper.

Risk Assessment

The ongoing financial health of the University.

Equality and Diversity

None

Originator of the paper

David Montgomery, Deputy Director of Finance
Helen Stocks, Senior Strategic Planner

27 September 2012

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

The paper should be withheld until after publication of the University's Annual Accounts for 2012-13 (i.e. 31st December 2013).

To be presented by

Phil McNaull, Director of Finance



The University of Edinburgh

Central Management Group

10 October 2012

Future directions in addressing feedback scores in NSS

Brief description of the paper

This paper presents an analysis of NSS scores over the past five years and suggests a revised and upgraded plan of action for the future.

Action requested

CMG is invited to approve and discuss funding of work strands related to addressing feedback scores.

Resource implications

Does the paper have resource implications? Yes

Please see table of actions.

Risk assessment

Does the paper include a risk assessment? No

NSS scores are already on our Risk register.

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 effective conduct of public affairs

Originator of the paper

Tina Harrison and Sue Rigby
30 September, 2012

The University of Edinburgh

Central Management Group

10 October 2012

F

Scottish Equality Regulations: Equality Impact Assessment

Brief description of the paper

This paper seeks CMG's views regarding the University's approach to assessment of equality impact in view of the new 'specific duties' placed on the University by the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

Action requested

For discussion, and for approval of a change to the Equality and Diversity question on Court/Senate/Committee paper cover sheets.

Resource implications

Implementation of the proposals has resource implications in relation to the time of staff. The intention is that equality impact assessment should be carried out as an integral part of the development and review of policies and practices.

Risk Assessment

Does the paper include a risk analysis? Yes, see paragraph 1. This paper outlines proposals to meet the University's statutory duties in relation to assessment of impact. However, there are risks associated with failure to meet these duties, such as challenge by the Equality and Human Rights Commission or other bodies, individual discrimination claims and reputational risks. Although these risks cannot be wholly removed, the proposed action should reduce these risks.

Equality and Diversity

Does the paper have equality and diversity implications? Yes – it has significant implications for addressing the University's public sector equality duty, as set out in the paper.

Originator of the paper

Lorraine Waterhouse, Vice-Principal Equality and Diversity and
Eilidh K Fraser, Deputy Director of HR

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 the policy approach to equality impact assessment is agreed.

The University of Edinburgh

Central Management Group

10 October 2012



Report from Estates Committee held on 19 September 2012

Brief description of the paper

The paper reports on key discussions and recommendations made at the meeting of EC, held on 19 September 2012.

CMG is reminded to note that copies of the EC papers and the minutes of the meeting are available to CMG members on request from Angela Lewthwaite (Tel: 651 4384, email: angela.lewthwaite@ed.ac.uk) or online via the EC web-site at <http://www.ec.estates.ed.ac.uk/index.cfm>

Action requested

CMG is invited to note the EC report and endorse the recommendations contained in the paper.

Resource implications

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

Risk Assessment

Does the paper include a risk analysis? It should be noted that EC papers contain, where applicable, separate risk assessments. Some of these may be contained within the reports to CMG, FGPC, and Court.

General:

Legislation Non-Compliance/Business Continuity – mitigated by regular assessment and update of priorities, risk register and implementation of annual major replacements/compliance programme

Capital Commitments (CAC) – mitigated by tracking via the Capital Projections Plan and regular updating in consultation with Finance and reporting to EC, CMG and FGPC, through to Court.

Project Management – mitigated by on going monitoring of Design Team, Contractor, Risk Register and meetings of Strategic Project Boards who in turn report significant programme/cost issues to EC etc.

Equality and Diversity

Does the paper have equality and diversity implications? No

None of the proposals in this paper raise issues beyond those that are routinely handled in all Estates Developments. It should be noted that EC papers contain, where applicable, separate E&D assessments.

Any other relevant information

The Vice-Principal Planning, Resources and Research Policy will present the paper.

Freedom of information

Can this paper be included in open business? The paper is **closed**.

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

All EC papers contain FOI information including reasons for closing papers.

Originator of the paper

Paul Cruickshank – Estate Programme Administrator

Angela Lewthwaite - Secretary to EC

28 September 2012

The University of Edinburgh

Central Management Group

10 October 2012



EUSA Volunteering - Annual Report

Brief description of the paper

At the meeting of the Central Management Group on 21 April 2010, CMG approved the allocation of £52,000 per year for the five years from 2010/2011 to 2014/2015 to the Edinburgh University Students' Association (EUSA), to support student volunteering activities subject to the production of satisfactory annual reports. This is the second year the EUSA Volunteering Annual Report has been submitted to CMG.

Action requested

CMG is invited to approve the EUSA Volunteering Annual Report 2011/12, and provide recommendations to EUSA for future reports.

Resource implications

N/A

Risk assessment

N/A

Equality and diversity

N/A

Freedom of information

Can this paper be included in open business? Yes

Any other relevant information

To be presented by Dr Kim Waldron

Originator of the paper

Hilary Wardle: Volunteer Development Manager

EUSA Volunteering Annual Report: 2011/12



Our mission is to link University of Edinburgh students with the wider community through the promotion and sourcing of volunteering opportunities and the creation of new projects.

Key achievements: 2011-12

Foreword from Hilary Wardle: Volunteer Development Manager:

As predicted, our second academic year was a big success. We piloted **volunteering awards**, ran a **community volunteering fair**, introduced a new flexible volunteering scheme (**eVOLve**), saw our number of registered student volunteers pass **1700**, forged links with **100 more charities**, partnered the city council on two high profile projects, ran **outreach** stalls around campus and launched a flexible alternative to student societies called **volunteering groups**. Between 8 September 2011 and 1 August 2012, over **two thousand** volunteering applications were made, with popular roles including befriending, mentoring and helping on an **educational cruise** of the Scottish islands run by the National Trust for Scotland. We also won an **NUS Scotland Community Relations Award**. We can't wait to build on these developments in 2012/13.



Fig 1: We launched eVOLve with a bus tour visiting various Edinburgh-based charities

Our Charitable Partners

This year, we connected with over 100 additional UK charities, bringing our total number of registered charitable partners to 224. New organisations included Age Scotland, the NSPCC, The Scottish Wildlife Trust, The Homeless World Cup, and the Make-A-Wish Foundation. They advertise their volunteer roles with us, and we market them on their behalf.

Our charitable partners added over 300 new volunteering opportunities to our interactive volunteering database during the last year. One particularly exciting role with the Homeless World Cup also involves a trip to Mexico! Roles like this are a great way to draw attention to our service.

As well as promoting their volunteer roles, we invite charities onto campus for our annual community volunteering fair.



“Student volunteers have now become an integral part of our organisation. It would be difficult to deliver the range of activities we currently carry out without their assistance.” - Colin Howden, Transform Scotland

“The website is very slick and easy to use. It's a good way of making initial contact. Our festival is largely powered by the energy and passion our student volunteers bring. They return year on year, making connections with future employers and engaging creatively with the work of the festival.” - Alex Bird, Imagineate

Partnership projects

It's been a fantastic year for partnership projects: schemes where we offer a higher level of administrative and advisory support for a local group or body to develop a project that would provide significant numbers of students with a volunteer placement.

