



# THE UNIVERSITY of EDINBURGH

**CENTRAL MANAGEMENT GROUP**  
Raeburn Room, Old College  
6 October 2015, 10 am

## AGENDA

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

## SUBSTANTIVE ITEMS

- 4 UNPRI Responsible Investment Next Steps** **B**  
To consider and comment on a paper by the Director of Social Responsibility and Sustainability.
- 5 Home Office Tier 4 changes update** **C**  
To consider a paper by the Deputy Vice-Principal International.
- 6 Corporate Social Responsibility Proposal: The Big Leap 2016** **D**  
To consider and approve the proposal by Director of Supporter Engagement.
- 7 Student Consumer Protection Working Group** **E**  
To consider and approve a paper by Deputy Secretary, Strategic Planning.
- 8 Protection of Children and Protected Adults Policy** **E1**  
To consider and approve a paper by Deputy Secretary, Student Experience.

## ROUTINE ITEMS

- 9 Internal Audit Status Report** **F**  
To note a report by the Chief Internal Auditor.
- 10 Finance Director's Update** **G**  
To consider and comment on updates by Director of Finance.

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](mailto:Kirstie.Graham@ed.ac.uk)

- |  |                        |
|--|------------------------|
| <b>11 Health and Safety Quarterly Reports</b><br>To <u>note</u> reports by the Director of Corporate Services. | <b>H1</b><br><b>H2</b> |
| <b>12 Any Other Business</b><br>To <u>consider</u> any other matters by CMG members.                           | <b>Verbal</b>          |

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

- |  |          |
|--|----------|
| <b>13 Proposals for Chair Establishment and Changes</b><br>To <u>approve</u> .                       | <b>I</b> |
| <b>14 Principal's Strategy Group</b><br>To <u>note</u> .   | <b>J</b> |
| <b>15 Fee Proposals</b><br>To <u>note</u> .  | <b>K</b> |
| <b>16 Date of next meeting</b><br>Tuesday, 10 November 2015 at 10.00 am in Raeburn Room, Old College |          |



**CENTRAL MANAGEMENT GROUP**

**1 September 2015**

**Minute**

**Present:**

The Principal  
Senior Vice-Principal Professor Charlie Jeffery  
Vice-Principal Professor Mary Bownes  
Vice-Principal Professor Dorothy Miell  
Vice-Principal Professor Jonathan Seckl  
Vice-Principal Professor James Smith  
Vice-Principal Professor Jane Norman  
Ms Sarah Smith, University Secretary  
Ms Tracey Slaven, Deputy Secretary, Strategic Planning  
Mr Phil McNaull, Director of Finance  
Mr Gary Jebb, Director of Estates  
Mr Gavin McLachlan, Chief Information Officer  
Ms Zoe Lewandowski, Director of HR

**In attendance:**

Professor Arthur Trew, on behalf of Vice-Principal Professor Yellowlees  
Dr Catherine Elliott, on behalf of Vice-Principal Professor Sir John Savill  
Ms Leigh Chalmers, Director of Legal Services  
Dr Ian Conn, Director of Communications and Marketing  
Mr Gavin Douglas, Deputy Secretary, Student Experience  
Mr David Kyles, Chief Internal Auditor  
Mr Dave Gorman, Director of Social Responsibility and Sustainability  
Ms Urte Macikene, EUSA Vice-President Services (for item 8)  
Mr Pete Morrison, Director of Development & Alumni (for item 10)  
Ms Kirstie Graham, Deputy Head of Court Services

**Apologies:**

Vice-Principal Professor Chris Breward  
Vice-Principal Professor Sarah Welburn  
Vice-Principal Professor Lesley Yellowlees  
Vice-Principal Professor Sir John Savill  
Vice-Principal Professor Richard Kenway  
Vice-Principal Professor John Iredale  
Vice-Principal Professor Sue Rigby  
Vice-Principal Professor Andrew Morris  
Mr Hugh Edmiston, Director of Corporate Services  
Vice-Principal Professor Jeff Haywood  
Mr Brian MacGregor, Director of User Services Division  
Professor Charlotte Clarke, Head of School of Health in Social Science

**1 Minute**

**Paper A**

The Minute of the meeting held on 16 June 2015 was approved.

## **2 Principal's Communications**

The Principal reported on the following: the HE Governance Bill, including the widespread concerns regarding the proposed secondary legislation and his offer to give evidence; a good recruitment round; the success of the University's involvement in the various Edinburgh Festivals, including an honorary degree for Rev Jesse Jackson at the Book festival; over £305m awarded in research grants with a 40% success rate; Professor Higgins sustainability MOOC, which had led to an approach from the British Council offering financial support and which had been adopted by the Scottish Government and UNESCO; the NSS results, which showed an upward trend although there remained work to be done.

### **SUBSTANTIVE ITEMS**

#### **3 NSS Results**

**Paper B**

CMG noted the initial findings from this year's National Student Survey and an analysis of wider challenges around student experience, teaching and learning at the University drawn from consultation over the last weeks with Heads of College, College Deans and senior professional services staff. It noted that there was an improvement in all measures including the headline "overall satisfaction" rate, however the University continued to lag behind the upper quartile standards for both UUK and Russell Group institutions.

There was discussion around the two weakest performing measures – Assessment and Feedback and Academic Support – that showed a correlation with Overall Satisfaction and the wider challenges in relation to teaching and learning. It was noted that it was important to ensure sufficient priority around learning and teaching at the University including the development of performance benchmarks and data to support effective management.

The Senior Vice-Principal's remit had expanded to include student experience, teaching and learning with effect from 1 September 2015 and he proposed a range of measures to ensure learning and teaching as a priority of the University, equivalent to the priority attached to research. These proposals were supported by CMG.

#### **4 Counter Terrorism and Security Act/Prevent Duty**

**Paper C**

CMG noted that the Counter-Terrorism and Security Act (2015) imposed a duty on Universities to "have due regard to the need to prevent people being drawn into terrorism". This was now commonly referred to as "the Prevent duty" and it was anticipated that the University would need to be compliant with the Prevent duty by the early autumn.

Guidance on how institutions were expected to comply with the duty had been published by the Home Office, with separate guidance for Scotland and members noted how the University proposed to implement the Prevent duty on the basis of the guidance published to date.

CMG endorsed the direction of travel, as outlined in the paper, noted that formal approvals would be required for any connected policy changes and that a Policy on Speakers and Events will be presented to CMG with a proposal to establish a University Compliance Group convened by the University Secretary.

## **5 Delegated Authority Schedule**

**Paper D**

CMG noted that the draft Delegated Authority Schedule (DAS) considered at a previous meeting had been revised and updated to reflect comments from that meeting and as a result of further consultations.

CMG endorsed the proposed DAS, which would be presented to the relevant standing Committees prior to consideration by Court for approval in December 2015.

## **6 Revised Scope of SRS Committee**

**Paper E**

CMG considered a proposed an extension to the scope of Social Responsibility and Sustainability with a correspondingly updated remit for the SRS Committee. CMG noted that the SRS Committee reported directly to CMG and as appropriate the formal governance committees and Court.

CMG considered the paper, which outlined the areas where the previous SRS remit did not sufficiently define the full scope of social responsibility, including community relations, widening participation, employment and research. It was not proposed that the Committee would assume any additional responsibilities in these areas, but would help provide a platform for strategic discussion across these issues and for promoting work in these areas to external audiences.

There was discussion around the need for coherence in events organisation and promotion. There was further discussion of the need for continued work on the inter relationships between the SRS Committee, the Court Committees and other financial leads.

CMG approved the extension to the scope of, and the remit for, the SRS Committee as set out in the paper.

## **7 Shared Parental Leave Policy**

**Paper F**

CMG considered proposals for the implementation of Shared Parental Leave (SPL) at the University, noting that the proposals had been discussed at the People committee and would require to be taken forward for consideration by Policy and Resources Committee.

CMG agreed the principal of fairness was an important one that the proposals had been developed to address and endorsed the proposals as outlined in the paper.

