



THE UNIVERSITY of EDINBURGH

Central Management Group Meeting
Raeburn Room, Old College
19 May 2015, 10 am

AGENDA

- 1 **Minute** A
To approve the minutes of the previous meeting held on 14 April 2015
- 2 **Matters Arising** Verbal
To raise any matters arising.
- 3 **Principal's Communications** Verbal
To receive an update by the University Secretary.

SUBSTANTIVE ITEMS

- 4 **SRUC** Verbal
To receive an update by the Director of Corporate Services.
- 5 **Draft Final Plans** B
To consider and note the draft final plans
- 6 **University Risk Register 2015/16** C
To consider the draft Risk Register by the Director of Corporate Services
- 7 **Edinburgh Student Experience Survey results** D
To consider the report by Vice-Principal Learning & Teaching
- 8 **Potential Opportunity with Medical and Healthcare Industry of China (SAMHIC)** E
To consider and comment on the proposal

ROUTINE ITEMS

- 9 **Financial Issues** F
To consider and note the updates by Director of Finance.
- 10 **Any Other Business**
To consider any other matters by CMG members.

If you require this agenda or any of the papers in an alternative format e.g. large print please contact Kirstie Graham on 0131 650 2097 or email Kirstie.Graham@ed.ac.uk

ITEMS FOR FORMAL APPROVAL/NOTING (Please note these items are not normally discussed.)

- | | | |
|-----------|--|----------|
| 11 | Health & Safety Policy
To <u>approve</u> | G |
| 12 | Proposals for Chair Establishment and Changes
To <u>approve</u> . | H |
| 13 | University of Edinburgh (RUK) Bursary for Study Abroad Students 2015-2016
To <u>approve</u> . | I |
| 14 | Gaelic Language Plan Update
To <u>note</u> | J |
| 15 | Procurement Guide for Governors of HE institutions by the (UK) Leadership Foundation for Higher Education
To <u>note</u> . | K |
| 16 | Principal's Strategy Group
To <u>note</u> . | L |
| 17 | Report from Health and Safety Committee
To <u>note</u> . | M |
| 18 | Date of next meeting
Tuesday, 16 June 2015 at 10.00am in the Raeburn Room, Old College. | |

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CENTRAL MANAGEMENT GROUP

14 April 2015

Minute

- Present:** Senior Vice-Principal Professor C Jeffery
Vice-Principal Professor D Miell
Vice-Principal Professor M Bownes
Vice-Principal Professor J Seckl
Vice-Principal Professor J Smith
Vice-Principal Professor S Welburn
Vice-Principal Professor J Norman
Mr H Edmiston, Director of Corporate Services
Mrs T Slaven, Deputy Secretary, Strategic Planning
Mr P McNaull, Director of Finance
Mr G Jebb, Director of Estates
- In attendance:** Assistant Principal Professor A Trew, on behalf of Vice-Principal Professor Yellowlees
Dr C Elliot, on behalf of Vice-Principal Professor Sir John Savill
Professor C Clarke, Head of School of Health in Social Science
Ms L Chalmers, Director of Legal Services
Dr I Conn, Director of Communications and Marketing
Mr D Gorman, Director of Social Responsibility and Sustainability
Mr B MacGregor, Director of User Services Division
Mr D Kyles, Chief Internal Auditor
Mr D Gillespie, Head of HR, on behalf of Ms Z Lewandowski, Director of HR
Ms B Pegado, President of Edinburgh University Students' Association (for item 3 only)
Ms T Boardman, Vice-President Services of Edinburgh University Students' Association (for item 3 only)
Mrs K Bowman, Director of Procurement (for item 7 only)
Ms K Graham, Deputy Head of Court Services
- Apologies:** The Principal
Vice-Principal Professor S Rigby
Vice Principal Professor R Kenway
Vice-Principal Professor A Morris
Vice-Principal Professor J Haywood
Vice-Principal Professor C Breward
University Secretary, Ms S Smith
Mr G McLachlan, Chief Information Officer

1 Minute

Paper A

The Minute of the meeting held on 4 March 2015 was approved with a minor amendment.

2 Principal's Communications

Senior Vice-Principal Professor Jeffery on behalf of the Principal reported on the following: the University success in moving up 17 places to 29 in the recently published Times Higher Education World Reputation Rankings; ongoing conversations with the Scottish Government in relation to research funding and maintaining international competitiveness; the external uncertainty for the sector with the imminent UK election; the implications of the Scottish Government's Higher Education Governance Bill.

SUBSTANTIVE ITEMS

3 Fossil Fuels Review Group

Paper D

CMG noted that in January 2013 the University was the first University in Europe and only the second in the world to sign up to the United Nations Principles for Responsible Investment. As a result of that commitment, the University has been actively reviewing its existing Responsible Investment policy.

The Edinburgh University Students' Association (EUSA) formally requested that the University consider divestment from fossil fuels companies and it was agreed by CMG to establish the Fossil Fuels Review Group, to consider the case for disinvestment in fossil fuels. The group was chaired by the Senior Vice-Principal, Professor Charlie Jeffery, and consisted of a range of experts in climate policy and science, geosciences and law, as well as representation from EUSA and senior University managers.

The group had now prepared a report for CMG with a series of options and recommendations for consideration. Court will consider the report at its meeting on 11 May, including consideration of the discussions at CMG.

CMG discussed the report with a wide range of opinions expressed. These included concern from some schools in the College of Science and Engineering regarding the impact of a divestment decision on academic freedom by potentially restricting areas of research. However it was also recognised that companies involved in the extraction of high carbon-emitting fuels also fund research into greater energy efficiency and alternative energy sources to mitigate climate change. There was also concern that negative publicity could be detrimental to students who may be expecting to work for these companies.

CMG noted that the report conclusions and recommendations were nuanced and did not recommend a binary decision of either no additional action or full divestment from all energy related fossil fuel companies.

It recognised the growth of research areas based on carbon mitigation and climate change strategy. Research fields focussed on carbon capture and storage frequently used the same techniques and often people as the extraction and exploitation of fossil fuels so there was much cross over. The report therefore provided a considered set of options that can be taken forward concurrently to assist the University in making a contribution to solving the climate problem through its investment strategy, without inappropriately restricting its ability to undertake research and teaching.

The EUSA representatives welcomed the report and the acceptance that human influence on the climate system is clear. Involvement in the group had fostered a greater understanding of the research and teaching implications and the complexities around the area of disinvestment. EUSA's priority was that the University approve the report and implement the recommendations without delay.

CMG agreed on the complexity of the issue and that the balanced and measured approach taken by the group in presenting a series of options was appropriate and offered the opportunity to contribute to climate change mitigation through teaching and research and to take a positive role in working with companies to drive change.

4 SRUC

The Court SRUC Sub Group had met on 27 March 2015 and considered a progress report by the Director of Corporate Services' team and an independent report by PwC. The key risks and opportunities had been considered and it had been agreed to continue with detailed due diligence and the development of a business plan, with another Sub Group meeting scheduled for 9 June, prior to the Court meeting on 22 June 2015.

There had also been a meeting between the Court SRUC Sub Group and the equivalent SRUC Sub Group on 10 April. It was noted that SRUC was complex organisation, with a mix of HE and FE and a diverse and geographically spread estate, which presented challenges in making progress within the planned timescale.

5 The Alan Turing Institute

CMG noted the Joint Venture agreement had been signed by all parties on 31 March 2015 and the establishment of the Alan Turing Institute as a registered charity was progressing.

6 Delegated Authority Schedule

Paper B

CMG noted the current Delegated Authority Schedule was approved by Court in 2003 and revised in 2010. It was therefore due a refresh and a consultation draft had been circulated for discussion.

Members' comments included concerns about: the thresholds in section 6 for funding bids, where greater clarity of categorisation was needed; the estates thresholds in sections 4 and 5; the lack of clarification of committee, convener and signatory authority.

Members were invited to provide feedback and it was noted that discussion was ongoing with key staff and further work and revision to the DAS was anticipated through direct consultation and consideration by University committees prior to referral to Court for approval.

7 Procurement Consultation Response

Paper C

At its meeting in January, CMG had been alerted to the new procurement legislation which would be likely to impact on the University conduct of its spending by introducing: new and lower thresholds; additional requirements for transparency and publication; a new enforcement regime.

A draft response to the Scottish Government 'Public Consultation on Changes to the Public Procurement Rules' was considered and it was agreed that a response would be submitted by the deadline of 30 April 2015, approved by the Deputy Secretary, Strategic Planning.