We've been involved with two great projects: a languages volunteering scheme in partnership with the local council, schools in East Lothian and the Scotland-China Education Network (SCEN), and also Citrus Saturday, a business education project in partnership with Edinburgh City Council's Open Innovation Unit.

The languages scheme saw 18 international students from a wide range of countries run projects at primary schools designed to stimulate primary-age children's interest in other languages and cultures.

The 10 Citrus Saturday volunteers were drawn from the Business School and PGCE students from Moray House. They ran a series of 4 weekend workshops for high school pupils at Gracemount and Liberton High on enterprise and business principles, culminating in a competitive 'Apprentice' selling day.

This year, we've worked in collaboration with Edinburgh City Council to provide great volunteering projects for students.



Fig 2: Ashley Le from Malaysia shows a pupil at East Linton Primary School how to use a pair of chopsticks. Our partnership/schools projects have been great at boosting the uptake of volunteering amongst international students. Over half the students who volunteered for Citrus Saturday were also international. Volunteering in schools is a great way for international students to get to know their local community and offers pupils new insights and a global perspective.

“Dina and Ashley have been fantastic. Having them come into the classroom has made the experience of learning about a new language and culture much more real for the children. It's been amazing how quickly they have picked up the basics of the language and how easy it has been to fit bits of Malay into our daily routine. Hopefully it will have increased the children's enthusiasm for learning new languages in the future.” -**Katie Reeves, Teacher, East Linton Primary School**

Student-Led Volunteering

The society model doesn't work particularly well for small groups of engaged student volunteers, so this year we set up an alternative model: the Volunteering Group, supported by EUSA Volunteering rather than the associated Societies Team. Volunteering Groups can be as small as two people (societies have to have a minimum of 20 members) and they get volunteer management support, networking opportunities and access to a volunteering fund to seed new projects.

Our student-led volunteering groups include supporter groups for Oxfam, Macmillan, Barnados and the Red Cross.

Since launching this alternative model, we now have 10 student-led volunteering groups, including Robogirls, a team of three engineering and artificial intelligence students who go into local schools to encourage primarily female students to consider careers in science, engineering or robotics. They successfully applied for funding from us and we gave £500 to buy a Lego Mindstorm programmable robot kit and other vital equipment for their scheme.

eVOLve

eVOLve is a flexible team volunteering project that acts as a volunteering induction for students new to the city.

One of the biggest successes of the last academic year was the creation of eVOLve in September 2011: a team based volunteering scheme run by EUSA Volunteering. Around 15-20 members meet at 1pm in the Connect Centre (our student volunteering and societies hub in Potterrow) every Wednesday afternoon and travel together to do a different team volunteering challenge. Students get a certificate if they attend more than three sessions per semester.

It's an ideal way to find out more about volunteering, try different types of activities and learn more about the city and its different areas in a safe, supported fashion: as well as making new friends, something that is a key motivator for newly arrived students.



Fig 3: eVOLve volunteer Manuel Löffler chats to two new friends during our initial bus tour

In the 2011/12 academic year, they helped Edinburgh World Heritage with a key piece of research, ran a blood donation drive on campus, planted trees, cleared canals, organised a Christmas party for elderly local people (service users of our charitable partner Health in Mind) and much more. Next academic year it will become more student led, with last year's members helping to organise activities. So far these include bedroom makeovers for local children affected by poverty as part of Save The Children's *Eat, Sleep, Play, Live* project and making decorations for a community event in Muirhouse.

Volunteering statistics

Thanks to our online volunteering database, we can track student involvement in volunteering closely.

Volunteer Breakdown Report

Number of Volunteers	Percentage	
1758	100.00%	All Volunteers
478	27.19%	Postgraduates
1263	71.84%	Undergraduates
761	43.29%	International students
980	55.75%	Home students
390	22.18%	Gender: Male
1335	75.94%	Gender: Female
2	0.11%	Gender: Other
14	0.80%	Gender: Unspecified

We now have 1758 registered student users on our interactive volunteer database (<http://volunteering.eusa.ed.ac.uk>). As you can see from the breakdown, we need to do more work to attract male volunteers.

Next year we're planning to partner with the sports union and CSE to encourage more of their members to take part in volunteering, as well as inviting organisations like Kids in the Street (who have a pop-up football pitch) along on some of our outreach events. We're also going to revise some of our marketing material to make it clearer and more direct.

As well as our 1758 registered volunteers (some of whom are doing more than one volunteering role), we've also seen 80 students participate in the Olympics project (Get Set For The Games) covered in our last Annual Report, 18 students took part in the Languages scheme, 10 in Citrus Saturday and our new volunteering club eVOLve (above) has 88 members, meaning **we supported 1954 students to volunteer** last year, a handful away from the 2000 we stated we'd support by 2015 in our funding bid.

Fig 4: eVOLve volunteer **Katherine Ammerlaan** helps lead a peer education workshop led by Fast Forward, one of our charitable partners.



Promotion of Volunteering

With 30,000 students and limited numbers of staff, we have to be creative when it comes to reaching out to students. In **August 2011** we created a colourful fold out guide to volunteering for all University of Edinburgh students that explains key aspects of what we do and talks them through how to choose an opportunity. This is distributed around campus by our marketing volunteers.

We also started a regular outreach programme, taking a stall to outlying parts of the University on a regular basis, sometimes accompanied by one of our charitable partners. We visited 10 locations in 2011/12 and will grow this to 20 next academic year.

TRAVEL & VOLUNTEERING FAIR
WEDNESDAY 26 OCTOBER 2011
1PM-4PM / POTTERROW & TEVIOT



In **July 2012**, we set up our 'Volunteering Family' group on Facebook, which we encourage all of our site users, volunteering group members and project volunteers to add themselves to in order to create a community feel and facilitate discussion amongst volunteering-engaged students. It's a great way to gather feedback.

During Innovative Learning Week (**February 2011**), we ran a series of volunteering workshops within different departments (PPE, The Business School, Moray House School of Education) so that their students could find out more about how volunteering could enhance their course of study by allowing them to take things they are learning in their classroom and apply them to the 'real world' (service learning).

Explaining the benefits of volunteering to students is a key part of what we do, and we're always innovating!



Fig 5: Development Assistant Hannah Clapham-Clark running an outreach stall at the Vet School

In **October 2011**, we partnered with the Careers service to expand their annual Travel and Overseas Volunteering Fair to include local community volunteering. 30 charities attended and all reported an increase in volunteer applications.

We do a lot of work online via Twitter and Facebook to broaden our reach. We have 770 Twitter followers and almost as many Facebook 'likes'. All new volunteering adverts on our interactive database are also publicised on Facebook. In **November 2011**, we set up a Tumblr blog where we post write ups of recent eVOLve projects and volunteering stories to inspire other students to get involved.

The Volunteering Journey: How to choose an opportunity

Before You Set Out...