## **8 Ethical Fundraising Advisory Group Case**

**Paper G**

CMG noted that at a meeting on 13 August 2015, the Ethical Fundraising Advisory Group (EFAG) discussed a potential application to Cargill Inc for 150 Cargill scholarships promoting sustainability and linked to our Global Academies. The Group agreed by a majority to proceed with an application, therefore, in line with the procedures for the ethical screening of donations where there was not a consensus, referred the case to CMG for ratification.

CMG discussed concerns in relation to the risk of potential damage to the integrity and reputation of the University. It noted that ethical reports identified historic areas of caution and that Cargill had taken significant steps to address and improve the areas for which it had been historically criticised.

CMG concluded that engagement and partnerships were the most effective way to drive improvement and the University should be supportive of a company that had reflected on its past actions and was now actively supporting social responsibility.

Members noted that if clear legal findings were found against Cargill in any areas of concern, EFAG had agreed to move to immediate disengagement. On that basis, CMG endorsed the application.

## **9 Proposed Responsible Investment Policy on Armaments**

**Paper H**

CMG considered a responsible investment policy for armaments based on exclusion of controversial weapons.

CMG endorsed the proposed approach, noted the intention to review and finalise the University's policy on responsible investment in line with our commitment to the UNPRI and that proposals for how to take this forward, which would involve close working with EUSA, would come to the next CMG meeting.

**10 Corporate Social Responsibility Proposal: The Big Leap 2016** **Paper I**

CMG considered proposals for a year-long campaign, titled 'The Big Leap', which aimed to increase awareness of and participation in fundraising for good causes by individuals, including asking individuals to freely give a day for their chosen cause.

Members were supportive but requested clarification on the proposed day and whether this was intended to be in the University's time or taken as an annual leave day and it was agreed that clarification of this point would return to the next meeting.

**11 Research Management Project Board** **Paper J**

CMG received an update the treatment of salary costing information in the Worktribe Research Management System. Members noted that there would be a pilot implementation of Worktribe, with access limited to a small number of users in the Schools participating in the pilot and that formal approval would be sought from CMG prior to full implementation.

Members agreed that it was essential to ensure that the University was not exposed to a potential breach of data protection legislation, but that it was not acceptable for staff members to receive an email every time their data was accessed and a solution would need to be found for this prior to roll out, that assured CMG that the University was meeting its data protection obligations.

**12 Planning Timetable 2016-17** **Paper K**

CMG noted and approved the annual planning guidance and timetable, including the emerging strategic priorities of the Thematic Vice-Principals.

**13 Outcome Agreement – Draft Self-Evaluation 2014-15** **Paper L**

CMG considered the draft Outcome Agreement Self-Evaluation report and priorities/timetable for the 2016 cycle and noted the feedback from discussions at Policy and Resources Committee in relation to the tone of the document reflecting that the University had overachieved within a context of significant challenges in relation to SFC funding.

**ROUTINE ITEMS**

**14 Finance Director's Report** **Paper M**

CMG considered the Finance Director's Report, including the Ten Year Forecast and were updated on discussions at the Policy and Resources Committee in relation to external debt raising and the

accounting treatment for the Research Development and Expenditure credit.

**15 Value for Money Report**

**Paper N**

CMG endorsed the Value for Money Report for 2014-15.

**ITEMS FOR FORMAL APPROVAL/NOTING**

**16 NPRAS Rates for 2016-17**

**Paper O**

CMG approved the revised NPRAS rates for use in the 2016-17 planning round as set out in the paper.

**17 Proposals for Chair Establishment and Changes**

**Paper P**

CMG approved the establishment of new chairs in the College of Science and Engineering as set out in the paper.

**18 Tier 2 Migrant Visa and Health Surcharge Support Mechanism**

**Paper Q**

CMG noted the issues in developing a loan mechanism to pay and recover loans to Tier 2 migrants covering the cost of their, and their dependants, entry visas and Immigration Health Surcharges (IHS), as outlined in the paper. Members noted that Policy and Resources Committee had been supportive of the proposal but concerned about potential exposure in relation to FCA regulations concerning loans to the public, if the new appointee subsequently did not take up post.

CMG agreed that legal advice should be sought on this issue.

**19 Principal's Strategy Group**

**Paper R**

CMG noted the report.

**20 Date of next meeting**

Tuesday, 6 October 2015 at 10.00am in the Raeburn Room, Old College.





**CENTRAL MANAGEMENT GROUP**

**6 October 2015**

**Taking Forward Our Responsible Investment Commitment**

**Description of paper**

1. This paper sets out proposed next steps to finalise the University's policy on responsible investment.

**Action Requested**

2. CMG is asked to consider and agree the proposed next steps.

**Recommendation**

3. CMG is asked to agree that we should review the output of the consultation process and our experience to date on individual issues; and engage with EUSA, experts in the investment committee and other interested colleagues to finalise the University's policy on responsible investment.

*Paragraphs 4 – 10 have been removed as exempt from release due to FOI.*

**Equality & Diversity**

11. No assessment required, as the consideration of equality and diversity issues are inherent in the nature of the consideration of socially responsible investment.

*Paragraph 12 has been removed as exempt from release due to FOI.*

**Consultations**

13. Senior Vice-Principal and University Secretary; EUSA VP (Services).

**Further information**

14. Author & Presenter

Dave Gorman

Director of Social Responsibility and Sustainability

30 September 2015

**Freedom of Information**

15. This is a **closed** paper.



CENTRAL MANAGEMENT GROUP

6 October 2015

**Briefing on recent changes to the Immigration Rules**

**Description of paper**

1. This paper provides a briefing on recent Home Office Tier 4 changes, including an assessment of the impact on the University.

**Action requested**

2. CMG is asked to note the changes.

**Recommendation**

3. CMG is asked to note the changes their potential impact on the University.

**Background and context**

4. Immigration and reducing the net migration figures remains at the forefront of the government's agenda with the Prime Minister chairing the immigration taskforce himself. While the government continues the rhetoric that there is no cap on student numbers, the impact of the proposed changes will undoubtedly reduce the number of international students wanting to study at UK institutions with the further education sector particularly affected.

**Discussion**

5. On 13 July, the Home Office issued a statement of changes to the Immigration Rules. On 12 August, the Home Office issued the official guidance for these rules, which provides details of how the new rules will be implemented. There are a range of changes that we all need to be aware of and importantly a recent shift in the approach to compliance by the Home Office.

- Shift in **compliance approach** that will not only involve site visits but extension of regular information requests across range of areas particularly in relation to student attendance and engagement.
- Extension of **Home Office reach** in terms of sponsor compliance for example newly included areas that now constitute a “**serious breach of a sponsors licence**”. New **reporting areas** introduced where the Home Office can request full information on all Tier 4 students and their attendance and Tier 4 residential addresses and their proximity to the teaching site and within a specified timeframe. This is to identify if we have correctly reported on students who may be studying away, at a partner institution or on a work placement.
- Further changes expected on **Tier 4 dependants** that will prevent them from taking a “**low or unskilled job**”, but allowing them to take “**full-time skilled work**”. Impact will be on overall decision of applicants and dependants as to where UK offers an affordable, welcoming option compared to competitor nations.

- **FE international students** will not be able to extend their leave in the UK and must return home after their studies; College students unable to work and study leave restricted to two years in the UK. Impact on progression to University from College sector and time/costs involved in returning to reapply.
- Increased **maintenance requirements** for all Tier 4 students and dependents – moving up by **c£200 per month**. New requirement for PhD students to demonstrate monthly maintenance for each additional month of study required if extending – previously this was capped at two months maintenance being required as evidence.
- **New NHS health charge of £150 per year of study** for all Tier 4 students and their dependents in addition to increased costs of applying for a UK visa (£322). A four year programme of study will incur an **additional £600 of NHS surcharge costs** taking an **undergraduate visa to £922** for the basic application.
- **Major changes** in rules for **academic progression**. If students wish to extend to complete an existing programme of study then they must apply before they undertake this **or return home to make an application for the additional time** required. This will not be required for PhD students.
- Academic progression is now specified as **strictly a programme at a higher level of study or complementary study to support “genuine career aspirations”**. Particular issues for students seeking to study a new programme which is at lower level or if a student has been excluded/withdrawn from a programme at one level and then seeks to study a programme at the same level. Study at the same level will only be possible where there is a link to previous study and this is confirmed by the University.
- **Detailed information** is now required on each Confirmation of Acceptance of Studies (CAS) as to the **justification of academic progression** and why we are doing this and evidence used. Rationale must be specific, tailored to individual circumstances and mentioned on the CAS.
- **Credibility Interviews are becoming more robust** with Entry Clearance Officers questioning students on a wide range of areas from future career plans, knowledge of institution accepted to, English language ability, previous studies, funding and their immigration history. Very little recourse exists in relation to challenging decisions made by ECOs.
- Increased importance of **metrics linked to our institutional licence**. This includes our refusal rate - must be below 5% for overall CAS issued by Edinburgh; enrolment rate above 90% and programme completion rate of at least 85% for all entrant students on Tier 4 visas. At present, we are operating refusal rate of between 1-2 per cent and noting UK average is between 5-7 per cent.