8 Equality Papers

Athena Swan Institutional Silver application

Paper E

CMG noted the University had held Institutional AS Bronze since 2006, and successfully renewed in 2009 and 2012 and now met the criteria to apply for Institutional AS Silver.

CMG considered the draft Action Plan which forms part of the Silver application, due for submission to the Equality Challenge Unit by 30 April 2015. Feedback had been received to date regarding the need for more specific and measurable targets and further comments were welcomed by 23 April to inform the final submission.

Equality Outcomes & Mainstreaming Progress report

Paper F

CMG noted the draft Equality Mainstreaming and Equality Outcomes progress reports, which will be published on the University's Equality website by 30 April 2015

ROUTINE ITEMS

9 Financial Issues

Paper G

CMG noted the report and the favourable variance against budget to date. The latest forecast outturn position remains an unfavourable variance against the annual budget however the Q3 full year forecast in May should provide further clarification of the position.

The key metrics using data from HR, Finance and Estates were helpful and the indication of an improving income per staff FTE and per m² when compared to the same period last year was welcomed.

10 Any Other Business

CMG noted that two University projects were the only Scottish bids to secure funding from the UK Research Partnership Investment Fund, from only seven successful bids in the UK.

ITEMS FOR FORMAL APPROVAL/NOTING

11 Rents Guarantor Scheme

Paper H

The proposed Rent Guarantor Scheme as set out in the paper was approved.

12 Laigh Year regulations

Paper I

The proposal to update the calculation of Laigh Year payments as set out in the paper was approved.

13 Proposals for Chair Establishment and Changes

Paper J

CMG approved foundation of a Chair of Materials Engineering, as set out in the paper.

14 Health and Safety Quarterly Report

Paper K

The report was noted.

15 Date of next meeting

Tuesday, 19 May 2015 at 2.30pm in the Raeburn Room, Old College.



CENTRAL MANAGEMENT GROUP

Business Planning Round – 2015-2017

19 May 2015

Description of paper

1. The planning round paper presents a first overview of the final draft plans as submitted by major budget owners, considers the wider financial environment and recommends next steps required to finalise the plans.

Action requested

2. CMG is asked to note and endorse progress in the current planning round and, in particular, to note the strategic approach to investment and surplus generation adopted in response to the recent changes in the funding environment.

Recommendation

3. CMG is recommended to:

- note the proposed approach to investment and surplus generation (£10-12m, representing around 1.3% of turnover) for the University (paragraphs 9-15) as endorsed by Policy and Resources Committee and the University Court.
- provide any additional guidance for the ongoing development of the business planning round.

Paragraphs 4 – 51 have been removed as exempt from release due to FOI.

Risk Management

52. The key risk identified during the Business Planning round is the potential for the reduction in external funding and an emphasis on efficiency to trigger conservative decision-making behaviour. It is essential that the University maintain a positive focus on diversification of income sources and growth to ensure we sustain our improvements in research and teaching excellence and international reputation.

53. Each College and Support Group will develop their risk registers which will flow into the University's overall risk register which is managed by the Risk Management Committee and the Audit and Risk Committee.

Paragraph 54 has been removed as exempt from release due to FOI.

Equality & Diversity

55. Equality is considered within the plans of the individual budget holders. No EIA is considered necessary.

Next steps/implications

56. Final proposals will be developed for PRC and Court in June 2015.

Further information

57. Authors

Tracey Slaven, Deputy Secretary Strategic Planning
Jonathan Seckl, VP Resources and Research Policy
Phil McNaull, Director of Finance
11 May 2015

Presenter

Tracey Slaven

Freedom of Information

58. The paper is closed until the completion of the business planning round.



CENTRAL MANAGEMENT GROUP

19 May 2015

University Risk Register 2015/16

Description of paper

1. This paper presents the proposed update of the University Risk Register for 2015/16.

Action requested

2. Central Management Group is asked to consider and comment on the draft University Risk Register 2015/16.

Recommendation

3. CMG to consider and comment on the draft URR2015/16 prior to consideration by Audit and Risk Committee and recommendation to Court for approval.

Paragraphs 4 – 9 have been removed as exempt from release due to FOI.

Risk Management

10. This paper is part of the University's risk management process.

Equality & Diversity

11. There are no equality and diversity issues associated with this paper.

Next steps/implications

12. The revised URR2015/16 to be forwarded to Audit & Risk Committee on 28 May 2015 for consideration and recommendation to Court for approval on 22 June 2015.

Consultation

13. Proposed revisions were forwarded to PSG for comments and further revisions were made following consideration by Risk Management Committee on 4 May 2015.

Further information

14. Author

Kirstie Graham
Deputy Head of Court Services
May 2015

Presenter

Hugh Edmiston
Director of Corporate Services

Freedom of Information

15. This paper is closed. The final version of the risk register will be open.



CENTRAL MANAGEMENT GROUP

19 May 2015

Edinburgh Student Experience Survey Results

Description of paper

1. This paper describes the Edinburgh Student Experience Survey (ESES) results for 2015, in the context of three years of data collection.

Action requested

2. CMG is asked to note the findings and to endorse the further work suggested in this paper.

Recommendation

3. That ESES data become a key focus for interrogating the student experience.

Background and context

4. The ESES was set up in 2013, to increase our understanding of the student experience amongst undergraduates at the University of Edinburgh. It is taken by pre-final year students at the same time of year as the National Student Survey (NSS) (typically January to March). It asks some questions that are common to NSS, with the intention of tracking cohort data through the different years of study. It also asks questions of specific interest to the University, for example around how well students understand what is going on in the University and how much they feel we listen to them.

5. Data are shared via a wiki, and are available on request to any member of staff. They are presented to Heads of School and to nominated staff in each School (and to Support Groups) and form the basis of a discussion visit from VP Learning and Teaching, during May and early June. This timing is useful in that it allows for changes to learning and teaching to be enacted over the Summer, in time for Semester 1 of the following academic year.

Discussion

5. *Headline Outcomes from ESES 2015*

A key drive this year was to increase the overall number of respondents to ESES, so that the data are susceptible to slicing by year of study in the majority of Schools. This was achieved, with an increase from 23.5% to 28.9% of the pre-final year student body (from 3561 to 4636 students).

6. A change in completion rate of this size might be expected to perturb the final results. What we see is generally a slight fall in most dimensions of satisfaction, with a slightly larger fall around learning resources (Table 1).

Primary theme	ESES 2014	ESES 2015	+/-
Learning and Teaching	80%	78%	-2%
Assessment and Feedback	62%	60%	-2%
Academic Advice and Support	65%	66%	1%
Learning resources	83%	78%	-5%
Organisation and Management	76%	74%	-2%
Student Services	77%	76%	-1%
Personal and Career Development	70%	71%	1%
Communications	59%	61%	2%
Equality and Diversity	94%	93%	-1%
Overall Experience	79%	79%	0%

Table 1: Overall results for ESES 2015 compared with ESES 2014.

7. Notwithstanding changes to the student demographic completing the survey, these results are disappointing, given the amount of thought, work and resource engaged in improving the student experience. While the senior staff and governing bodies of the University are now fully engaged with this process, it seems probable that there is still a lack of focus on this issue by too many staff with multiple demands on their time.

8. Clear trends emerge from data presented by year of study. Overall, students become less satisfied with the quality of their learning and teaching over their first three years of study (data for years 4 and 5 are sparse). They also become less satisfied with feedback between years 1 and 2. They feel less informed about what is going on in the University in later years of study, and much less listened to, as well as feeling less a part of the University community. However, they become more confident, both in their own skill set and in their preparedness for employment (Table 2)

Question	Year 1	Year 2	Year 3
Overall, I am satisfied with the quality of teaching	79%	75%	74%
Overall, I am satisfied with my learning experience	77%	74%	73%
Overall I am satisfied with feedback	59%	49%	49%
I feel well informed about things happening in the University	81%	77%	75%
I feel that my views are listened to and valued	51%	44%	37%
I feel part of the University community	71%	70%	67%
My communication skills have improved	72%	79%	81%
I have improved my ability to work independently	80%	85%	88%
I am more confident in tackling unfamiliar problems	73%	76%	79%
I feel better prepared for my future employment	57%	57%	62% (79% yr4)

Table 2: Questions that show a trend through year of study

9. School level results

School results are presented only for overall satisfaction. Other results follow a similar trend.

10. Eight Schools have improved by more than 1% over the three years that the Survey has been running, and these cluster slightly towards the top of the % satisfaction table for ESES 2015 (Table 3). Six Schools have recorded a fall in overall satisfaction of more than 1% over this period. These cluster towards the bottom of the table. Hence our spread of satisfaction is widening.