- 1 Think about your motivations for volunteering and what you hope to gain for it. Do you want to meet new friends? Build your skills? Deciding what you want to gain can help guide you to the right role.
- 2 Perhaps you want your volunteer to link to your course or future career. If you're studying law, there are advice roles available, and music are good places for history students to volunteer!
- 3 It's also important to think about what you enjoy doing: what are your hobbies? If you love spending time with children then you could volunteer with a parent and toddler group. If you like writing, you can volunteer as a writer, blogger or editor.
- 4 Think about how confident you're feeling and how much time you want to commit. If you're new to volunteering, you might want to start off with a clear, structured opportunity like helping in a local charity shop or with a short term or one off project like helping with an event or theme week.

Steps along the way...

5 Once you've thought about your reasons for volunteering, sign up to the volunteering app: <http://volunteering.eusa.ed.ac.uk>

6 Complete your online profile remembering that it will be seen by all of the organisations that you apply for. Keep it professional and friendly and find something that will suit you.

JOBS

Introduction to Volunteering workshop	Monday 3rd October	2-3:30pm
Monday 24th October	3:30-5pm	
Monday 27th November	11-12:30	
Wednesday 1st February	2-3:30pm	
Wednesday 22nd February	2-3:30pm	
Wednesday 28th March	2-3:30pm	

We run fun face to face sessions about volunteering throughout the year. Do look! <http://eusa.ed.ac.uk>

Fig 6: A section of our fold-out volunteering guide

Volunteering Awards Pilot

In January 2012 we piloted a version of the new Edinburgh Award to accredit and reward community volunteering.



The screenshot shows a PebblePad interface with a blue header and a white content area. The title of the entry is 'Planning Ongoing Training'. The description reads: 'Mind mapping ideas and planning the schedule for the ongoing training session my fellow Training Coordinator and I are running in March for all the volunteers with the organisation.' The start and finish dates are both '28 February 2012'. The reflection text says: 'I feel like I made good steps towards my goal of being more creative and being more confident with my own ideas for creative projects. We came up with a number of interactive sessions for the volunteers, using the feedback recieved from an online poll into what the other volunteers found would be most useful to them.' The hours completed are listed as '1:00'.

Description
Mind mapping ideas and planning the schedule for the ongoing training session my fellow Training Coordinator and I are running in March for all the volunteers with the organisation.

Start Date
28 February 2012

Finish Date
28 February 2012

Reflection
I feel like I made good steps towards my goal of being more creative and being more confident with my own ideas for creative projects. We came up with a number of interactive sessions for the volunteers, using the feedback recieved from an online poll into what the other volunteers found would be most useful to them.

Hours / Minutes Completed:
1:00

Fig 7: A example of an individual activity within an Edinburgh Award claimant's volunteering log in Pebblepad

In **January 2012**, we piloted our own, localised version of the Edinburgh Award, an employability focused award devised by the University's Employability Coordinator, Gavin McCabe. We also received excellent technical assistance from Robert Chmielewski in Learning Services.

Students were required to log 30 hours of volunteering in two months, as well as reflecting on their personal development via customised volunteering activity logs within Pebblepad, a reflective tool that all University of Edinburgh Students can access. They were also required to set development goals, attend two face to face 'inputs' at the beginning and end of the process and produce two pieces of reflective written work.

"I am writing on behalf of myself and the Employability Strategy Group, to thank you for your huge contribution to the development and delivery of our first Edinburgh Awards.

The pilots were extremely well received by students and much appreciated by staff. You have given us a platform on which to build a successful and useful award that will help our students broaden their understanding of study and of themselves."

– **Sue Rigby, Assistant Principal**

26 students successfully completed the pilot out of the 39 who signed up, an impressive number as it was quite an involved process. They volunteered for a range of charities, including the Samaritans, the Guides, Friends of the Earth Scotland and the Scottish Child Law Centre. This gave us an amazing insight into the impact that they were having as volunteers and let us know what the roles we'd been advertising on behalf of charities were actually like.

This is an absolute wealth of information on volunteering that over the years will greatly inform the work of EUSA Volunteering, as well as justly rewarding the impressive things that students do for charities across Edinburgh. The Edinburgh Award will appear on successful students' Higher Education Achievement Records (HEAR). Accrediting community volunteering for inclusion on the HEAR is something many long established Student Volunteering departments across the UK are struggling with, so to achieve this in our second year is a real achievement.

Award- winning service!

In March 2012 our department assisted EUSA in winning the NUS Scotland 2012 Community Relations Award.

This year we were lucky enough to win the NUS Scotland Community Relations Award 2012 due to our continuing commitment to community relations. As well as our volunteering work, we also partner our External Affairs Coordinator Sheona Lawson in hosting an annual Students in the Community event in partnership with Edinburgh City Council's South Central Team.

Student volunteers and societies work to come up with community improvement projects and funding is then awarded based on votes from attendees. This year saw Modern Dance society win for their plan to run dance workshops for young people.

Our team member Lizzie Brough also won NUS Scotland Staff Member of the Year, a wonderful result that reflects her dedication and commitment.



Future Plans: 2012- 2013

In **the 2012/13** academic year we want to consolidate and build on the incredible growth we've seen in 2011/12. We're planning to reach out to more **charitable partners** and continue to research the voluntary sector in Edinburgh so we can offer great advice on volunteering to students.

We're going to run an extended pilot of the **Edinburgh Award: Volunteering**, which will see 100 students logging 100 hours of volunteering throughout an entire academic year.

As part of our ongoing **promotion of volunteering** we're planning to run a campus wide Student Volunteering Week: a programme of taster events, promotional activity and talks. We'd hoped to run this in October 2011, but this turned out to be slightly beyond our staffing resources. Instead we will be holding it in February 2013 and will move our community volunteering fair to that week.

We'll also be involved in the new **Lloyds Scholars** scheme that will see us support 15 students per year from low income households who have received bursaries from Lloyds bank. These scholars are required to do 100 hours of volunteering per academic year in return for financial aid and mentoring.

Finally, we'd like to thank **Emma Meehan**, our Vice President Societies and Activities for the academic year 2011/2012 for all her hard work and assistance, the wider **Student Activities Team** (Anne Elder, Lizzie Brough and Stephen Shirres) The University's Employability Coordinator **Gavin McCabe** for his excellent advice and support during the Edinburgh Award pilot, **Robert Chmielewski** from Learning Services (again), EUSA's Chief Executive **Ryan Mackie** for his ongoing support, our lead marketing volunteer **Zaid Asif**, all the EUSA staff and, most importantly, **all 1954 of our committed and engaged student volunteers**, without whom there wouldn't be a student volunteering service.

Appendix: Summary of Accounts

INCOME

INCOME - £460 (Volunteering Fair stall sales)

EXPENDITURE

TOTAL OVERHEADS, including promotional materials (posters/guides/flyers), volunteer fund, staff and volunteer training, equipment hire and office materials : £6,555

STAFFING

WAGES & NI

STAFFING-PERMANENT & SHORT TERM (£24,000)

STAFFING-STUDENT CONTRACTS

(£7,500)

STAFFING-EMPLOYERS NI

(£2,142)

Total WAGES & NI:

(£33,642)

Total expenditure: volunteering

£ 40,197

Notes: Figures for last academic year are not yet finalised and the £1000 allocated for the volunteering fund has not been allocated to students. Also, there are a few internal charges for room hire, events support etc. that are yet to filter through, however this won't put us over budget as it currently stands.