## 6. *Impact Assessment*

- Need for **high standards in admissions processing** and CAS issuance – careful attention to detail provided and evidence used in process of admitting a Tier 4 student. Home Office remain very interested in this area linked to responsible sponsors and upholding integrity of the system. Mistakes resulting in refusals will harm our institutional licence directly.
- **Further tightening of the process** of applying for a Tier 4 visa and **sponsor compliance** obligations. New maintenance requirements, dependant working options, NHS costs, changes to extensions and credibility interviews will all negatively impact on the **perception of the UK** as a study destination.
- **Further changes are expected this autumn** relating to English language, visa refusal rates and sponsor compliance, dependant's working entitlements, students overstaying visas and length of leave to remain that students are given for their studies in the UK.

### **Resource implications**

7. There are resource implications in relation to the administrative burden of ensuring compliance with the Immigration Rules and potential impact on international student numbers.

### **Risk Management**

8. Risk 18 in the University Risk Register concerns changes to UK immigration policies and practice, and their inadequate implementation in the University, with the potential consequences of financial and legal penalties, reputation damage and loss of international staff and students if not effectively managed.

### **Equality & Diversity**

9. There are no major equality impacts associated with this briefing.

### **Next steps/implications**

10. CMG to consider any action required as a consequence of this briefing.

### **Consultation**

11. The University Secretary has reviewed this briefing.

### **Further information**

12. *Author and Presenter*

Mr Alan Mackay

Deputy Vice-Principal International and

Director of the International Office

September 2015

### **Freedom of Information**

13. This paper can be included in open business.



6 October 2015

D

## The Big Leap 2016: staff donating a day to help good causes

### Description of paper

1. A previous version of this paper was previously submitted to CMG on 1 September 2015. At that time, CMG supported the idea, but requested the paper be resubmitted with clarity on a number of issues:

- a. Whether staff would receive remitted time or fundraise on their own time
- b. Whether the Big Leap concept included only fundraising or whether volunteering was also included

The paper has also been revised to better address the issue of reputational risk to the University.

### Action requested

2. The Central Management Group is asked to reconsider the paper and approve the Big Leap project, giving consideration to whether the issues previously raised have been suitably addressed. We hope to communicate to staff and launch this campaign on 1 December 2015 to coincide with Giving Tuesday, a national day of giving back. To meet this date, we would welcome CMG approval on the day of this meeting.

### Recommendation

3. CMG is invited to approve the widened scope of community fundraising proposed by the Big Leap. In particular, permission to contact all staff regarding fundraising opportunities.

### Background and context

#### 4. *Description of the Big Leap and Community Fundraising*

The Big Leap aims to increase awareness of and participation in fundraising for good causes by individuals, whether this is in support of causes within the University or external ones. We would ask individuals to participate or contribute in events to help their chosen cause. Events will happen throughout the year. The University will not be providing paid or unpaid leave from work for this day. Staff of the University of Edinburgh and members of the local community will be the main target audiences of this campaign, which is driven by the Community Fundraising arm of Development and Alumni.

5. Community Fundraising is the support of individuals in the community, who wish to raise money – as opposed to donate money – for good causes. Community fundraising raises £200,000 annually for university causes through facilitating individuals to partake in event fundraising, such as marathon runs and sponsored activities. Historically, this has been responsive on our part with people approaching the University to fundraise for their chosen cause.

#### 6. *Details of the Big Leap*

The Big Leap has two strands, drawing upon the University's status as both a charity and an employer. As 2016 will be a leap year, the Big Leap campaign aims to

encourage staff, students, alumni and the community to freely participate in a “day of giving” by fundraising for charity to celebrate the concept of the “gift” of extra time a leap year represents. While this could be for any charity, we will place the work of six university causes in the spotlight, thus increasing knowledge of the University’s charitable status. By giving the staff the tools and occasions to fundraise for causes they care about, the University, as an employer, will be building on its Corporate Social Responsibility/ Social Responsibility and Sustainability (CSR/SRS).

7. The launch of the Big Leap will fall on 1 December 2015 to coincide with Giving Tuesday, the UK-wide date to promote charitable activity. Direct email and internal mail correspondence to all staff and select alumni would land on this day, inviting them to make a New Year’s resolution to ‘donate’ their “leap day” back. Throughout 2016, fundraising events will be held around campus.

8. The project is specifically designed around fundraising and, as such, does not incorporate volunteering.

9. *How does this relate to the Strategic Plan?*

The Big Leap will promote understanding of, and support for, the University and its work. The increased communications around the work of University centres and the impact of fundraising will enhance public engagement with our work. The increased income from community fundraising resulting from the Big Leap campaign will help staff and students in their work to bring about change. Furthermore, the Big Leap will inspire and support students, staff and the wider community to engage with and contribute to social responsibility across the University and beyond.

## **Discussion**

10. The Big Leap will link up University-wide internal and external fundraising activity in a coherent and structured manner. Community Fundraising has already worked in partnership with Edinburgh University Students’ Association and Edinburgh Students’ Charities Appeal (ESCA) to help students to fundraise for university causes. We are aware that ESCA help students to fundraise for external causes. Hence, the Big Leap will focus on increasing staff and community participation in fundraising for university causes, with student participation expected to increase as well.

11. We are seeking permission to contact staff via email and internal mail to invite them to participate in the Big Leap. We also plan to approach corporate organisations and community groups such as Rotary Clubs, schools and churches to encourage them to partner with the University and inspire their staff or volunteers to fundraise for our causes. This could form part of their Corporate Social Responsibility (CSR) strategy.

12. At the same time, by providing staff with the channels to donate or fundraise for charity, the University as an employer would be developing its own objective to ‘encourage and support members of the University community to become effective agents of positive change [...]’ (The University of Edinburgh Social Responsibility and Sustainability Strategy 2010–2020)

The fundraising tools and payment channels are already in place: collection buckets, online platforms, donation forms. We will encourage more people to consider donating through payroll giving.

### 13. Aims, Objectives & Targets

- i. Gain payroll giving employer bronze accreditation for 1% of staff giving to charity in year one. Achieve a silver award for 5% of staff giving to charity by year three.
- ii. Communicate to staff, students, alumni and the community that they can fundraise for a cause within the University. Gain 200 new fundraisers and reengage with 250 dormant fundraisers.
- iii. Through a communication drive, acquire 500 alumni donors and 100 new alumni donors.
- iv. Become the CSR beneficiary of two community groups and two corporate organisations annually.
- v. Raise £300,000 in year one for the University, increasing to £500,000 annually by year 3.

### 14. Communications

The Big Leap campaign creates opportunities to employ an ‘active leaping’ motif in its messages, e.g. taking a leap by actively giving back, making leaps in research.

Three angles were identified as a priority and will utilise direct mail, email, press, events, social media and word of mouth communication to staff, students, alumni and the community. The messaging around the events and spotlight causes will be tailored to different audiences.

- i. For those who care strongly about the causes, communicate the great work being done at the University in some of its research areas.
- ii. For those interested in doing exciting activities in aid of any charity, use a few centrally organised, bold events to empower them to choose the University.
- iii. For those who are not interested in the cause or the activity directly, leverage the excitement around the big leap activities to motivate them to spread the word.