11. Year-on-year trends are seen in a minority of Schools over this time, and there can be significant variation between annual levels of satisfaction. Caution is therefore necessary in reading annual changes in these data even when that change is significant (for example HSS has fallen 8% this year, but over three years has fallen 3%).

	ESES 2013	ESES14	ESES15
Veterinary studies	89	92	93
Chemistry	90	88	90
Biomedical Sciences	87	90	89
Medicine	88	87	89
Law	89	88	88
Geosciences	81	88	87
Divinity	77	83	86
HSS	82	93	85
HCA	85	85	84
Biological Sciences	90	87	84
SPS	81	77	82
Physics	89	86	80
Mathematics	75	76	80
PPLS	78	75	80
Economics	78	73	79
LLC	77	80	77
Business School	80	77	77
Engineering	72	77	77
ECA	77	77	74
Informatics	83	77	73
Moray House	77	82	72

Table 3: Overall satisfaction by School over three years of ESES, Schools are ranked by ESES2015 results. Green denotes overall positive change of more than 1%, amber overall negative change of more than 1% since 2013.

12. In detail, the ESES results for each School, analysed as a time series or broken down by year of study offer a rich seam of data about the student experience. However, caution is needed as the noise in these data varies significantly both by School and by question.

13. *Relationship of ESES to other data on the student experience School level results*

ESES clearly has a role in an emerging dashboard of data that might be provided to Schools to improve their ability to manage their learning and teaching (such a dashboard will be presented to Senate in June 2015).

14. There is clearly a rich seam of data to be mined in comparing ESES results with, for example, NSS results. However, these correlations do not appear to be observable in the data at School level. ESES 2015 does not correlate with ESES 2014, or 2013. None of these correlates with NSS 2014, so that for example, we are not seeing self similar results by year or predictive results by cohort (eg Figure 1)

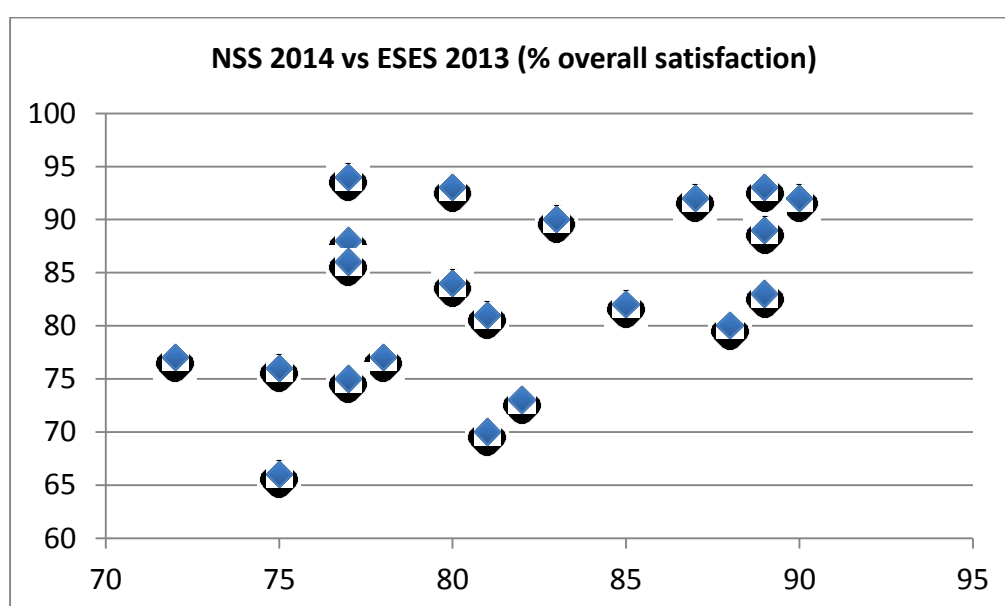


Figure 1: Scatter plot of NSS 2014 vs ESES 2013, for % overall satisfaction for academic Schools within the University.

15. At School level, ESES is not a predictor of performance in NSS, and nor is there a strong correlation between School rank between one year and the next. At the moment, these are data in want of meaning.

Next steps and overview

16. Work clearly needs to be undertaken to address the face value results seen here, with a focus on increasing responsiveness of staff to the importance of the student experience, and an increased focus on supporting line managers with the data needed to manage this process. This work is being taken forward through Senate and through HR.

17. ESES is a valuable resource, of use to Schools in their planning around learning and teaching, and to Support Groups in their resource allocation around the student experience. Trend data support the hypothesis that Schools that were already effective in this area are the ones most likely to have improved since 2013. ESES highlights a number of Schools for which this is not the case, and with which more work needs to be done.

18. ESES shows longitudinal data within the student cohort that can also inform developing practice. It would appear that we start from a good baseline in terms of satisfaction with learning, teaching and assessment, for example, and then lose the confidence of students through their studies. The increase in skills that students identify in themselves is perhaps testimony to strong underlying teaching quality, and the quality of our student intake.

19. It is critical that Schools use these data and explore the richer data set for trends in their own cohorts, for use in planning for learning and teaching.

20. To gain most value from ESES, and in particular to develop its potential as a predictive tool for NSS, or as an analytical tool for exploring the student experience, more needs to be done in exploring the data. Analysing data at a subject level is of interest, as is the breakdown of results by student demographic, and by student achievement. Ultimately, an exploration of these data combined with course satisfaction data (collected digitally via EVASYS) offers the possibility of relating the experience of students to sub-units of study and a test for the hypothesis that rare toxic experiences have a disproportionate effect on student perceptions of their time at the University. Working to link these data and explore patterns that are clearly absent at the current level of analysis, will form a major piece of work for the Surveys Unit over the Summer.

Resource implications

21. None

Risk Management

22. No change is required to the University risk register

Equality & Diversity

23. Our students are highly confident that they are treated with respect regardless of background.

Further information

24. Access to the Survey wiki is available on request from student.surveys@ed.ac.uk.

25. Author
Vice Principal Sue Rigby
5 May 2015

Presenter
Vice-Principal Sue Rigby

Freedom of Information

26. This paper is open



CENTRAL MANAGEMENT GROUP

19 May 2015

Potential Educational/Training Opportunity with the Strategic Alliance for the Medical & Healthcare Industry of China (SAMHIC)

Description of paper

1. To describe a commercial opportunity for the phased, and collaborative, delivery of education to healthcare professionals (management and clinical) employed by partner private healthcare providers within the SAMHIC industry alliance.

Action requested

2. Central Management Group (CMG) is asked to consider and comment on outline plans.

Recommendation

3. It is recommended that CMG comments on the proposed next steps.

Paragraphs 4 – 21 have been removed as exempt from release due to FOI.

Risk Management

20. A Risk Register has been developed and is available on request. We will maintain this dynamic document jointly with the University of Dundee. This work is being led by Sandra Mair (CMVM) and we would note the significant expertise shared by colleagues involved in a recent major deal with Zhejiang University. We have avoided duplication of effort.

Paragraph 21 has been removed as exempt from release due to FOI.

Equality & Diversity

22. There are not considered to be any specific issues for equality and diversity in the proposed structure.

Paragraph 23 has been removed as exempt from release due to FOI.

Consultation

24. On behalf of the University of Edinburgh, legal advice has been provided by Pinsent Masons. Internal consultation so far has included the Head of Legal Affairs, Vice Principal Planning & Resources, Director of the International Office, Director of International (CMVM), Head of Human Resources (CMVM), Head of College CMVM, Head of the Business School and senior colleagues from the School of Economics. This model for collaborative and phased delivery was supported by the College Strategy Group (CMVM, April 2015).

Further information

25. Author

*Dr Elizabeth Elliot
Chief Operating Officer
Usher Institute
CMVM*

Presenter

*Dr Catherine Elliott / Professor Andrew Morris
College Registrar / Vice Principal
CMVM*

Freedom of Information

26. The paper is closed. The contents would substantially prejudice commercial interests of the University of Dundee and the Strategic Alliance for the Medical & Healthcare Industry of China.



CENTRAL MANAGEMENT GROUP

19 May 2015

Finance Director's Report

Description of paper

1. The paper summarises the finance aspects of recent activities on significant projects or initiatives.

Action requested

2. The Central Management Group is asked to note the content and comment or raise questions.

Recommendation

3. CMG colleagues can use this report to brief their teams on Finance matters.

Paragraphs 4 – 18 have been removed as exempt from release due to FOI.