The service is still not at full strength, we are still in the process of setting up new projects in order to meet the bid document targets and so this figure will increase next year as we work towards these goals.

Fig 8: The eVOLve team celebrate a successful day helping at the Royal Edinburgh Hospital community garden in Morningside, run by Edinburgh Cyrenians (their staff member is in the centre).



The University of Edinburgh

Central Management Group

10 October 2012

I

Edinburgh Students' Charities Appeal- Annual Report

Brief description of the paper

At the meeting of the Central Management Group on 21 April 2010, CMG approved the allocation of £31,000 per year for the five years from 2010/2011 to 2014/2015 to the Edinburgh Students' Charities Appeal (ESCA), to support student volunteering activities subject to the production of satisfactory annual reports. This is the second year the ESCA annual report has been submitted to CMG.

Action requested

CMG is invited to approve the ESCA Annual Report 2011/12, and provide recommendations to ESCA for future annual reports.

Resource implications

N/A

Risk assessment

N/A

Equality and diversity

N/A

Freedom of information

Can this paper be included in open business? Yes

Any other relevant information

To be presented by Dr Kim Waldron
University Secretary

Originator of the paper

Stephen Shirres, ESCA Appeal Coordinator and Company Secretary



Edinburgh Students' Charities Appeal

Edinburgh Students' Charities Appeal, also known as ESCA, is a company limited by guarantee and not having a share capital.

Registered in Edinburgh No.SC260224

Recognised as a Scottish Charity No.SC035064.

Registered office at 5/2 Bristo Sq, Edinburgh, EH8 9AL.

Executive Summary

This document will look at what Edinburgh Students' Charities Appeal (ESCA) has achieved over the academic year 2011-2012.

First this report will provide a financial breakdown of how we spent the money from the grant this year followed by an examination of what ESCA's four student teams have achieved this year. Then ESCA will show how many of the targets we achieved from the ESCA Business Plan 2010-2015 agreed in August 2010. Finally, we will talk about our plans for the future.

"ESCA are an invaluable source of support and advice to many of EUSA's 270 societies. ESCA have provided many charitable societies with advice on street fundraising licenses, and supported student groups to put on successful fundraising events.

Emma Meehan, Vice President Societies & Activities 2011-2012, EUSA

Finance Report

This year ESCA received a grant of £31,000 from the University of Edinburgh. It was spent as follows:

Finance Breakdown	
Staff Costs	£27,814
Management Fee (paid to EUSA)	£1000
Event Costs	£1186
Support Costs	£1000
Total	£31,000

The money given to ESCA to spend on Events Costs was used to part fund our Dragons' Den Project. As you will read later in this report the project was a success helping University of Edinburgh students to **raise £5000** for a six different charities. The money marked for Support Costs was spent on insurance which covers all ESCA events, volunteers and staff.

In 2011-2012 ESCA raised **£75,325**. The breakdown of this fundraising is below. The first five entries are ESCA projects while the final three comes from ESCA's money counting service. This service is offered to all student fundraisers at the University of Edinburgh.

Fundraising Totals 2011-2012	
ESCA Fundraising Team	£6417
Meadows Marathon	£19,893
MedRAG	£8489
Dragons' Den	£5246
Glowsticks	£3280
EUSA Society Fundraising	£29,107
Other Fundraising Groups	£2893
Total	£75,325

ESCA Fundraising Team

ESCA's Fundraising team has had another great year. The biggest event of the year was Race2Paris, a sponsored hitch-hike, which raised **£3000** for 10 different charities. A new registration system allowed friends and family of the competitors to follow their progress on an online map.



Fundraising also competed in the Poppy Scotland RAG Raid, a fundraising competition between Scotland's universities. ESCA came second, **raising over £500**, missing out on first place by just £50. At the same time, they were filmed for a Poppy Scotland Volunteer video which is now available and can be found on the charities website.

Next year they are looking to add a second hitch-hike to the calendar alongside a university wide clothes swap and more bucket collections including winning the Poppy Scotland RAG Raid Trophy.

ESCA Development Team



The Development Team have made a huge step forward this year. Their biggest project was Dragons' Den. Students from across the city of Edinburgh had the chance to bid for financial support for a new one off fundraising event. Five projects, all from the University of Edinburgh, were selected and ended up raising **£5000 for six different charities**. The events ranged from a Roller Disco to a Vintage

Village Fete. We feel that without the money ESCA provided all these events would not have gone ahead.

Also the development team improved a number of services ESCA offer to fundraising groups. Our glowstick selling service saw the introduction of a second night and saw **an increase of 50% on last year to raise over £3000**. Ask ESCA, a drop-in advice service, was introduced that lead to the creation of a fundraising guide that will be launched at Freshers' Week 2012.

Finally, they focused on social side of ESCA by introducing an end of year party and improving the ESCA AGM from a boring legal exercise to a celebration of all the hard work the students with ESCA with guests invited from the University, the local charity sector and local community.

Meadows Marathon

This year Meadows Marathon can be described as a qualified success. Many changes were made to increase the size of the event. This included redeveloping the charity places so that many more, smaller, local charities could get involved such as Homelink Family Support. Sadly due to these changes our runner numbers were down and so the amount of money raised by the event dropped to just under **£20,000**.



However, there were many successes as well. Student charities increased the amount of money raised through the marathon this year with **eight student charities raising over £1000 each and Edinburgh Global Partnerships raising £4000**. Also the day itself was considered a great success with the changes in the course and the introduction of a marathon race highlighted as big step forwards.

From the feedback we have received from many charities, next year's event has the potential to be the biggest Meadows Marathon ever.

MedRAG

MedRAG had another great year this year **by increasing last year's total by 25% raising over £8000**.

One of the main ones for this dramatic increase was the continuing improvement in their Shark Dive event with eight students taking part. Last year it raised around £800. **This year is raised over £4000, an increase of 80%!**



MedRAG also introduced a nationwide scavenger hunt called GB48. The event challenged students to complete as many of the challenges set by MedRAG as possible in 48 hours. **For a first time event it received a great response and raised over £2000**. Also many of the students who took part in the event stayed in ESCA and help to organise future fundraising events.

They also organised smaller events such as selling commemorative tea towels to second year medics, a bucket collection in Glasgow on behalf of Breakthrough Breast Cancer, and a fundraising ceilidh. The ceilidh was so successful it will be used to launch MedRAG fundraising programme next year.

The Objectives of the ESCA Business Plan 2010-2015

The following section will focus on the objectives of the ESCA Business Plan 2010-2015 and how ESCA has worked to achieve them this year. However the Business Plan is a five year project therefore many of the objectives discussed below have not been completed. However, even in the second year of this business plan, ESCA has achieved many of the objectives set out below.