### 15. Proposed spotlight causes

While participants can fundraise for any cause, six spotlight University areas chosen to target different demographics will be promoted:

- i. The Royal (Dick) School of Veterinary Studies
- ii. The Muir Maxwell Epilepsy Centre
- iii. The Anne Rowling Regenerative Neurology Clinic
- iv. Hope Park Counselling Service
- v. The Free Legal Advice Centre
- vi. Access to sport

## 16. Proposed events

The Big Leap will pull together countless fundraising events and activities but will use several high profile activities to motivate people to take part. Events might include:

- i. Abseil off David Hume Tower
- ii. Zorbing - the recreation of rolling downhill inside an orb, generally made of transparent plastic
- iii. Firewalk - the act of walking barefoot over a bed of hot embers or stones
- iv. London and Edinburgh Marathon places
- v. CSE supported sponsorship style activities – Climb ‘Mount Everest’, Row the ‘Atlantic’, Cycle the ‘Tour de France’, Swim the ‘Channel’ and Tough Mudder
- vi. An attempt on the cake bake Guinness World Record

## Resource implications

17. No additional budget is requested. The costs of marketing the Big Leap (direct mail campaign, email campaign, banners, fliers etc.) will be met by the Community Fundraising and Regular Giving budgets within Development and Alumni. Events run as part of the Big Leap will be covered by the individual fundraisers’ entrance fees. Please see Appendix 1 for more cost information.

18. Participation in the Big Leap is entirely voluntary. As such, there is no request that the University make leave available for it. It is suggested that managers and Department Heads make a local decision on whether they support the Big Leap as part of their workday (as a teambuilding project or similar, depending on the mechanism of fundraising selected) or whether they and their staff opt to participate in a challenge outside of work hours.

## Risk Management

19. There are risks associated with this project. Risks include the physical, risk of injury or accident during certain events, and the reputational, for example inappropriate behaviour on the part of an individual fundraising in our name. The Development and Alumni department has been dealing with these risks for a number of years, and the Director of Supporter Engagement has extensive experience in them. As such, a number of mitigating processes are already in place, and these will apply to this project. These include:

- i. All events delivered by experienced, proven contractors
- ii. Full risk assessment carried out in advance of all events
- iii. Involvement of appropriate departments e.g health and safety, estates and buildings in planning
- iv. Full communication of risk to participant
- v. All participants encouraged to undertake appropriate medical tests in advance
- vi. Events planners receive a full pack of information including sensible recommendations, their responsibilities under law and clear communication of our expectations
- vii. Appropriate disclaimers and regulatory definitions communicated
- viii. Availability of support and advice in the Development and Alumni team



## **Equality & Diversity**

20. There are no specific equality and diversity issues. Participation is open to all.

## **Next steps/implications**

21. Further consultations with colleagues will be conducted. A direct mail campaign to staff through internal mail will be coordinated for 1 December 2015 to launch the Big Leap.

## **Consultation**

22. The plans for the Big Leap campaign have been discussed with the following people, all of whom have given their support in principle:

Kirsty MacDonald, Executive Director, Development and Alumni  
Professor Susan Deacon, Assistant Principal External Relations  
Zoe Lewandowski, Director of HR  
Gary Jebb, Director of Estates & Buildings  
Niall Bradley, Head of Marketing  
Chloe Kippen, Head of External Engagement and Communications CMVM  
Michelle Brown, Head of Social Responsibility and Sustainability Programmes  
Lawrence Dickson, Health and Safety, Training and Audit Coordinator  
Geraldine Halliday, Insurance Manager  
Colin Barrie, Deputy Payroll Manager  
Tim King, Deputy Head of School (Operations), Royal (Dick) School of Veterinary Studies  
Dr Richard Chin, Director of the Muir Maxwell Epilepsy Centre  
Rebecca MacKenzie, Director of the Edinburgh Centre for Professional Legal Studies, Free Legal Advice Centre Coordinator  
Jim Aitken, Director of Sport and Exercise  
Jonny Ross-Tatam, EUSA President  
Marina Sergeeva, EUSU President  
Andy Peel, EUSA VPSA

## **Further information**

### **23. Author**

Gordon Cox  
Head of Individual Giving  
Development and Alumni  
14 August 2015

### **Presenter**

Mairi Rosko  
Director of Supporter Engagement  
Development and Alumni Engagement

## **Freedom of Information**

24. This is an open paper.

## Appendix 1

### Direct Cost and Income of Big Leap

1) Event Programme Risk Exposure (covered by deposits etc)	£12,250
2) Direct income from just central events	£34,000 (-costs)
3) Total Income from central events in year 1	£46,250
4) Estimated indirect associated event income in year 1	£50,000
5) Total estimated additional income in year 1	£96,250

### Cost of Marketing

1) High specified Design, copywriting	£5,000
a. Web Banner	
b. DM	
c. Flyers	
d. Posters	
e. Fundraising Packs	
2) Direct mail Appeal to Staff	£8,000
3) Edit advertisement	£1,500
Total	£14,500
Estimated net income in year 1	£81,750

### Budget Source

1) Community Fundraising	£4,000
2) Regular Giving	£10,500



**CENTRAL MANAGEMENT GROUP**

**6 October 2015**

**Student Consumer Protection Working Group**

**Description of paper**

1. This paper proposes the formation of a Student Consumer Protection Working Group to oversee the work associated compliance by the University with the Competition and Markets Authority (CMA) guidance for universities on consumer protection law.

**Action requested**

2. CMG is asked to approve the formation of the Working Group.

**Recommendation**

3. At their meeting on 11 September 2015, the Recruitment & Admissions Strategy Group (RASG) endorsed the formation of a Student Consumer Protection Working Group. CMG is asked to approve the formation of the Working Group.

**Background and context**

4. The CMA produced compliance advice for the sector in March 2015, following the findings of the Office of Fair Trading's investigations into consumer protection issues in the UK HE sector.<sup>1</sup>

5. The advice focusses on compliance with the Consumer Protection from Unfair Trading Regulations 2008, the Consumer Contracts (Information, Cancellation & Additional Charges) Regulations 2013, and Unfair terms legislation (currently the Unfair Terms in Consumer Contracts Regulations 1999). A new Consumer Rights Act is planned, to consolidate, simplify and update existing consumer protection legislation.

6. Broadly, consumer protection law relates to:

- Information provision
- Terms and conditions
- Complaint handling

7. Non-compliance could result in enforcement action, including civil proceedings or criminal prosecutions. Students may be able to refer a complaint to the Scottish Public Service Ombudsman, to take – or defend – legal action, or to seek redress.

8. Variation in terms between different Schools and programmes, and devolved and shared responsibility for information provision to prospective and current students, means that a University-wide approach is required to minimise risks associated with non-compliance.

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<sup>1</sup> Competition & Markets Authority (2015), *UK higher education providers – advice on consumer protection law*: <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>.

9. In the first instance the University has focussed on compliance in its recruitment and admissions practices. Work has already been initiated to tackle the most pressing aspects of compliance relevant to recruitment and admissions.

10. Already delivered:

- New terms and conditions, current from 1 September 2015
- Revised EUCLID applicant communications for all levels of study, incorporating information regarding terms and conditions, complaints handling, cooling off periods, and deposits, in place for 2016 entry cycle.
- New Degree Finder and prospectus information provision responsibilities (agreed by RASG, May 2015) in place
- Briefing and Q&A on consumer protection law and the University attended by over 100 staff.

11. In progress:

- Scoping exercise to create a public version of PATH
- Creation of guidance for staff involved in face-to-face recruitment activity to enable compliance.

12. Further work required to ensure compliance, regarding, for example:

- information provided to prospective students by Schools, Colleges and professional services
- the provision of course level information, e.g. when material information is finalised, and when and how changes to material information are communicated to prospective and current students
- information provided to current students
- the University's academic regulatory framework
- information provided to prospective students regarding fees and costs

## **Discussion**

13. It had been proposed previously that RASG oversee CMA compliance. However, because the legislation extends beyond recruitment and admissions, it is recommended that a group is established that takes a holistic and coordinated approach to compliance, minimising the risk of duplicated or conflicting responses emerging from different parts of the University.