Equality & Diversity

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

Next Steps/implications

20. Requested feedback is outlined above.

Further Information

21. Author

Mr Phil McNaull
Director of Finance
11 May 2015

Presenter

Mr Phil McNaull
Director of Finance

Freedom of Information

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



CENTRAL MANAGEMENT GROUP

19 May 2015

Review of the University Health and Safety Policy

Description of paper

1. This paper presents a final proof copy of the new University Health and Safety Policy as referred to in the Report from Health and Safety Committee. The Policy document forms the Appendix to this Paper, and is reproduced in the format in which it will be published, to allow CMG to see as near to the finished article as possible.

Action requested

2. CMG is asked to consider and approve the new University Health and Safety Policy.

Recommendation

3. Approval is required by CMG. The Group should take assurance from the summary provided that the University Health and Safety Committee has considered the University Health and Safety Policy document which has been produced in consultation with the Director and Deputy Director of Health and Safety, Heads of Units within the corporate Health and Safety Department, as well a number of School Safety Advisers.

4. The Policy will also require to be passed to the Audit and Risk Committee who will advise University Court. Risk Management Committee will also be made aware of the revised Policy.

Background and context

5. The University Health and Safety Policy is issued upon the authority of the University Court and sets out the University's objectives to manage health and safety, as required by the Health and Safety at Work etc. Act 1974.

Discussion

6. *Review of the University Health and Safety Policy*

The University Health and Safety Policy has been comprehensively reviewed, with a view to producing a new, more concise Policy document, together with clearly defined supporting guidance. An external Higher Education expert, with experience of health and safety policies within the Scottish Higher Education sector, was engaged to provide both a focus and impetus for this project, and to provide an external viewpoint. Health and Safety Department staff, colleagues within Schools, as well as a former Health and Safety Executive Principal Inspector, have contributed to the process as and when appropriate, to provide input from their own areas of expertise.

7. The core Health and Safety Policy document, a draft of which forms the Appendix to this Paper, will be published both in booklet form and in the Policy section of the Health and Safety Web site, replacing the current "Keynote Guide".

8. This core document will be closely supported by a second document, the Framework document, which will outline the University's organisation and arrangements to facilitate implementation of, and check compliance with, the statutorily-required Policy itself. The Policy and Framework will in turn be supported by associated Codes of Practice and Guidance

Resource Implications

9. None.

Risk Management

10. The measures outlined above all serve to reduce risks relating to both the University's personnel and estate, in line with the University's low risk appetite relating to this accidents and incidents, and non-compliance.

Equality and Diversity

11. The paper has no equality or diversity implications.

Next steps/implications

12. The Policy will also be passed to the Audit and Risk Committee who will advise University Court. Risk Management Committee will also be made aware of the revised Policy.

Consultation

13. This paper has been reviewed and approved by the Director of Health and Safety.

Further information

14. Further information is available from the paper author: Alastair Reid, and/or the Director of Corporate Services.

15. Author

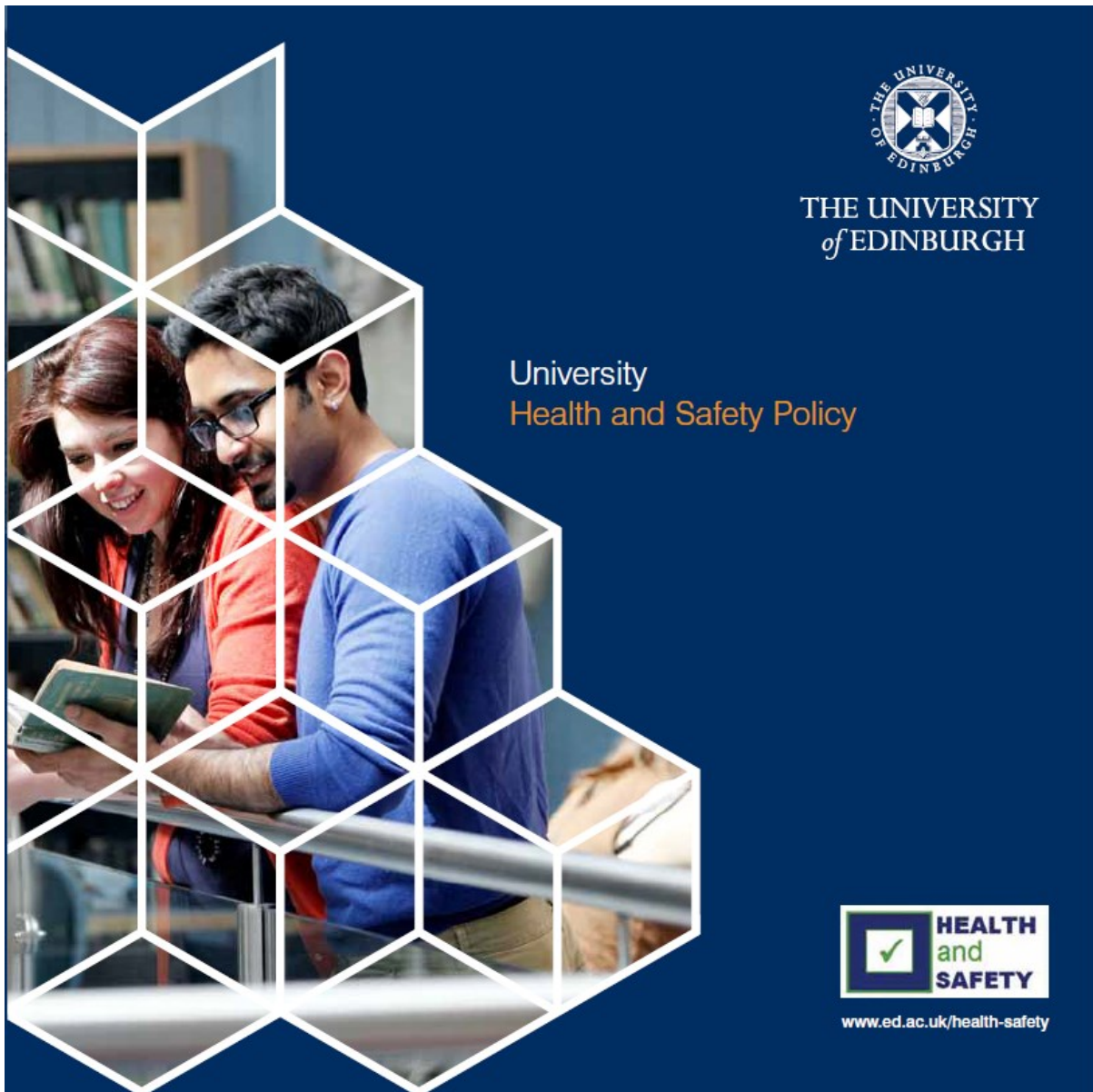
Alastair Reid
Director of Health and Safety
Karen Darling
Deputy Director, Health and Safety
Health and Safety Department
6 May 2015

Presenter

Hugh Edmiston
Director of Corporate Services

Freedom of Information

16. This paper is open.



THE UNIVERSITY
of EDINBURGH

University
Health and Safety Policy



www.ed.ac.uk/health-safety

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 - Individual Responsibility
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 - University Radiation Protection Committee
 - The assessment of risks to health and safety
 - Monitoring implementation of the Health and Safety Policy
 - Auditing compliance with the Health and Safety Policy

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www.ed.ac.uk/health-safety

Foreword by the Principal

It has often been said that it is better to be safe than sorry, and whilst this is easy to say, the reality of it requires

- structures and responsibilities, across the University e.g. Health and Safety Committees, for ensuring the implementation and maintenance of health and safety standards
- every individual to take personal responsibility for their own and their colleagues' safety and health, being aware of potential hazards and acting to ensure they are eliminated, managed or avoided
- policies and guidance that explain what should and should not be done
- observance of procedures established to ensure we work in a safe environment

All incidents should be avoidable given forethought, and taking the appropriate actions or following the correct procedures.

The Health and Safety Policy provides a gateway to all the essential guidance you need. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study the Policy now – it is too late once an accident or ill health has occurred.



The University of Edinburgh has an excellent record for health and safety, and I want this to continue. Every one of us, whether staff, students, or visitors has a right to be in a safe and healthy environment within the University, and has a contribution to make towards this goal. It would be a difficult burden to bear, knowing that a colleague had been injured or suffered ill health as a result of a hazard or situation that you had recognised but had not done anything about.