Fundraising

- ESCA aims to become the biggest student charity fundraising organisation in Scotland by 2015.
- ESCA will increase the amount it raises per annum by £20,000.

ESCA has had another good year of fundraising with **£75,000** raised for a wide range of charities. This is a drop of about £10,000 due the Meadows Marathon not making as much money as last year and there being, thankfully, no repeat of the Japanese fundraising effort.

The fundraising successes of this year included MedRAG's Shark Diving event raised **£4000**, and Dragons' Den that raised **£5000**.

We believe that next year we will raise at least £100,000 for charity with the increase in quality new events that are planned next year alongside the improvements planned for older events.

Volunteering

- ESCA will increase its membership to over 500 students by 2015.
- ESCA will increase the number of students volunteering with ESCA to over 100 by 2015.

Our volunteer numbers this year has stayed stable at **120 students** with most volunteers involved in Fundraising, MedRAG and Meadows Marathon teams. However, ESCA membership has **increased to 620 members**. This increase is due to membership retention as ESCA now has more opportunities to offer our members so people are staying involved for longer.

- ESCA will increase the diversity of its student volunteers to ensure that ESCA is fully representative of the student population.

The diversity of our student volunteers is very similar to how it was last year. The majority of our volunteers are female undergraduates while the number of postgraduate volunteers has stayed the same.

We will continue to work to make our volunteer base more diverse as this was one of the main pieces of feedback we received this year from our members. We will work with groups such as EUSA's Representation and Internationalisation departments to increase our postgraduate, international and male members.

Student Development

- Improve the training already given to ESCA student volunteers.
- Increase the availability of training for ESCA student volunteers.

Again ESCA improved the training given to its student members. The training went into more detail and moved again from the basic inductions they had been the year before. Also, for the first time this year, each person who was trained was provided with a handbook that contained more in-depth information such as help on risk assessments, event planning and ESCA policies.

The timing of the training was also moved to better suit the students. Now taking place in the summer term after the exam period, this allows for better planning on the run up to the new academic year starting in September.

- Develop recognition systems for ESCA student volunteers.
- Develop a skills identification programme.

The development of a recognition system for ESCA volunteers has begun. Called ESCA points, this system would see students receiving points for different tasks and jobs they do during their time at ESCA with a prize at the end of the year. Examples would include getting points for turning up to ESCA meetings, raising money at a bucket collection etc.

During the development of the ESCA points system a skills identification programme will start to arise. However, as we are still at the planning stage of the project, we do not yet know how the skills identification programme will look like.

- Create an annual evaluation process of volunteering within ESCA.

Our annual evaluation process went ahead as usual. The results were positive with plenty of ideas about how ESCA can improve for next year. For next year we will look at how we get better develop the evaluation process which will develop better results for each element of ESCA.

Student Societies

- Increase the awareness of ESCA among EUSA student societies.

ESCA has continued to develop its presence amongst both EUSA's societies and other student groups. Our strong relationship with EUSA societies has continued to grow especially with many of the newer societies such as Project Mongolia to give them the support they need to grow.

We also helped out Edinburgh Charity Fashion Show after they had failed to pay the charity they were fundraising for. Through a process of mediating between the charity, present and previous year committees the money was paid on quickly afterwards. We also provide them with the support they needed to improve their budgeting and event organisation to try and ensure this situation would not happen again.

We have also expanded our work to student groups who aren't societies. We provided fundraising advice and support to the new EUSA Volunteer Groups and non affiliated student groups like Codewe and Arts for Well Being: Children of the Balkans.

- Streamline and improve present services offered to student societies.
- Ensure that the services ESCA offers are simple to use.

Our biggest step forward in this area was **the creation of Ask ESCA**. Available both online on Facebook and drop-in sessions, Ask ESCA allowed students to drop in and ask any questions they had about student fundraising. Alongside Ask ESCA, **a fundraising guide has been written and will be available for Freshers Week 2012**.

Finally, ESCA has been re-developing its website which will create an online resource area which will include fundraising guides, legal information etc. This will also be the place students can apply for buckets, glowsticks and training sessions.

- Develop specific training sessions relevant to EUSA student societies.

One of our biggest successes this year was the development on society specific training for student groups at the University of Edinburgh. Alongside presenting three different workshops at the last Super Societies Sunday – **the most we've ever presented** – we also provided training for six separate student groups. Alongside societies such as Edinburgh Global Partnerships and Project DIEM, we also trained the new MacMillan Cancer Volunteering group and the Resident Assistants of the University Accommodation Service.

We hope to further develop our training programme with special focus on training groups that only have one or two fundraisers within.

Local Community and Charity Sector

- Develop working relationships with other higher and further education institutions in Edinburgh.

Our relationships with other educational institutions in Edinburgh have further improved.

This year we provided training and advice to Queen Margaret University RAG, Heriot Watt RAG and Stevenson College Sport Ambassador Programme. This training resulted in students from Queen Margaret University and Stevenson College taking part in the Meadows Marathon. We hope to continue this tread next year with students from all universities and colleges taking part in our big events of Meadows Marathon, Shark Diving and Charity Hitchhikes.

- Increase awareness of ESCA in local charity sector.
- Continue taking an active role in local charity sector.

Our presence in the local charity sector has improved through the Meadows Marathon. Now being marketed as a community event aimed at smaller charities, we developed many positive relationships through the event.

Also as our staff member is a member of the Institute of Fundraising he attends regular community meetings such as Evolve at the Edinburgh Volunteer Centre. ESCA is also an active member of National Student Fundraising Association (NaSFA) a group of university rags who have come together to share good practise, advice and support to other rags.

ESCA has also been consulted by Poppy Scotland, Chest Heart and Stroke Scotland and Children in Need on how they can engage students better.

“Poppyscotland have been steadily growing the Scottish University Rag Raid Cup in support of our Annual Poppy Appeal over the past few years...ESCA have been involved since the very beginning and have been instrumental in helping us to grow the initiative within Universities in Edinburgh. Last year, ESCA affiliated students made up over a quarter of the total number of collectors from Scottish Universities nationwide and their teams raised in excess of 40% of the overall total raised by all the universities. Poppyscotland has a strong relationship with ESCA, one which we hope will continue many years into the future.”
Marianne Craig, Community Fundraiser, Poppy Scotland

Future Projects

Our future projects can be split into two types.

The first is to raise even more money for charity with the creation of new events such as a second hitch-hike for the ESCA Fundraising Team, and increasing the number of runners and the amount of money they raise in the Meadows Marathon.

The second type of project is to improve the internal systems of ESCA so they better support the student teams. Something ESCA has not done since we added our forth team. Examples of this include a trustee mentor scheme, which will give the student better access to our trustees and the skills they have, and our new improve website that will give our members access to more guidance in much greater depth.

Conclusion

To conclude, this year has been another successful year for ESCA. Sadly our fundraising total does not match this due to changes introduced in to our biggest fundraising event that will pay off next year and into the future.

As with last year a number of our 2015 targets have already been met and we are well on our way of reaching the others. ESCA continues to positively impact on all aspects of student fundraising at the University of Edinburgh and at other further and higher education institutions in the city.