14. In order to progress work to enable compliance with the CMA guidance, and demonstrate the University's commitment to compliance, it is proposed that a working group is established to:

- identify areas where compliance might currently be partial, consulting appropriately with students
- review and prioritise work to enable compliance and establish a work plan with timelines to complete this work, and oversee its implementation
- report to Central Management Group on progress towards compliance
- manage the response from any audit or review by the Consumer and Markets Authority
- determine how the University's compliance with student consumer rights legislation will be monitored in the future

15. It is recommended that the working group is established until July 2016 in the first instance and comprises:

	<b>Role on the working group</b>
Deputy Secretary, Strategic Planning	Chair
Director of Academic Services	Representing Academic Services. Liaison with CSPC, LTC and REC.
Director of Student Recruitment & Admissions	Representing Student Recruitment & Admissions. Liaison with RASG.
Director of Student Systems	Representing Student Experience Services.
Head of Marketing, Communications & Marketing	Representing Communications & Marketing.
A Head of School, CSE	Representing Heads of Schools and CSE
A School Director of Professional Services, CHSS	Representing DoPS and CHSS.
A senior College nominee, CMVM	Representing CMVM
EUSA nominee	Representing EUSA

### **Resource implications**

16. Resource implications may arise from the group's recommendations to ensure compliance.

### **Risk Management**

17. The proposals in this paper are designed to mitigate risks associated with non-compliance with statute, regulation and professional standards. The University has a low appetite for risk associated with compliance.

### **Equality & Diversity**

18. The proposals set out in this paper will support equality and diversity, by improving the quality and accessibility of information for all prospective students.

### **Next steps/implications**

19. CMG is asked to approve the formation of the Working Group, to be convened from October 2015.

### **Consultation**

20. This paper has been produced following consultation with Communications & Marketing, Student Experience Services and Student Recruitment & Admissions, and was endorsed by RASG at their meeting on 11 September 2015.

### **Further information**

21. Author

Rebecca Gaukroger  
Director, SRA  
25 September 2015

Presenter

Tracey Slaven  
Deputy Secretary, Strategic Planning

### **Freedom of Information**

22. This paper may be included in open business.



**CENTRAL MANAGEMENT GROUP**

**6 October 2015**

**Protection of Children and Protected Adults Policy**

**Description of paper**

1. A new policy setting out how the University protects children and protected adults who come into contact with the University community by ensuring that there are clear guidelines and procedures for identifying risk and reporting concerns.

**Action requested**

2. Central Management Group is asked to approve the policy.

**Recommendation**

3. Approve the policy for implementation with immediate effect.

**Background and context**

4. "All agencies, professional and public bodies and services that deliver adult and/or child services and work with children and their families have a responsibility to recognise and actively consider potential risks to a child, irrespective of whether the child is the main focus of their involvement." (Scottish Government, 2014).

5. The University has had a Protection of Vulnerable Groups Scheme since 2007, setting out how the University will ensure that only approved staff are allowed to carry out regulated work with children and/or protected adults. The University also has relevant policies in a number of other areas (eg the admission of students to courses where students may work with children and/or protected adults) as do affiliated bodies such as EUSU. There is also practice (eg the use of risk assessments) that clearly contributes to the protection of children and protected adults.

6. However there is no overarching child protection policy at the University which sets out in clear terms a) how the University fulfils its obligations under the relevant legislation and b) the responsibilities of staff in delivering against these obligations.

7. A group led by Professor Julie Taylor, formerly Director of the Child Protection Research Centre at the University, developed an initial Policy on the Protection of Children and Vulnerable Adults. This has been revised in the light of feedback from staff unions and others to result in the policy that is attached for consideration today.

**Discussion**

8. The draft policy is attached.

**Resource implications**

9. N/a

### **Risk Management**

10. The University corporately and University staff individually are exposed to risk in the absence of an appropriate policy that sets out how the University protects children and protected adults, and what the responsibilities of staff are in this area.

### **Equality & Diversity**

11. The proposal has the potential to enhance Equality and Diversity by ensuring that the University's policies provide a safe and secure environment for children and protected adults (who may be people who have a learning or physical disability; a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or a reduction in physical or mental capacity.)

### **Next steps/implications**

12. Publication and widespread dissemination of the policy, if approved. Two flowcharts setting out the processes (for reporting abuse; for the PVG scheme) will also be produced in order to aid clarity.

### **Consultation**

13. The draft policy has been considered by the Curriculum and Student Progression Committee; and by the Combined Joint Consultative Negotiative Committee.

### **Further information**

14. <u>Author</u>	<u>Presenter</u>
Gavin Douglas	Gavin Douglas
Deputy Secretary, Student Experience	Deputy Secretary, Student Experience
Sept 2015	

### **Freedom of Information**

15. Open

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

## Purpose of Policy

This policy is designed to protect children and protected adults who come into contact with the University community by ensuring that there are clear guidelines and procedures for identifying risk and reporting concerns. This policy also sets out the University's policy in relation to the Protection of Vulnerable Groups Scheme and relevant criminal convictions.

## Overview

The University is committed to ensuring that children and protected adults are safe whilst enjoying opportunities to develop their full academic, social and emotional potential. The University has therefore developed the procedures and guidance within this policy to allow the University to:

- establish standards of behaviour for working with children and/or protected adults;
- assess the risks of working with children and protected adults;
- manage membership of the Protection of Vulnerable Groups Scheme (the "PVG Scheme") introduced by the Protection of Vulnerable Groups (Scotland) Act 2007 (the "2007 Act");
- assess the suitability of applicants for employment at the University where they possess a relevant criminal conviction; and
- report and manage concerns that arise while working with children and protected adults.

## Scope: Mandatory Policy

This policy applies to all members of the University community which includes all staff, students, contractors or visitors to the University working with children and protected adults.

Contact Officer **Stuart Fitzpatrick** Academic Policy Officer [stuart.fitzpatrick@ed.ac.uk](mailto:stuart.fitzpatrick@ed.ac.uk)

## Document control

Dates	Approved: DD.MM.YY	Starts:	Equality impact assessment:	Amendments:	Next Review:
	01.08.15	12.03.15	n/a	2019/2020	

### Approving authority

TBC: Curriculum and Student Progression Committee, the Combined Joint Consultative Negotiative Committee and the People Committee endorsed the policy before approval by the Central Management Group.

### Consultation undertaken

The task group included widespread representation from areas with responsibilities in this area, including EUSA, HR, SRA.

### Section responsible for policy maintenance & review

Human Resources

### Related policies, procedures, guidelines & regulations

The policy provides links to related areas

### UK Quality Code

n/a

### Policies superseded by this policy

n/a

### Alternative format

If you require this document in an alternative format please email [Academic.Services@ed.ac.uk](mailto:Academic.Services@ed.ac.uk) or telephone 0131 650 2138.

### Keywords

Children protected adults PVG disclosure check



# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

## 1. Overview

1.1 The University community will regularly come into contact with children and protected adults. Examples of where contact may occur include the following:

- teaching;
- as University students either whilst studying or on placement;
- work experience placements carried out by children and/or protected adults; or
- events taking place on University property.

1.2 The University is committed to ensuring that children and protected adults are safe whilst enjoying opportunities to develop their full academic, social and emotional potential. The University has therefore developed the procedures and guidance within this policy to allow the University to:

- establish standards of behaviour for working with children or protected adults;
- assess the risks of working with children and protected adults;
- manage membership of the Protection of Vulnerable Groups Scheme (the “PVG Scheme”) introduced by the Protection of Vulnerable Groups (Scotland) Act 2007 (the “2007 Act”);
- assess the suitability of applicants for employment at the University where they possess a relevant criminal conviction; and
- report and manage concerns that arise while working with children and protected adults.

1.3 The University assesses and mitigates risk towards children and protected adults in three key ways:

1.3.1 by assessing and managing risk;

1.3.2 by providing robust procedures for reporting and managing concerns; and

1.3.3 by ensuring that all individuals undertaking regulated work with children or protected adults are members of the PVG Scheme.