Professor Tim O'Shea Principal

The University of Edinburgh Emergency Procedures

- 1. FIRE - If you discover a fire**, operate the nearest fire alarm call point or, if no alarm is provided, shout "FIRE".
- 2. If you hear the fire alarm**, leave the building by the nearest available escape route and go to your assembly area. Lifts must not be used in the event of fire, unless designated as a fire evacuation lift.
- In the event of a **fire** or other **serious incident** requiring the attendance of the **Fire and Rescue Service**:
 - Dial the University Emergency Number 2222 from extensions on the 650/651 exchange. (For all other telephones, dial 651 3999)
 - State your name, location and telephone number. Supply the University Security Service with any details of the location and the nature of the emergency which they may request.
 - Wait for confirmation that your message has been understood.
 - The University Security Service will call the Fire and Rescue Service, as appropriate. If, after ten minutes, the Fire and Rescue Service has not arrived, repeat the emergency call on 2222. If possible, arrange for someone to be at the main entrance to the building, to show the Fire and Rescue Service the way to the incident.
- 4. INJURY OR ILL HEALTH** - If you are not qualified in first aid yourself, send for the nearest available First Aider, who will take charge of the situation. If no qualified First Aiders are available, ensure that an ambulance is called: see 5. below. If you suspect that a casualty has been poisoned, alert Accident and Emergency, dial (0) (0131) 536 1000, so that A&E staff can get information from the Poisons Bureau.
- 5. SERIOUS Injury or Ill Health** - In the event of a **serious injury or ill health** requiring the attendance of the **Ambulance Service**:
 - Dial (0)999 and ask for the Ambulance Service
 - State your name, location and telephone number. The Ambulance Service operator may ask you to describe the casualty's condition, first aid measures applied etc., and will assess the seriousness of the event – follow their instructions
 - Follow up with a second call to the University Security Service on 2222, if practicable. If possible, arrange for someone to be at the main entrance to the building, to show the Emergency Services the way to the incident.
6. Ensure that the **University Health and Safety Department** is informed as soon as practicable. In the case of serious incidents, a report should be made promptly by telephone. In due course, a report of all fires, accidents and other incidents must be sent to the Health and Safety Department by means of the University Accident and Incident reporting system.

<http://www.ed.ac.uk/schools-departments/health-safety/accident-reporting>

Health and Safety Policy

The Health and Safety Policy is issued upon the authority of the University Court. This document, **The Health and Safety Policy**, is supported by a **Framework document (Organisation and Arrangements)** which details the University's organisation and arrangements for implementing and monitoring the Policy, and the arrangements Heads of School (and equivalent) need to adopt to meet their responsibilities defined by legislation and the University Health and Safety Policy.

The University Health and Safety Policy has been formulated with due consideration to the University's responsibilities as an employer, enshrined in the Health and Safety at Work Act, and the Management of Health and Safety at Work Regulations. Advice and guidance on specific topics can be accessed through the Health and Safety Department website, and the individual Unit websites.

Hard copy printouts can be supplied by the Health and Safety Department to individuals who do not have access to the Health and Safety website, on request.

Promoting robust health and safety management within the University of Edinburgh should be seen very much as a partnership between all stakeholders. A key aspect of this partnership is the role of the Estates and Buildings Department in securing efficient and effective health and safety arrangements.

University Health and Safety Policy and Arrangements documentation

The following details the hierarchical structure of the University Health and Safety Policy documentation and philosophy adopted in securing an appropriate health and safety management system.

Tier 1 - Health and Safety Policy document, with supporting Framework document (Organisation and Arrangements); School Health and Safety Policies

Tier 2 - Codes of Practice published by the Health and Safety Department

Tier 3 - Guidance documents published by the Health and Safety Department; guidance published at College/School level





Where Schools are large and particularly where they cover more than one site, it may be necessary for documents to be published by local management units below School level, to ensure effective communication of health and safety information.

The University has embraced the health and safety management system described by the document "Successful Health and Safety Management" (HSG 65) published by the Health and Safety Executive (HSE).

The main elements of such a system include:

- Publishing a Policy which includes a clear statement of commitment and accountability by University senior management.
- Organising an efficient and effective framework to ensure Schools have robust arrangements in place to deliver on the requirements of the Policy.
- Ensuring both the University centrally and individual schools have a systematic and well defined approach to planning and implementing which includes the use of risk assessment techniques.
- Agreeing standards which are used at both central University and School level to measure performance.
- Ensuring Schools, Support Units and the corporate University have arrangements in place which allow the review of performance, not only after accidents, incidents and cases of occupational ill health, but after health and safety inspections and audit reports.
- Maintaining high standards of health, safety and risk management within Schools by implementing a robust and appropriate auditing system.

Health and Safety Policy Statement

It is the University Court's Policy, so far as is reasonably practicable:

- to provide and maintain plant and equipment and systems of work that are safe and without risks to health;
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety of employees, students and visitors;
- to maintain any place of work or study under the University's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- to provide and maintain a working or study environment for employees and students that is safe and without risks to health and is adequate as regards facilities and arrangements for their welfare at work;
- to provide such protective equipment as is required by risk assessment for the health and safety of employees and, where appropriate, students;
- to encourage staff to set high standards of health and safety by personal example, in order that students leaving the University should take with them a mind-set which accepts good health and safety practice as normal;
- to monitor the effectiveness of health and safety provisions within the University, in consultation with the appointed Trade Union Safety Representatives or other employee representatives;
- to keep the University Health and Safety Policy under regular review and to duly publish any amendments.

For and on behalf of the University Court.

Director of Corporate Services

Summary of Organisation and General Arrangements

The organisation and general arrangements which support the University Health and Safety Policy are detailed in the Framework document, which is available at: <http://www.ed.ac.uk/schools-departments/health-safety/policy-cop/policy>

The following is a brief summary of these arrangements - more detail on each section can be found in the Framework document. Note that where the term "Head of School" is used, this is taken to cover individual members of staff who have been formally appointed to the Head of School role, or to the equivalent role in the Support Groups, and to Heads of other management units, such as Research Institutes, who have been formally allocated the equivalent role. Likewise, the term "School Safety Adviser" is taken to cover individuals who have been appointed to this role by their Head of School (or equivalent), and includes all such College or School (or equivalent) Health and Safety Managers, Officers and Advisers.



The University Court

The University Court has a responsibility in terms of the Health and Safety at Work Act for the health and safety of the staff and students of the University and of any members of the general public having access to University premises, and in particular assumes responsibility for:

- keeping under review the University Health and Safety Policy;
- allocating resources for health and safety measures;
- maintaining the organisation for the successful implementation of, and monitoring of compliance with, the University Health and Safety Policy;
- identifying and allocating the health and safety roles and responsibilities of individual members of the University community;
- encouraging a culture of health and safety awareness and continuous improvement

Responsibilities of Senior Management

In accordance with the requirements of the (former) Health and Safety Commission, and guidance from the Institute of Directors, UCEA and the Universities Safety and Health Association (USHA), the University has appointed a member of its senior management team, who attends meetings of the University Court, as the institution's "Health and Safety Champion".

This member of the Senior Management Team has a particular interest in, and responsibility for, overseeing the University's health and safety management policy and arrangements, and as such convenes the University Health and Safety Committee.

This role is currently fulfilled by the Director of Corporate Services.

Competent advice on health and safety

Provision of competent advice to the University community, in terms of the Management of Health and Safety at Work Regulations, is made via the roles of Director and Deputy Director of Health and Safety, and the other professional staff of the corporate Health and Safety Department, together with the University's cohort of professionally qualified Health and Safety Managers/Officers/Advisers at College, School and equivalent level. They are supported by our raft of trained and experienced part-time School Safety Advisers at School level and below.

Individual Responsibility

It is a duty under the Health and Safety at Work Act, for everyone engaged in University activities to exercise personal responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. All those who supervise work, particularly those who supervise work in laboratories, workshops, practical classrooms and fieldwork, at whatever level, have a responsibility to ensure that they do not endanger the health and safety of students, technical, academic, cleaning staff, and others, including visitors.

No person shall intentionally interfere with, or misuse anything provided by the University in the interests of health, safety or welfare. Individuals are required to comply with any procedures or arrangements formulated under the authority of this Policy.

University Health and Safety Committee

The University Court has appointed a University Health and Safety Committee which provides a forum for consultation with members representing Trade Unions recognised by the University, other employee and student representatives. This Committee is responsible for advising on all matters concerning health and safety in the University and contributes to the development of policy and monitors performance in all areas of safety and health within the University. The Committee will send forward to the University Court, via the Central Management Group, recommendations for such actions as are thought necessary to ensure that all reasonable steps are being taken to promote the health and safety of employees, students and others entering the University's estate.