For more information about anything in this report please contact Stephen Shirres, the Appeal Co-ordinator of ESCA on 0131 650 9517 or email Stephen@escaonline.org.

The University of Edinburgh

Central Management Group

10 October 2012

Fees Strategy Group: Convener's action

Brief description of the paper

The paper contains an item agreed by the Convener of Fees Strategy Group, following consultation with members of the Group, 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 a scholarship agreement.

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
24 September 2012

The University of Edinburgh

Central Management Group

10 October 2012

K

**University Response to Scottish Government
Procurement Reform Bill**

Brief Description of Paper

This paper informs Central Management Group, that the Director of Procurement has drafted a response to the Scottish Government consultation on its Procurement Reform Bill, <http://www.scotland.gov.uk/Publications/2012/08/3295> and includes comments and suggestions on:

- Legal changes impacting on devolved procurement budget holders,
- Process changes required and actions (adversely affecting researchers),
- Legal changes beyond current proposals,
- Risk/impact indicates Education/Research Exemptions preferred from new requirements,
- Reminder of invitation to a Workshop to discuss details: open to staff, students and alumni.

Appendix One – Summary of Procurement Reform Bill content

Action Requested

CMG is invited to:

- (i) Note and endorse the paper and the University to consider influencing the progress of the Bill to minimise risks/efforts. This could include proposing a formal Higher Education or Research Exemption; and
- (ii) CMG members are asked to encourage their staff to attend the Workshop.

Resource Implications

See sections (ii) to (v). If all the changes proposed in the draft Consultation are enacted, this will have significant resource implications, a Workshop is established to discuss details.

Risk Assessment

See section (ii). If all the changes proposed in the draft Consultation are enacted, this will have significant risk and impacts, particularly for researchers.

Freedom of Information

Can this paper be included in open business? No

This is a DRAFT response to Government consultation.

Originator of the paper

Karen Bowman
Director of Procurement
2 October 2012

The University of Edinburgh

Central Management Group

10 October 2012

L

Draft SRS Implementation Plan 2012-13

Brief description of the paper

This paper comprises a report from SEAG of its meeting held on 18 September 2012 and incorporates the draft SRS Implementation Plan 2012-13 [Annex 1]. The Plan follows a further series of consultations held with colleagues taking lead roles in delivering on the various Tasks and Actions identified in the SEAG Away Days and honed in subsequent meetings.

SEAG Engagement Task Group and SEAG Operations have also reviewed this paper and their comments have been incorporated into the version reviewed and endorsed by SEAG.

Action requested

CMG is invited to **note** the report and **endorse** the SRS Implementation Plan 2012-13.

Resource implications

Does the paper have resource implications? Yes – all under budgeted activities in each specific area.

Risk Assessment

Does the paper include a risk analysis? Yes – The potential reputational risk if clear evidence is not identified for achieving progress on the SRS Strategy 2010-20.

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

The paper will be presented by Professor Mary Bownes,
Senior Vice-Principal, External Engagement

Originator of the paper

David Somervell
Sustainability Adviser
1 October 2012

Report from Sustainability and Environmental Advisory Group to CMG 10 October 2012

The Sustainability and Environmental Advisory Group met on Tuesday 18 September 2012.

The group considered the draft SRS Implementation Plan for 2012-13 and, after making comments and amendments, approved the plan for onward transmission to CMG for endorsement.

This year's plan now incorporates the SRS Engagement & Communication Programme, and has a specific section concerning the University's Climate Action Plan.

It is an essential annual compilation of actions under the Social Responsibility and Sustainability (SRS) Strategy adopted by Court in 2010 to guide the University over the decade to 2020.

This third Implementation Plan responds to the new Strategic Plan 2012–2016 and includes actions delivering on a range of existing policies and commitments. The plan responds to:

1. Several key compliance obligations arising from recent legislation
2. Expectations arising from student body for the University to take a lead on ethical issues
3. Win-win opportunities for improving the performance of the activities of the university which impact on the local and global environment

Action Requested:

CMG is invited to endorse the attached SRS Implementation Plan 2012/13 (Appendix A).

The group also considered reports on:

- The Fair Trade Academic Network and the recruitment of a Fair Trade Coordinator
- The role of Personal Tutors in Enhanced Student Support
- New consultations on Sustainable Procurement with far-reaching implications for HEIs
- Institute for Academic Development Summer 2012 Internships
 - Sustainable Researcher Project
 - Edinburgh Manifesto: Scoping SRS related courses at Edinburgh
- Reports on SRS Activities from Colleges, Support Groups, ERI and EUSA.
 - Fuller texts available online: these will inform the SRS Highlights Report 2011-12 [NB The convener specifically thanks contributors to these reports – full of details]
- SEAG Operations Group Report – with Climate Action Plan Annual Report – including reports on Energy, Waste, Transport and Engagement – to come to CMG in November
- Proposed Public Transport Accessibility review – a study to be commissioned shortly
- Forthcoming SRS Events
 - *Our Changing World* lecture series 2012 – 6.30pm Tuesdays in Semester 1
 - *Scotland's Food 2020: Healthier Wealthier Greener Fairer Smarter?* 28/29 Sept at QMU
 - *What's the purpose of Uni?* 5.30pm Mon 8 and Thurs 25 Oct at Chaplaincy

A full set of papers is available from the website at www.seag.estates.ed.ac.uk and / or from Angela Lewthwaite, Secretary to SEAG.

David Somervell
Sustainability Adviser
1st October 2012

Social Responsibility and Sustainability Implementation Plan 2012/13

The Social Responsibility and Sustainability (SRS) Strategy¹ was adopted by Court in 2010 to guide the University over the decade to 2020. This third Plan responds to the new Strategic Plan 2012–2016² and includes actions delivering on a range of existing policies and commitments.

1. Positive Outcomes from 2011/12

The most recent implementation plan for 2011/12, which was reported at the recent Sustainability & Environmental Advisory Group (SEAG) meeting in June, has produced a series of very positive outcomes. These have included developing SRS projects for the Making the Most of Masters placements for students, and successfully supporting the application for Edinburgh to become a UN Regional Centre of Expertise on Education for Sustainable Development.

SRS engagement with staff has considerably improved through a more coherent approach via the Edinburgh Sustainability Awards and the Sustainability Engagement Team. Awareness of SRS has been elevated amongst academic schools and support departments, and this has been reflected in the new Strategic Plan for 2012-16.

2. New Objectives from the 2012-16 Strategic Plan

In line with the University Strategic Plan 2012-2016, this Implementation Plan will put into practice several of the aims set out in the strategic theme for Social Responsibility:

- Maximise our contribution to society
- Exhibit high ethical standards
- Minimise our environmental impact
- Have infrastructure which is developed and, where possible, operated to meet national and international environmental sustainability and social responsibility objectives, and
- Balance our community's desire for around-the-clock access to responsive infrastructure against the impact on our costs and carbon footprint.