## 2 Scope

2.1 This policy applies to all members of the University community. The scope of this policy is to protect children and protected adults. However, the University recognises the need to take particular care to protect children under 16 years of age. This policy therefore includes provisions both to protect all children and particular provisions for the protection of children under 16 years of age.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

- 2.2 Edinburgh University Students' Association (EUSA) may have its own protection of children and protected adults policy. Where possible EUSA and the University will work together to ensure a consistent approach to the protection of children and protected adults.

## 3 Definitions

- 3.1 "Adults' List" means the list of individuals maintained by Disclosure Scotland as being barred from undertaking regulated work with protected adults under Section 1 of the 2007 Act.
- 3.2 "Child" means any person under the age of 18 years.
- 3.3 "Children's List" means the list of individuals maintained by Disclosure Scotland as being barred from undertaking regulated work with children under Section 1 of the 2007 Act.
- 3.4 "Listed individual" means an individual listed on either the Adults' List or the Children's List.
- 3.5 "Lists" means the Adults' List and Children's List.
- 3.6 "Protected Adult" means any person aged 16 years or over who is provided with a type of care, support or welfare services as defined by Section 94 of the 2007 Act. A protected adult may be a person who has a learning or physical disability; a physical or mental illness, chronic or otherwise, including an addiction to alcohol or drugs; or a reduction in physical or mental capacity.
- 3.7 "Regulated work" has the same meaning as provided by Section 91 of the 2007 Act and "regulated work with children" and "regulated work with adults" is work of the type described by Schedules 2 and 3 to the 2007 Act respectively, and as further defined in section 15 of this policy.
- 3.8 "University community" means members of the University community and includes all staff, students, contractors or visitors to the University working with children or protected adults in the course of activities undertaken on behalf of the University.

## STANDARDS OF BEHAVIOUR, REPORTING AND ROLES

### 4 Standards of Behaviour

- 4.1 The University expects the highest standards of behaviour from the University community when working with children and protected adults. In particular, the University expects the University community to adhere to the following standards:
- Treat all children and protected adults with fairness, dignity, equality and respect.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

- Be sensitive to children or protected adults' appearance, race, culture, religion and/or belief, sexual orientation, gender or disability.
- Respect a child or protected adult's right to privacy.
- Always work in an open environment, and where possible avoid situations where you are alone with a child or a protected adult<sup>1</sup>. If it is necessary to hold a confidential interview or a one-to-one meeting, these should be conducted in a room where the exit is clearly visible and, where possible and appropriate, the door to the room is left open.
- Maintain a safe and professional distance in relationships with children and protected adults. You should not share your personal telephone number, personal email or home address, and you should not connect with them over social media except where that is specifically related to the University activity.
- When in a position of trust do not engage in sexual relationships with children and/or protected adults. This is an abuse of a position of trust and a criminal offence.
- Avoid rough, physical or sexually provocative conduct with children or protected adults.
- Do not provide children or protected adults with access to alcohol (where that would be unlawful or inappropriate) or banned substances.
- Be a good role model to children or protected adults. This includes avoiding the use of inappropriate language (including sexually suggestive comments), and challenging any unacceptable behaviour.
- Where appropriate ensure you have written consent before taking photographs or making video or audio recordings<sup>2</sup> of children or protected adults.
- If you are required to administer first aid to a child or protected adult you should ensure, wherever possible, that another employee is present, especially if you are concerned that necessary physical conduct may be misconstrued.

4.2 The University expects members of the University community to comply with these standards of behaviour so far as is reasonably practicable. However, the University accepts that there may be occasions on which compliance with these standards of behaviour will not be possible or appropriate, for example, in an emergency. The University will apply this policy in a reasonable and proportionate manner.

## 5 Reporting

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<sup>1</sup> This does not apply to situations where one-to-one meetings are the agreed University approach, for example a meeting between a Personal Tutor and tutee, or a meeting with a research supervisor.

<sup>2</sup> This does not apply to recording of lectures, tutorials etc which are a routine part of course delivery or which are covered by the University's Accessible and Inclusive Learning Policy:

[www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Accessible\\_and\\_Inclusive\\_Learning\\_Policy.pdf](http://www.docs.sasg.ed.ac.uk/AcademicServices/Policies/Accessible_and_Inclusive_Learning_Policy.pdf)

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

- 5.1 Reports of a breach of this policy should be made to the Designated Officer, who is described in section 6 below. A report to the Designated Officer must be made where:
- a child or protected adult discloses abuse;
  - a person makes an allegation of abuse about a member of the University community;
  - there are suspicions or indicators that a child or protected adult is being abused; for example, where there are observable changes in a child or protected adult's behaviour that may be related to abuse; or
  - the behaviour of any person towards a child or protected adult causes concern or there is suspicion that a child or protected adult is being harmed.
- 5.2 Guidance as to what may constitute abuse is provided at section 7 below.
- 5.3 In all other circumstances members of the University community should use their discretion when deciding to make a report to the Designated Officer for a breach of this policy. The University would not normally expect a report to be made in the event of minor breaches of this policy, unless such a breach forms part of a persistent pattern of behaviour which places a child or protected adult at risk of harm.

## 6 Designated Officer

- 6.1 The overall responsibility for implementing this policy lies with the University Court. The University Court has designated responsibility for implementing, promoting and maintaining oversight of this policy to the University Secretary as the Designated Officer. In addition to the implementation, promotion and maintenance of this policy, the Designated Officer will also be responsible for:
- 6.1.1 ensuring that appropriate information, advice and training on handling children and protected adults is available;
  - 6.1.2 being the contact point for allegations or concerns about the treatment of children or protected adults;
  - 6.1.3 maintaining confidential records of allegations of abuse of children or protected adults and actions taken; and
  - 6.1.4 establishing and maintaining contacts with external organisations (e.g. the police, social services).
- 6.2 The University Secretary may delegate the role of Designated Officer to an appropriate employee within the University. The Designated Officer is supported in this role by the three College Deans of Students, for matters involving students, and by the Director of Human Resources where employees are involved.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

- 6.3 Where a complaint of abuse is reported the Designated Officer will investigate the allegation. The Designated Officer may delegate any investigation to an appropriate employee within the University.
- 6.4 Once an allegation has been investigated the Designated Officer may:
- take no further action;
  - put in place measures to ensure the safety of the child(ren)/protected adult(s);
  - refer the matter to be dealt with under the relevant internal procedure, including but not limited to the Student Conduct and Fitness to Practice Procedures, and/or Employee Disciplinary Procedures;
  - make a referral to a relevant external agency e.g. police/social services;
  - refer an individual to Disclosure Scotland for consideration for inclusion on the Children's List and/or Adults' List; or
  - take any such further action as is necessary in the circumstances.
- 6.5 The Designated Officer will keep records of complaints or allegations and their outcomes. Records shall be held securely in accordance with the Data Protection Act 1998 and in line with the University's Records Retention Schedule.
- 6.6 When the University is asked to provide information about an allegation in respect of a child or protected adult any information must be shared in a manner consistent with the Data Protection Act 1998. The Designated Officer should be consulted before information is provided to an external organisation.

## 7 Types of abuse

- 7.1 Definitions of abuse are included below and have been produced from external guidelines<sup>1</sup>.
- 7.2 Definitions of abuse include, but are not limited to:
- **Abuse** – is a violation of an individual's human and civil rights and may be a single or repeated act. Abuse may be physical, verbal, psychological, financial or sexual. Abuse can be an act of neglect or omission to act, or be the unintended result of a person's actions.

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<sup>1</sup> National Guidance for Child Protection in Scotland 2014. <http://www.scotland.gov.uk/Resource/0045/00450733.pdf>

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

- **Physical Abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm, including by fabricating the symptoms of, or deliberately causing ill-health.
- **Emotional or Psychological Abuse:** is the persistent emotional ill-treatment of a child or protected adult such as to cause severe and persistent adverse effects on the child and/or protected adult's emotional development. This may include threats of harm or abandonment, humiliation, verbal or racial abuse, demeaning and denigrating remarks, isolation or withdrawal from services or supportive networks.
- **Sexual Abuse:** involves the actual or likely sexual exploitation of a child/vulnerable adult and to which a protected adult has not or could not consent and/or was pressured into. The child/protected adult may be dependent and/or developmentally immature.
- **Neglect:** is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of health and development.