The executive officer of the University Health and Safety Committee is the Director of Health and Safety.

University Radiation Protection Committee

The University Court has appointed a University Radiation Protection Committee which is responsible for advising on all matters relating to the hazards arising from the use of ionising radiations, ultra-violet radiation and laser and microwave radiations. This Committee will report to the University Health and Safety Committee on all matters relating to safe transport, use, storage and disposal of materials producing ionising radiation and the use of all equipment which generates X-rays, ultra-violet, laser and microwave radiations.

The Committee oversees compliance with relevant Statutory Provisions and Approved Codes of Practice relating to these radiations. The executive officer of the Radiation Protection Committee is the University Radiation Protection Adviser.

The assessment of risks to health and safety

Risk assessment is a major cornerstone of health and safety management. There is a statutory requirement for "suitable and sufficient" assessment of the identifiable risks to health and safety to be carried out so that Safe Systems of Work and Safe Operating Procedures containing appropriate control measures can be formulated.

The Head of School is ultimately responsible for ensuring that risk assessments are being competently completed, that they relate to actual working practices and that they are reviewed as necessary, at least annually.

However on a day to day basis, risk assessment is the responsibility of the immediate supervisor of the work in question (e.g. Principal Investigator or Research Group Leader). The details of the particular risk assessment will often be compiled by other employees or students concerned in the work however the supervisor must always approve the risk assessment and safe system of work before the work commences.

Monitoring implementation of the Health and Safety Policy

School Safety Advisers, and local Health and Safety Committees, play key roles in monitoring the effective implementation of the University Health and Safety Policy, at School (or equivalent) level and below.

Monitoring includes ensuring that School self-inspections are taking place regularly, to verify that the hazards and resultant risks of particular activities carried out within a School are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued.

Auditing compliance with the Health and Safety Policy

Auditing the policies, systems and arrangements put in place by the University to achieve and sustain high standards of health and safety performance verifies that management procedures and operational practices are successful in meeting appropriate performance standards.

The University has developed and evolved a comprehensive programme of management, compliance and topic auditing and review, in partnership with external risk management professionals, which has provided a strong platform to move forward in the pursuit of continuous improvement in health and safety performance.

In addition, each Head of School is required to report, at least annually, to the Director of Corporate Services, on aspects of the implementation of the Health and Safety Policy within their own area(s) of responsibility. This is done by completing the Annual School Health and Safety Report questionnaire, which is circulated by the Director of Corporate Services.

Health and Safety Department

Mission Statement

The corporate Health and Safety Department's fundamental purpose is to help ensure that the health, safety and welfare of members of staff, students and visitors at work/study within the University is not adversely affected by our activities or processes. The Health and Safety Department's mission is therefore to assist and advise the University Court, and all members of the University community, in ensuring, so far as is reasonably practicable, the health, safety and welfare of all employees and students whilst at work and study, and the safety of authorised visitors and members of the public entering the University's estate.

In order to achieve this, the Health and Safety Department provides appropriate and effective support to facilitate the University's attainment of its core objectives in teaching and research, and hence the University's strategic goals, whilst promoting the highest quality of health and safety practice and continuous improvement across the University's wide spectrum of activities, so meeting all its legal and moral obligations in this regard.

The Health and Safety Department contributes to protecting the health, safety and wellbeing of the working population in general and in line with the University of Edinburgh's Corporate Social Responsibility Agenda.

We endeavour to support and protect both the individual member of the University community, and the body corporate, with regard to the application of health and safety law and practice.

Alastair Reid
Director of Health and Safety

www.ed.ac.uk/health-safety

Further details of the specific areas of expertise are provided in the Framework document and contact details are below:

Telephone and email contact details

Health and Safety Department Office 51-4255,
health.safety@ed.ac.uk

Biosafety Unit 51-4245, biosafety@ed.ac.uk

Fire Safety Unit 51-1226, fire@ed.ac.uk

Occupational Health Unit 50-8190,
occupational.health@ed.ac.uk

Occupational Hygiene Unit 51-4261,
occupational.hygiene@ed.ac.uk

Radiation Protection Unit 50-2818, radiation@ed.ac.uk

Training and Audit Unit 51-4259, safety.training@ed.ac.uk

Fax details

Fax Number 51-4260 (all units except Occupational Health Unit)

Fax Number 51-9149 (Occupational Health Unit only)





CENTRAL MANAGEMENT GROUP

19 May 2015

Proposal to establish a new Chair in the School of Molecular, Genetic and Population Health Sciences

Description of paper

1. The School of Molecular Genetic and Population Health Sciences within the College of Medicine and Veterinary Medicine wishes to establish a Chair of Molecular Cancer Pathology.

Action requested

2. The Central Management Group is asked to approve the establishment of this new Chair.

Recommendation

3. That CMG approve the creation of the following Chair:

- Chair of Molecular Cancer Pathology

Background and context

4. The School of Molecular, Genetic and Population Health Sciences seeks approval to establish a Chair of Molecular Cancer Pathology, which will present unique opportunities to develop new collaborations and internationally competitive work in the molecular pathology of cancer in the Edinburgh Cancer Research Centre within the Institute of Genetics & Molecular Medicine, as well as the Division of Pathology and the Centre for Comparative Pathology.

Discussion

5. The presence of a number of important surgical, oncological and pathological specialties and subspecialties at both the Western General Hospital and the Royal Infirmary of Edinburgh, including Gynaecological Oncology which has particular interests in ovarian, endometrial, cervical and vulval neoplasia, will offer exciting opportunities for the development of both clinical and basic research activities. In particular, synergistic interactions with the substantial interests in a range of cancers, especially women's cancers and their precursors, present in the Edinburgh Cancer Research Centre and the wider network of cancer researchers across Edinburgh are anticipated.

6. The proposed Chair will contribute to and further develop the field of research in molecular pathology of cancer, particularly the range of gynaecological cancers, through undertaking programmes of collaborative research at an international standard in the University's Interdisciplinary Research Centres and Institutes. The post will be based at the Edinburgh Cancer Research Centre within the Institute of Genetics & Molecular Medicine at the Western General Hospital campus, where cancer research and clinical cancer care are based, with appropriate access to pathological tissues for molecular cancer pathology research. A clinically qualified candidate with appropriate training in pathology will be required.

Resource implications

7. Funding for the Chair will be met by the School of Molecular, Genetic and Population Health Sciences' core budget and it is included in the current School budget.

Risk Management

8. There are no significant risks associated with the establishment of this Chair.

Equality & Diversity

9. Good practice in respect of equality and diversity issues will be followed in taking forward an appointment to this Chair.

Next steps/implications

10. If this proposal is approved a Resolution will be drafted to formally establish the Chair and recruitment progressed.

Consultation

11. Professor Sir John Savill, Vice Principal and Head of College of Medicine and Veterinary Medicine is content with this paper.

Further information

12. Author

Professor Sarah Cunningham Burley, Head of School
of Molecular, Genetic and Population Health Sciences
27 April 2015

Freedom of Information

13. This paper can be included in open business.



19 May 2015

University of Edinburgh (RUK) Bursary for Study Abroad Students 2015-2016

Description of paper

1. The purpose of the paper is to obtain approval for the University of Edinburgh Bursary Scheme (RUK) levels for Study Abroad students during the 2015-2016 session.

Action requested

2. CMG is requested to approve the proposed bursary levels for RUK students during their year abroad as set out in the paper.

Recommendation

3. It is recommended that CMG approves the proposed bursary levels for students studying abroad in 2015-2016.

Paragraphs 4 – 9 have been removed as exempt from release due to FOI.

Risk Management

10. We do not consider that any key risks are affected by this paper.

Equality & Diversity

11. The proposal reinforces the University's commitment to meeting its responsibilities under the Post 16 Education (Scotland) Act 2013 to support under-represented groups. We do not believe that an EIS is required.

Next steps/implications

12. The bursary levels will be implemented by Scholarships and Student Funding Services once approved by CMG.

Consultation

13. This proposal has been approved by Fees Strategy Group.

Further information

14. Author
Robert Lawrie
Director, Scholarships and Student Administration
5 May 2015

Freedom of Information

15. This paper should be treated as closed until the approved bursary levels are published as soon as possible after approval by CMG.



19 May 2015

Gaelic Language Plan 2013-2015 Update

Description of paper

1. The University's Gaelic Language Plan 2013-18 was approved by CMG in May 2012 and subsequently welcomed by Bòrd na Gàidhlig having been submitted on a voluntary basis. A Gaelic Officer was appointed in February 2013 to support implementation of the Plan. This paper provides an update on the implementation of the Plan to date.