Some of the tasks – listed in the Appendix – have been identified by staff and students who attended the SEAG Summer Away Day on 17th July 2012³. During September and October 2012, colleagues from the Sustainability Office will meet with potential lead contacts on each task and agree on the wording, intended outcomes and the associated timeline.

3. Monitoring Progress

The tasks within the implementation plan 2012/13 each have a lead contact responsible for achieving progress. To assist with coordination and oversight, progress in delivering the tasks will be monitored and reported via a progress log by the following committees:

- SEAG, convened by Senior Vice-Principal Professor Mary Bownes
- SEAG Operations Group, convened by V-P Nigel Paul, Director of Corporate Services
- SEAG Engagement Task Group, convened by Dawn Ellis, Director, Website Development
- Fairtrade Steering Group, convened by Karen Bowman, Director of Procurement.

¹ www.ed.ac.uk/polopoly_fs/1.59307!/fileManager/UoE-SRS-Strategy2010-20.pdf

² www.ed.ac.uk/schools-departments/governance-strategic-planning/strategic-planning

³ www.ed.ac.uk/about/sustainability/about/approach

Colleagues who are named as lead contacts will be invited to report progress to the Sustainability Office in advance of the SEAG committees which meet three times over 2012/13. They are requested to submit progress updates three weeks before SEAG meets: the due dates for are on the 23rd January, 22nd May and the 28th August 2013.

As we implement and evaluate our progress during 2012/13, we shall update the Implementation Plan where appropriate and populate the Implementation Plan for 2013/14. This year's plan now incorporates the SRS Engagement & Communication Programme, and has a specific section concerning the University's Climate Action Plan.

4. **ACTION:** CMG is invited to endorse the SRS Implementation Plan 2012/13 at Annex 1.

Social Responsibility and Sustainability Implementation Plan 2012/13

Proposed Tasks	Lead Contact	Date(s)	Proposed Outcomes
A. Studying			
A1. Support for Academic Schools			
A1.1 Offer support to schools for SRS activities during Innovative Learning Week 2013	David Somervell	Feb-13	Increased number of SRS events for students vs 2012
A1.2 Developing the links between teaching and learning, and the co-curricular opportunities for students	Miesbeth Knottenbelt	Feb-13	Improved awareness of opportunities for students
A2. Global Academies			
A2.1 Support the current and new Global Academies in programme development, embedding issues of SRS	Jake Broadhurst	2012/13	Development of one MSc course per academy with SRS issues at their core
A2.2 Increase the volume of scholarship funding for developing nation students.	Jake Broadhurst	2012/13	
A3. UN Regional Centre of Expertise in ESD			
A3.1 Scottish Regional Centre of Expertise on Education for Sustainable Development.	Pete Higgins	Jan-13	Launch conference with the Scottish Government
A4. Edinburgh Manifesto 'Learning for Change'			
A4.1 Review scoping exercise of all courses with Education for Sustainable Development content	Amy Woodgate	2012/12	Publish and promote database of relevant courses to students
A4.2 Offer guidance and support to the student authors to develop the document	Amy Woodgate	2012/13	
B. Research			
B1. Fairtrade Academic Network			
B1.1 Establish the Fairtrade Academic Network.	Tim Hayward	2012/13	Work towards implementing 10 steps agreed by SEAG
B2. Sustainable Researcher			
B2.1 Publish online best practice guidance on the Sustainable Researcher	Miesbeth Knottenbelt	41275	Launch advice on methods for sustainable research
B2.2 Develop and run a pilot programme of workshops for post graduates and staff regarding sustainable research	Matthew Lawson	2013	Run a pilot series to see if there is a need for more
B3. Edinburgh Beltane			
B3.1 Hosting two working dinners at the Scottish Parliament to promote networking opportunities and raise awareness of research with policy makers	Heather Rea	2012/13	Raised awareness of how research benefits society and informs policy

B3.2 Developing engagement skills for both undergraduate and postgraduate students	Heather Rea	2012/13	Providing students with co-curricular skills & knowledge
B4. Global Academies			
B4.1 Support research community to collaborate together on interdisciplinary challenges	Jake Broadhurst	2012/13	Interdisciplinary show and tell series with the ERI
B5. Edinburgh Research and Innovation			
B5.1 Publish briefing to inform research bids to express how the University contributes to SRS	<i>Contacting Potential Lead Contact</i>	2012/13	Guidance available online
C. Engagement			
C1. Student Engagement			
C1.1 Ensure presence at student events to introduce SRS activities within the University	Joseph Farthing	Sep-12	Raise awareness of SRS initiatives
C1.2 Provide volunteering opportunities for students within SRS initiatives - enhancing SRS co-curricular activities	Matthew Lawson	2012/13	Provide enhanced skills, experience and training
C1.3 Enhance links with EUSA and student societies	Davy Gray and Matthew Lawson		Map student societies and identify resources required to support student activities
C2. Staff Engagement			
C2.1 Increase the amount of participant teams in the Edinburgh Sustainability Awards 2012/13	EUSA	2012/13	Aim for 30 participant teams, further embedding of awards in the University
C2.2 Increase the number of staff actively involved with the Sustainability Engagement programme	Caroline Overy	2012/13	Aim for 15% increase in engaged staff based on current figures
C2.3 Communicate SRS responsibilities under new procurement strategy	Craig Henderson and Stuart McLean	2012/13	Improved awareness of procurement strategy and appropriate processes
C3. External Engagement			
C3.1 Organise and run a series of SRS related events	Matthew Lawson	2012/13	Run a series of SRS related events and raise profile of expertise that the University has in SRS issues
C3.2 Publish the annual SRS Highlights report	Matthew Lawson	Dec-12	Promotion of the SRS efforts within the University
C3.3 Agree Community Engagement Plan	Maira Gibson	2012/13	Clear definition of public engagement, and establish plan to guide future actions
C3.4 Prepare and submit our progress to external accreditation schemes	David Somervell	2012/13	Enhance UoE reputation amongst fellow institutions
C3.5 Redevelop the structure and content of the website	Joseph Farthing	2012/13	Action research activity promoted
C3.6 Launch OurEd city-wide through the partnership of universities and colleges in Edinburgh.	Matthew Lawson	2012/13	Promote partnership 10% more visits to site
C3.7 Communicate sustainable procurement approach with suppliers, wider community and policy makers.	Craig Henderson and Stuart	2012/13	Sustainability values and improved awareness in supply chain relations