7.3 In many instances abuse will constitute a criminal offence.

## RISK ASSESSMENT

### 8 Risk Assessment

- 8.1 The University recognises that a suitable and sufficient risk assessment is one of the most effective ways of mitigating risks to children and protected adults.
- 8.2 The University of Edinburgh Health and Safety Service provide generic risk assessment templates, and guidance on how to carry out a risk assessment. These can be found on the University website: <http://www.ed.ac.uk/schools-departments/health-safety/risk-assessments-checklists/risk-assessments>

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

## 9 Risk management plans - students who are children under 16 or vulnerable adults

9.1 The University's policy is to prepare a risk management plan in respect of students who are admitted whilst under the age of 16 or are protected adults. A risk management plan will not normally be prepared for students that are 16 or 17 years old. A risk management plan should be prepared by the relevant School and should include the following:

- An identification of the roles and responsibilities of members of the University staff in respect of the student whilst on campus.
- Identification of any medical or behavioural issues pertaining to the student.
- An emergency plan including the contact details of first aiders and the student's next of kin and/or parent(s)/guardian(s).
- Any other relevant safeguarding arrangements.

## 10 Risk management plans - activities

10.1 There are a wide range of planned and organised activities taking place across the University, or which are organised by the University off-campus which involve the known participation of children under 16 and protected adults. These include:

- recruitment and widening access events;
- outreach activities undertaken in schools and other venues away from University premises;
- mentoring;
- academic study on undergraduate or continuing education programmes;
- short term work placements;
- participation in research studies;
- sports activities; and
- planned external organised events involving residence in University accommodation.

10.2 The above list is not exhaustive and each School and department needs to review their own range of activities to ensure they prepare a risk management plan where appropriate.

10.3 A risk management plan should include:

- Clarity about if and when the University will take supervisory responsibility for the children or protected adults attending the activity or event.
- Clear arrangements for supervision of the children or protected adults during the activity, which set out the roles and responsibilities of University staff and those of any accompanying adults e.g. teachers visiting with school pupils.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

- Identification of any problems which are likely to occur during the activity, the steps which will be taken to reduce the risk of these occurring, and who is responsible for each action.
- An emergency plan including the contact details of first aiders, the University security service, the local police service and any other relevant services.
- Any other relevant safeguarding arrangements.

10.4 A risk management plan does not require to be completed prior to normal academic activities such as lectures, seminars or mentoring for current students.

## THE PVG SCHEME

### 11 PVG Scheme

11.1 Any person who carries out regulated work with children and/or protected adults under the 2007 Act is required to be a member of the PVG Scheme.

11.2 Appendix 1 sets out the roles and responsibilities of specific positions in relation to the University's operation of the PVG Scheme.

### 12 Regulated Work

12.1 Under the 2007 Act there are two types of regulated work (paid or unpaid):

12.1.1 regulated work with children; and

12.1.2 regulated work with adults.

12.2 There are five steps to assessing whether an individual is undertaking regulated work. This involves the consideration of:

12.2.1 Whether the person is working with children or protected adults.

12.2.2 The duties of the person.

12.2.3 Whether any of those duties are an 'activity' under the 2007 Act.

12.2.4 Whether the activity forms part of the person's normal duties.

12.2.5 Whether any exceptions might apply under the 2007 Act.

12.3 The University is not a specified establishment under the 2007 Act and in most cases the incidental exception under the 2007 Act applies. This is because the University is a



# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

higher education establishment whose target audience is adults. A small number of students are under 18 and some students are protected adults. Contact with students under the age of 18 or protected adults are likely to be incidental to the main duties of the University community.

## 13 Principles

13.1 The University will carry out its obligations under the 2007 Act in accordance with the following principles:

13.1.1 The University will carry out checks only where they are necessary and required under the law.

13.1.2 Processes will be workable, proportionate and consistent.

13.1.3 Information will be processed and handled sensitively and confidentially and in full compliance with the Data Protection Act 1998 and other relevant legislation (“data protection legislation”).

13.1.4 The University will adhere to the Code of Practice as issued by Scottish Ministers under Part V of the Police Act 1997 as can be found at <http://www.gov.scot/Publications/2002/04/14540>

13.2 Having a criminal record will not necessarily prevent employment with the University. This will depend upon the nature of the position in question, together with the circumstances surrounding and background to the offences committed.

## 14 Regulated work and University posts

14.1 University employees will only be required to become PVG Scheme members where their job means that they will be undertaking regulated work with children and/or protected adults as part of their normal duties. Where the University is advertising a vacancy, the job description should state whether PVG Scheme membership is required. Where an offer of employment is made for such posts, as a condition of offer the individual will be required to become a member of the PVG Scheme.

## 15 PVG Scheme Application

15.1 There are PVG Countersignatories for the purposes of applications for PVG memberships or updates (“PVG Countersignatories”) in each College. The PVG Countersignatories are responsible for the process of ensuring that the PVG Scheme is administered correctly.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

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- 15.2 An individual who has applied for a post requiring PVG Scheme membership will be sent a Disclosure Scotland PVG Scheme application and guidance notes either with the offer of interview or the offer of employment.
- 15.3 Individuals must not join the PVG Scheme with respect to regulated work with children AND with protected adults unless they will be undertaking both types of regulated work during the course of their employment.
- 15.4 Where individuals are offered and accept a position with the University and already possess PVG Scheme membership, the University will apply for a Scheme Update. Where the Scheme Update indicates that new information in relation to the individual has been added since the previous Scheme Record was undertaken, the University reserves the right to require that the individual provides a further PVG Scheme Record to be able to fully assess suitability for work.
- 15.5 In addition to joining the PVG Scheme, an individual of any nationality who has been resident in a country outside the UK for a period of 3 months or more, either during the past 5 years, or since reaching the age of 16, will be required to provide a criminal records check certificate or equivalent from each country where they have been resident.
- 15.6 Individuals who have accepted an offer of employment must submit the PVG Scheme application and any necessary overseas criminal records check certificates to the relevant employing College as soon as possible after firmly accepting their offer of employment, or where not possible prior to the commencement of their employment with the University, as soon as possible after the commencement of employment.
- 15.7 The PVG Scheme application must be accompanied by at least three forms of identification which confirm the individual's name, date of birth, and current home address (e.g. passport, national identity card, driving licence, utility bill, rental agreement/mortgage, bank statement), one of which should be photographic. A list of acceptable forms of identification is provided on the PVG Scheme application form.
- 15.8 A certified translation will be required for all documents other than passports, identity cards and photographic driving licences which are used for identification purposes, if these are not written in English.
- 15.9 On receipt of the PVG Scheme application, the PVG Countersignatory will verify the details on the application and check the personal identification documents, before signing the application and forwarding it to Disclosure Scotland. The PVG Countersignatory should retain copies of the identification documents in order to compare the details with those on the PVG Scheme Record when it is received by the PVG Countersignatory.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

- 15.10 Once the application has been processed by Disclosure Scotland, both the individual and the University receive a copy of the PVG Scheme Record. The University's copy will be sent directly to the PVG Countersignatory who countersigned the application.
- 15.11 The PVG Scheme Record will detail the type(s) of regulated work in respect of which the individual is a PVG Scheme member (thereby confirming that they are not barred from regulated work of that type), whether or not the individual is under consideration for listing, and any vetting information.
- 15.12 If the PVG Scheme Record confirms Scheme membership, confirms that the individual is not under consideration for listing, and contains no vetting information, no further checks need to be carried out and the applicant can be considered suitable for entry and regulated work.
- 15.13 The University will pay for PVG Scheme membership and any updates required.

## 16 Sharing Disclosure Records

- 16.1 Employees of the University will only share an individual's PVG Scheme Record with other employees of the University for the purposes of enabling the University to determine suitability for regulated work.
- 16.2 The University will not share an individual's PVG Scheme Record outwith the University except where required to by law. In all other circumstances, the University will only share an individual's PVG Scheme Record outwith the University with the consent of the individual.