Action requested

2. CMG is asked to note this update.

Recommendation

3. CMG is asked to note this update and is invited to provide any comments or feedback to the Gaelic Officer (bria.mason@ed.ac.uk).

Background and context

4. The Gaelic Officer post was established in conjunction with the approval of the University's Gaelic Language Plan 2013-18. The aims of both the Gaelic Language Plan and the post are:

- To raise the profile of Gaelic at the University of Edinburgh
- To create opportunities for the use of Gaelic at the University of Edinburgh

We are now mid-way through year three of this five-year Plan.

Discussion

5. In terms of commitments made in the Gaelic Language Plan, key achievements, areas for improvement, and upcoming year 3 commitments are summarised below.

Key Achievements to Present (Years 1, 2 & 3)

- Regular Gaelic events open to staff, students, and community members run throughout term time (Gaelic conversation circle, Gaelic song group, Gaelic Language and Culture taster sessions).
- A Gaelic Officer has been in post since February 2013 on an initial three-year fixed-term contract. The Gaelic Officer is key in implementation of the Gaelic Language Plan and associated projects. Discussions are currently taking place on the future direction of the Gaelic Officer role from February 2016.
- A new degree in Gaelic & Education had its first intake of four students in autumn 2014, and numbers are set to increase in the 2015 intake to up to 12 students.
- Two students are studying on four-year fees-only MSc/PhD studentships in Gaelic language, literature and culture as committed in the Gaelic Language Plan.

- A public consultation was held in autumn 2014 on the establishment of a Gaelic common room at the University that would be open to staff, students and the community. The consultation received 116 responses, all positive, and the Gaelic Officer and Estates & Buildings are currently working to identify an appropriate location.
- The second annual Seachdain na Gàidhlig (Gaelic Week) took place in October 2014, comprising 15 events over five days, with cooperation from a variety of groups within the University and city. This is set to become a city-wide Gaelic festival in autumn 2015.
- Gaelic songs have been normalised into the rota for graduation ceremonies, and a Gaelic Christmas carol is included in the University Carol Service.
- The Gaelic Officer has developed close relationships with other Gaelic groups in the city and other organisations with Gaelic plans in Edinburgh and nationally. The University is part of talks to increase coordination and cooperation on Gaelic activity in Edinburgh.
- Five students were successful in obtaining The Edinburgh Award (Gaelic Outreach); an exciting new opportunity for students to develop their skills while working to promote Gaelic at the University and in the city. The award helps students to get the most out of these activities and to get recognition for the work that they do.
- The University has developed and approved a bilingual version of the logo, which is used as appropriate subject to approval by CAM and the Gaelic Officer.
- Bilingual University t-shirts and hoodies are available online and from the Visitor Centre.
- A 'Gaelic at the University' leaflet has been created, published, updated, and distributed widely through the University to inform staff and students of the University's Gaelic services.
- The bilingual social media accounts (Gàidhlig aig Oilthigh Dhùn Èideann facebook account and @GaidhligODE twitter account) are active and have a consistently increasing follower base.

Key Areas for Improvement

- The Bilingual Signage Policy passed by CMG provides clear guidance on signage at the University and fulfilled some commitments in the Gaelic Language Plan. However, this policy has been inconsistently implemented since its adoption.
- Bilingual training for reception desks across the University is still in development.
- The commitment in the Gaelic Language Plan to the expansion of Gaelic medium events has so far been successful, but this is heavily dependent on the Gaelic Officer role.
- It was agreed in 2014 that the Principal's Foreword in the Annual Review would be printed bilingually, but this was not included in the most recent Annual Review. This should be normalised going forward.

- A Gaelic page for high-level content on the main University website was due to be developed in year 2 of the Gaelic Language Plan, and a minimum of two non-Gaelic related press releases were due to be issued bilingually. These commitments should be normalised going forward.

Commitments Upcoming in Year 3

- The University will investigate the opportunity to establish a Gaelic residential scheme.
- The production of bilingual forms as appropriate following an audit of frequently-used forms.
- Investigate the possibility of creating a temporary or permanent Gaelic exhibition at a specific site, highlighting the importance of Gaelic throughout the University's history.
- Investigate the possibility of running weekend Gaelic immersion courses for staff and students at different points in the year, that would lead to the delivery of increased Gaelic learning opportunities for staff and students.
- Investigate the possibility of establishing a week-long or fortnight-long Gaelic summer school.
- The University will investigate the possibility of developing a series of Gaelic podcasts.

Resource implications

7. Resource implications should come from existing budgets.

Risk Management

8. In terms of reputation, it is important that the University be seen to comply with our own Gaelic Language Plan.

In terms of compliance, while the University's Gaelic Language Plan is voluntary, it has been established in line with the Gaelic Language (Scotland) Act 2005.

Equality & Diversity

9. This paper will have no negative impact on Equality & Diversity.

Next steps/implications

10. Gaelic Language Plan actions will be implemented by those named in the Plan, with support from the Gaelic Officer. The Gaelic Language Plan Working Group will monitor progress at quarterly meetings.

Consultation

11. No other committees have reviewed this paper.

Further information

12. Author

Bria Mason

Gaelic Officer

USG Business Unit

Presenter

Sarah Smith

University Secretary

Freedom of Information

13. This paper is open.



CENTRAL MANAGEMENT GROUP

19 May 2015

Leadership Foundation for Higher Education: Procurement Guide

Description of paper

1. This paper highlights the publication of a guide for governors of higher education institutions, in relation to strategic procurement, and confirms that the University is well placed address the issues raised by the guide. The full guide, 'Getting to Grips: Procurement', is available on the *Leadership Foundation for Higher Education* (LFHE) website. www.lfhe.ac.uk/G2G

Action requested

2. CMG is asked to note the availability of the LFHE guide and the 10 questions for strategic procurement included in the document.

Recommendation

3. CMG is recommended to endorse the use of this guidance as part of the toolkit available to the University to support effective procurement.

Background and context

4. The Scottish Code of Good Higher Education Governance includes specific accountabilities for assuring that:

- All expenditure is undertaken in line with clear procedures and controls.
- There is full and transparent accountability for public funding.
- The institution meets all legal and regulatory requirements.
- There is a rigorous process of due diligence for decisions with a significant reputational or financial risk.
- The use of public funds achieves good value for money.

5. LFHE recognise that these responsibilities relate to procurement as much as to any other activity incurring expenditure and emphasise the need for transparency and fair competition by creating a level playing field for suppliers.

6. The 10 key procurement issues identified by the LFHE are detailed below:

- Does my institution consider procurement to be a process for delivering strategic and operational objectives?
- Do we understand how procurement supports the achievement of value for money?
- Do we know who leads on procurement within our institution?
- Do we have a professional procurement function that is adequately resourced, and is it involved at the right stages in projects?
- Do we understand our roles and responsibilities as governors in respect of procurement decisions?
- Do we receive sufficient information to discharge our responsibilities and to have oversight of the procurement process?
- Do we understand the legal and reporting framework?

- Are we assured that the institution is maximising its buying power through collaborative procurement?
- Do we know how we compare with other institutions in terms of our performance in procurement?
- Are we using procurement to pursue social objectives such as sustainability and support for the local economy?"

Discussion – Current Position

7. Our assessment of the University's current approach to strategic procurement is positive.

- We have an expert function located in the procurement team.
- The University's Delegated Authorisation Schedule (DAS) is currently under review and will clearly articulate responsibilities for the authorisation of expenditure and procurement activities.
- The current assessment of procurement capability governance attributes is Level 3 – Superior (Procurement impact is widely visible, with a role as part of senior leadership peer group and having a well communicated strategy, covering all areas) on a scale ranging from Level 0, Developing, to Level 3. Our next reassessment is due in 2015-16.
- The LFHE also notes the Diamond Review¹ conclusion that *“collaborative procurement has been one of the primary ways in which the sector has achieved better value for money in recent years, and that universities and higher education colleges should consider its benefits wherever possible”*. As a key player in this approach, the University of Edinburgh currently undertakes 35% of its expenditure collaboratively; working closely with APUC² and also with QMU as a shared services procurement team.

Discussion – Future Developments

8. Procurement policy in the University will be updated, and communicated, to reflect the imminent changes in procurement legislation. This will require earlier identification of procurement plans with lower levels of spend requiring transparent competitive procurement. The use of existing contracts is strongly encouraged to support probity (comply with contracts or the law) and efficiency (duplication/dilution). Contracts can be searched at Buy@Ed online; via eProcurement (SciQuest); and new suppliers can be added, if procured correctly.