	McLean		
C3.8 Work with practitioners, wider community and policy makers to identify solutions to Global Challenges	Jake Broadhurst	2012/13	High profile conferences
C3.9 Work with developing nation HEI in capacity building towards forging innovative solutions to Global Challenges.	Jake Broadhurst	2012/13	Joint programmes, summer schools, sharing resources, staff mobility
C4. Fairtrade Engagement			
C4.1 Sharing knowledge and ideas on fair trade, and organising joint events that can reach out to a larger network of people	Karen Bowman and EUSA VPS	2012/13	Encourage student involvement in the Fairtrade steering group and in leading related activities.
D. Climate Action Plan			
D1. Energy Efficiency Projects			
D1.1 Invest £600,000 in engineering and building performance improvements	David Barratt	2012/13	Twenty projects
D1.2 Reduce the electrical consumption in targeted buildings via the Sustainability Engagement programme	Caroline Overy	2012/13	4% savings comparing to previous year's figures
D1.3 Support activities on behalf of the Transport and Parking Office, and the Waste and Recycling Office	Caroline Overy	2012/13	Run a minimum of five events and activities
D1.4 Roll out Edinburgh Sustainability Awards to more University sites	EUSA	2012/13	Aim to achieve engagement in all site locations
D1.5 Report on energy efficient procurement	George Sked	2012/13	Updated report on Scope 3 greenhouse gas emissions
D2. Energy Infrastructure Projects			
D2.1 Install the fourth (Holyrood) Combined Heat and Power Energy Centre	David Barratt	2012/13	Deliver heat to Moray House and Pleasance, & reduce carbon emissions
D2.2 Publish Engineering Infrastructure Options Report.	David Barratt	Feb-13	Provide recommendations for future investment
D3. Sustainable Estates Development			
D3.1 Review capital projects at inception and confirm SRS objectives	Graham Bell and David Somervell	2012/13	Update to project managers' Gateway process proforma
D3.2 Review process to obtain BREEAM for buildings with the aim of achieving greater operational efficiency	Graham Bell	2012/13	More timely certification to BREEAM standard
D3.3 Review process of capturing and supplying construction waste data.	Graham Bell	2012/13	
D3.2 Undertake campus biodiversity baseline review of Central campus.	Fleur Ruckley	2012/13	Publish report online
D4. Waste Reduction & Recycling			
D4.1 Comply with Zero Waste Scotland regulations on contamination.	Fleur Ruckley	2012/13	Desk bins replaced by shared recycling facilities

D4.2 Roll out shared recycling facilities to all sites.	Fleur Ruckley	2012/13	Roll out new waste bin arrangements to all sites
D4.3 Investigate online facility to promote reuse of resources.	Fleur Ruckley	2012/13	Develop new online mechanism for staff use
D5. Sustainable Travel Planning			
D5.1 Review Public Transport Accessibility for all sites	Emma Crowther	2012/13	Publish independent report
D5.2 Develop and implement Travel Plans for Edinburgh Centre for Carbon Innovation and Systems Medicine	Emma Crowther	2012/13	Travel Plans for both sites
D5.3 Investigate feasibility of providing publicly available electric vehicle charging points at University sites	Emma Crowther	2012/13	Submit bid for Scottish Government grant schemes
D6. Green ICT			
D6.1 Promote Green ICT principles and practices on campus	<i>Contacting Potential Lead</i>	2012/13	
D6.2 Benchmark University's Green ICT against peer institutions and other public bodies	<i>Contacting Potential Lead</i>	2012/13	
D6.3 Promote videoconference guide for staff & students	<i>Sustainability Ofc</i>	2012/13	Publish guidance online
E. Support Best practice, Innovation and Leadership			
E1. Social Responsibility and Sustainability			
E1.1 Establish a new department for SRS	Nigel Paul	2012/13	Recruit director and staff
E1.2 Establish sustainability and carbon question on committee cover sheet criteria	David Somervell	2012/13	Encourage committees to consider impact of activities
E1.3 Embed SRS in revised guidance for Personal Tutors	<i>Contacting Potential Lead</i>	2012/13	Supporting guide published
E1.4 Embed SRS in staff welcome and local induction	Matthew Lawson	2012/13	New materials for new staff
E1.5 Scope potential of improving knowledge of principles and practices of SRS via online learning processes	Amy Woodgate	Jul-13	Pilot one online resource
E1.6 Pilot the LiFE Index to benchmark our performance	Matthew Lawson	2012/13	Determine effectiveness of system and recommend to take it forward / alternatives
E2. Procurement			
E2.1 Promote Sustainable Procurement Toolkit including the UN Marrakesh approach	George Sked and Stuart McLean	2012/13	Training for staff in responsible procurement
E2.2 Improve sustainable procurement performance	George Sked and Stuart McLean	2012/13	Achieve Scottish Sustainable Procurement Flexible Framework level five

Prepared by

David Somervell, Sustainability Adviser and Matthew Lawson, Programme Coordinator
– compiled from recommendations and proposals tabled at several SEAG working groups and the Away Day held in July 2012.

The University of Edinburgh

Central Management Group

10 October 2012



Proposal to Establish a Personal Senior Researcher Chair of Automated Reasoning

Brief description of the paper

The College of Science & Engineering, in conjunction with the School of Informatics wishes to establish a Personal *Senior Research Chair of Automated Reasoning* at the University of Edinburgh.

This proposal is to create a Senior Research Chair in Automated Reasoning, as a Personal Chair. The intention is to reappoint Professor A R Bundy, CBE, FRS FRSE, the outgoing Professor of Automated Reasoning who left his current post in August 2012, to this new position.

Professor Bundy's contribution to the foundations of automated reasoning is primarily through mathematical logic and theorem proving techniques. These were key to the development of Artificial Intelligence as a discipline and have been influential in related areas such as program synthesis and, more recently, in ontological reasoning systems oriented to the Semantic Web. In recognition of his research, Professor Bundy is the only person ever to have won both the Research Excellence and the Distinguished Service awards from IJCAI (the top international Artificial Intelligence society). He is a FREng and FRSE and is a founding fellow of the major US, European and UK Artificial Intelligence societies (AAAI, ECCAI and AISB). He also has contributed strongly to the broader community of UK researchers in computing science, founding the UK Computing Research Committee (the IET/BCS/CPHC expert panel for computing research in the UK) and also being elected as a VP and Trustee of the British Computing Society for its new Academy of Computing (the BCS's learned society for advancing the academic discipline).

Professor Bundy will lead some of the School's research and his retention is central to the School's REF preparations.

The position would be on a part-time basis, and for the period from 1 October 2012 and ending on 30 September 2015, the main duties and time span of the position being linked to the calendar of REF.

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

Action requested

For approval

Resource implications

Does the paper have resource implications? Yes

Planned and projected salary spend from the School's core budget, offset against personal research funding income.

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
September 2012

The University of Edinburgh

Central Management Group

10 October 2012

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Proposal to establish a Personal Chair of Government

Brief description of the paper

The College of Humanities and Social Science, in conjunction with the School of Social and Political Science wishes to establish a Personal *Chair of Government* at the University of Edinburgh.

This proposal is to create a Chair in Government, as a Personal Chair. The purpose of this appointment is to accommodate Principal Investigator contributions on the European Commission FP7 projects IRISS (until end January 2015) and PRISMS (until end July 2015).

The School wishes to re-appoint Professor Charles Raab, previously Professor of Government who retired from that position at the end 2007, to this new position. The position would be on a part-time basis, between February 2012 and end July 2015, the main duties and time span of the position being linked to the FP7 projects as above.

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

Action requested

For approval.

Resource implications

Does the paper have resource implications? No.

Professor Raab's contributions to IRISS and PRISMS are 100% externally funded.

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
24 August 2012