9. As reported to CMG in January and April, changes to procurement regulations³ changes also add a 'Sustainable Procurement Duty' to our future decision-making and compliance. The SRS team and Procurement staff are working together on strategies in this area.

Risk Management

10. Effective procurement contributes to the minimisation of financial and compliance risks.

¹ Universities UK (2011). *Efficiency and effectiveness in higher education: A report by the Universities UK Efficiency and Modernisation Task Group* (Diamond Review) www.universitiesuk.ac.uk/highereducation/Pages/EfficiencyinHigherEducation.aspx#.VQx7KGbANCs

² Advanced Procurement for Universities and Colleges Scotland (a procurement reform centre of expertise)

³ Queen Margaret University has shared procurement services with the University of Edinburgh (for several years)

Equality & Diversity

11. Equality issues should be considered via individual procurement decisions.

Next steps/implications

12. Director of Procurement & Deputy Secretary, Strategic Planning to support the guide as part of the toolkit available to the University.

Consultation

13. The Director of Corporate Services has been consulted on this issue.

Further information

14. Further information can be obtained from:

15. *Author*

Karen Bowman
Director of Procurement
7 May 2015

Presenter

Ms Tracey Slaven
Deputy Secretary, Strategic Planning

Freedom of Information

16. This paper is open.



CENTRAL MANAGEMENT GROUP

4 March 2015

Principal's Strategy Group

Committee Name

1. Principal's Strategy Group (PSG).

Date of Meeting

2. 27 March 2015 and 27 April 2015.

Action Required

3. Provided for information.

Key points

4. Among the items discussed were:

a) PSG discussed the planning round and proposed allocation of resources and agreed the approach to be taken at PRC.

b) A review of Edinburgh Research and Innovation activities and the University's approach to Industry Engagement were discussed and Director of Corporate Services will lead on making further recommendations.

c) PSG discussed the Finance Strategy, Estates Funding Strategy and 10 Year Forecast and will consider these items in more depth at the meeting in May.

d) PSG were asked to note and provide any comment on the Risk Register.

Equality & Diversity

5. Items generally come to PSG at an early stage of development and it is anticipated that Equality & Diversity matters will be given full consideration as the initiatives take shape and become formalised.

Further information

6. Additional information can be provided by the secretary to PSG Ms Fiona Boyd or by the individuals named against the individual items above.

7. Author

Ms F Boyd

Principal's Office

6 May 2015

Freedom of Information

8. Open Paper



CENTRAL MANAGEMENT GROUP

19 May 2015

Report from the Meeting of Health and Safety Committee, April 2015

Description of paper

1. This paper summarises discussions at the meeting of the University Health and Safety Committee, held on 14 April 2015.

Action requested

2. CMG is asked to note the main topics considered by the Health and Safety Committee at its last meeting.

Recommendation

3. No action is required by CMG. The Group should take assurance from the summary provided that the University Health and Safety Committee is bringing the expertise of its members to bear on the significant current health and safety issues, which may potentially affect the University's activities.

Background and context

4. Health and Safety Committee meets twice per year, in Spring and Autumn. Depending upon the timing of these meetings, the Report which is formulated after each meeting is incorporated into a Quarterly Health and Safety Report, or comes as a separate item to CMG and to Audit and Risk Committee.

Discussion

5. Review of the University Health and Safety Policy

The final proof of the University Health and Safety Policy was presented for comment. It will be passed to University Court, via the most appropriate route, for approval. The supporting Framework document which describes the organisation and arrangements which support the Policy is nearing completion. The Policy and Framework will in turn be supported by associated Codes of Practice and Guidance.

6. Personal Development Reviews – Inclusion of Health and Safety Criteria

The Human Resources Annual Review Steering Group did not recommend that the proposals, for the introduction of a compulsory element on health and safety within the Annual Development and Review Process, be accepted; the Group noted that this issue should be addressed by local managers by other means.

7. The importance of mandatory training was highlighted in order to ensure individuals were competent to work in certain areas and/or with certain equipment. In order to identify areas of best practice and areas where further progress is needed, a detailed review of training records across the organisation will be completed.

8. Occupational Health Review

In line with recommendations made by the external review of occupational health (OH) provision, the issue of increasing the resourcing of the Occupational Health

Unit (OHU) is progressing. A new OH practitioner has been appointed, and will take up post in late June, to fill a new role in the OHU, and an internal promotion will shortly add an OH Technician, to partially replace an OH Adviser vacancy. The new posts and expanded accommodation will enable an increased number of clinics/consultations, which will reduce the waiting times for appointments.

9. A significant financial contribution from R(D)SVS has helped facilitate the OHU's health surveillance programme for Veterinary undergraduates, as a first formal foothold in the provision of OH services for students.

10. The Director of Corporate Services is to convene an Implementation Group to take forward other areas of activity, including the important interaction and co-operative working between Occupational Health, Human Resources and local managers, and will expedite a solution to resolve the current OHU accommodation issues.

11. *Accident, Disease and Incident Survey Report 2013/14*

There were 408 injuries, incidents and cases of occupational disease reported during 2013/14, of which 23 were Reportable to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). The accident and incident experience in 2013/14 remains broadly consistent with that seen in previous years, though the overall trend in accidents and incidents is downwards.

12. *Summary Report – Occupational Health Unit (OHU) Annual Report 2013/14*

The Occupational Health Manager presented a report on the activities of the Occupational Health Unit, and discussed issues such as health surveillance, immunisation programmes, absence management referrals, the physiotherapy service, provided via the Head Physiotherapist in the Centre for Sport and Exercise's (CSE's) Fitness Assessment and Sports Injury Centre (FASIC), and the commencement of undergraduate screening for suitability to undertake study for veterinary students.

13. A significant number of staff do not attend scheduled appointments for health surveillance (40-50% non-attendance) and this has a significant impact on the OHU. Further measures will be pursued to address this issue with Schools.

14. Further efforts to improve the relationships and partnership working with colleagues in College Human Resources are being progressed in order to improve the provision of occupational health services to the Colleges, particularly in the area of case management.

15. *Report from Estates and Buildings*

The Director of Estates and Buildings reported that work is continuing on a new health and safety management system. Asbestos awareness training is being provided for all staff who have the potential to be exposed to asbestos containing materials during their work. The Fire Safety Management Group, involving senior representatives from the Estates and Buildings Department, the Fire Safety Unit and the Health and Safety Department, meets regularly in order to enhance

communication between Fire Safety and Estates on both strategic and operational fire safety issues.

16. SEPA Assessment at School Level

Organisations which hold or dispose of radioactive materials are required to hold a certificate of Registration or Authorisation under the Radioactive Substances Act. In 2014 the Scottish Environment Protection Agency (SEPA) adopted a “Compliance Assessment Scheme” to assess the standard of compliance with the conditions of these certificates. All those areas of the University which have been assessed so far have achieved an ‘Excellent’ rating.

Paragraph 17 has been removed as exempt from release due to FOI.

18. Health and Safety Executive (HSE) – Langhill Farm Visit

Langhill Farm, part of the College of Medicine and Veterinary Medicine, was visited by two HSE Inspectors in March, as part of a programme of visits to dairy farms in Scotland. The Inspectors were satisfied with the standards of health and safety observed on the farm, and feedback was very positive.

19. Legal Update

The Construction (Design and Management) (CDM) Regulations 2015 were updated in April 2015 and will require a number of significant changes to the way the University manages health and safety aspects of construction projects.

Resource Implications

20. Implementation of findings of 8. [Occupational Health Review] has implications for CSG/H&S budgets. Resource implications at 17. [Health and Safety Executive (HSE) Intervention] cannot as yet be quantified.

Risk Management

21. The measures outlined above all serve to reduce risks relating to both the University’s personnel and estate, in line with the University’s low risk appetite relating to this accidents and incidents, and to non-compliance.

Equality & Diversity

22. This paper contains no significant equality and diversity issues

Next steps/implications

23. Health and Safety Committee will oversee progress on the items noted above, reporting on as appropriate to CMG and to Audit and Risk Committee.

Consultation

24. The full minutes of the April Health and Safety Committee meeting will be circulated to members and posted on the Committee intranet.

Further information

25. Further information is available from the paper author: Alastair Reid, and/or the Director of Corporate Services.

26. Author
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Director of Health and Safety
Health and Safety Department
6 May 2015

Presenter
Hugh Edmiston
Director of Corporate Services

Freedom of Information

27. Paragraph 17 of this paper is closed as its disclosure would substantially prejudice the commercial interests of any person or organisation.