## 17 Effect of listing or consideration for listing

- 17.1 Where the University is advised by Disclosure Scotland that an individual who has been offered a position or is being considered for a position by the University requiring PVG Scheme membership, but has not yet commenced employment, is a listed individual, the University will withdraw their offer of employment. In such instances the University reserves the right, but shall not be obliged, to offer the individual alternative employment which does not involve regulated work.
- 17.2 Where the University is advised by Disclosure Scotland that an individual who has been offered a position or is being considered for a position by the University requiring PVG Scheme membership is being considered for listing on the Children's List or Adults' List, the University may withdraw their offer of employment or make their offer conditional upon the individual not becoming a listed individual. In such instances the University reserves the right, but shall not be obliged, to offer the individual alternative employment which does not involve regulated work.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

## 18 Pre-Employment Assessment Panel

- 18.1 If a PVG Scheme Record or update, or disclosure check in relation to an individual who has received an offer of employment with the University confirms a relevant criminal conviction, and, where the post requires PVG Scheme membership, the individual is not a listed individual, the PVG Countersignatory should make an initial assessment of whether the information provided has any potential relevance to the post. If there is clearly no potential relevance the individual will be sent a letter confirming appointment.
- 18.2 The PVG Countersignatory may seek additional details from the individual regarding the information contained in the PVG Scheme Record or Update or disclosure check, and shall be obliged to do so where the PVG Countersignatory is considering referral to an Assessment Panel. Generally this detail will include a written account from the individual and, in some cases, they may be asked to produce additional information, for example from probation officers or social workers involved in the case. The individual may ask for up to two character references to be considered, and must provide contact details for the referees.
- 18.3 If the check confirms an individual has a relevant criminal conviction which has potential relevance to the post, the case will be referred by the PVG Countersignatory to an Assessment Panel. The PVG Countersignatory will also refer any information received from the individual.
- 18.4 The Assessment Panel will comprise of the Chair of the applicant's interview panel, a member of the local HR team and **the [x]**.
- 18.5 The Assessment Panel will meet with the individual concerned. The aim is to achieve a structured, open and honest discussion between all parties.
- 18.6 The following factors shall be taken into account by the Assessment Panel in reaching its decision:
- 18.6.1 The seriousness of the offence and its relevance to the safety of other employees, students, research subjects and members of the public.
- 18.6.2 The length of time since the offence occurred.
- 18.6.3 Any relevant information offered by the applicant about the circumstances of the offence.
- 18.6.4 Whether the applicant has history or pattern of behaviour or offending.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

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18.6.5 The country or state in which the offence was committed.

18.6.6 Whether the offence has been decriminalised since the applicant committed the offence.

18.6.7 The degree of remorse, or otherwise, expressed by the applicant for the offence.

18.7 The Assessment Panel will then take a decision as to whether the applicant should be appointed and the applicant formally informed of the decision. In reaching its decision, the Assessment Panel must consider each of the above criteria.

18.8 The decisions available to the Assessment Panel are:

18.8.1 To uphold the individual's offer of employment without imposing any conditions.

18.8.2 To uphold the individual's offer of employment subject to specific conditions to be determined by the Assessment Panel, which may include alterations to the individual's employment roles or duties.

18.8.3 To withdraw the individual's offer of employment.

18.9 If the decision is to withdraw the individual's offer of employment, a letter should be sent to the applicant confirming the reasons and withdrawing any offer made.

18.10 Where applicable, and in line with data protection legislation, the Assessment Panel may seek further advice from relevant professional bodies.

18.11 All information received by Assessment Panel members will be treated confidentially and in accordance with Appendix 2, and the Data Protection Act 1998.

## 19 **On-going vetting**

19.1 After an individual has commenced employment with the University and joined the PVG Scheme, Disclosure Scotland will continuously update their vetting information. Any new vetting information will be assessed by Disclosure Scotland. If such information suggests that the employee may have become unsuitable for carrying out regulated work with children and/or protected adults, they will be placed under consideration for listing and the employee and the University, as an organisation with an interest in the employee, will be informed.

19.2 The outcome of Disclosure Scotland's considerations may result in the employee being barred from carrying out regulated work. In this instance, the employee will be unable to

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

undertake further placements involving regulated work and may, therefore, be unable to undertake their duties of employment.

- 19.3 Where the employee has become a listed individual, the University shall remove the employee from any regulated work and reserves the right to take further disciplinary action. Such a decision will be taken by the employee's line manager with support from the relevant College/Support Group HR Team.
- 19.4 Where the employee is under consideration for listing or where vetting information on the employee's PVG Scheme Record indicates that the employee may have become unsuitable for carrying out regulated work with children and/or protected adults, the University may remove the employee from any regulated work, and reserves the right to take further disciplinary action. Such a decision will be taken by the employee's line manager with support from the relevant College/Support Group HR Team.

Where the University becomes aware that an employee has received a relevant criminal conviction in accordance with section 22.5 of this policy, the employee's line manager, with support from the relevant College/Support Group HR Team, will assess whether the employee should be subject to the University's employee disciplinary procedures.

- 19.5 Where the employee has undertaken the activities referred to in section 20.1 and this information has come to the attention of the University, the employee's line manager will assess, with support from the relevant College/Support Group HR Team, whether the employee should be subject to the University's employee disciplinary procedures and what action should be taken in respect of the employee's current duties of employment.

## 20 Referrals by the University

- 20.1 The University will refer individuals to Disclosure Scotland for consideration for inclusion on the Children's List and/or Adults' List where the University becomes aware that a member of the University community has:

20.1.1 harmed a child or protected adult;

20.1.2 placed a child or protected adult at risk of harm;

20.1.3 engaged in inappropriate conduct involving pornography;

20.1.4 engaged in inappropriate conduct of a sexual nature involving a child or protected adult; or

20.1.5 given inappropriate medical treatment to a child or protected adult.

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

20.2 The Designated Officer will be responsible for making the referral.

## 21 Other types of check

21.1 For non-regulated work the University may require the applicant to obtain a disclosure check from Disclosure Scotland. The University will provide the applicant with information as to the type of disclosure required for the role in question.

21.2 The University will pay all fees in connection with the provision of a disclosure check.

## 22 Disclosure Information

22.1 The University recognises that in some instances, an individual applying for a post at the University will not be a listed individual, but may otherwise hold a criminal record which the University requires to investigate before it can be satisfied that the individual is suitable to work with children and protected adults.

22.2 Spent convictions as defined by the Rehabilitation of Offenders Act 1974 should not be taken into account (except where the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 applies) and current convictions only if they are relevant to the work to be undertaken in line with the University's Recruitment of Ex-offenders Policy.

22.3 Employment or programmes which involve regulated work under the 2007 Act are exempt from the Rehabilitation of Offenders Act 1974, and any criminal convictions, including sentences and cautions (including verbal cautions), reprimands and bind-over orders, are considered relevant.

22.4 Sanctions which are regarded as 'relevant criminal convictions' for the purposes of this policy include offences in respect of which sentences are imposed by a court of law, cautions, admonitions, reprimands, final warnings, bind over orders or similar received in the UK, or equivalent convictions received in any other country; in relation to one or more of the following non-exhaustive list of relevant offences:

22.4.1 Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.

22.4.2 Offences listed in the Sexual Offences Act 2003 or the Sexual Offences (Scotland) Act 2009.

22.4.3 The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

# Protection of Children and Protected Adults Policy

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THE UNIVERSITY  
of EDINBURGH

22.4.4 Offences involving firearms.

22.4.5 Offences involving arson.

22.4.6 Offences listed in the Terrorism Act 2006.

22.4.7 Offences listed in Schedule 1 to the Protection of Vulnerable Groups (Scotland) Act 2007.

22.4.8 Where not otherwise listed above, convictions listed within Schedules A1 and B1 to the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013.

22.5 Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs), Fixed Penalty Notices (FPNs) or violent offender orders (VOOs) are not classed as relevant convictions, unless an applicant has a contested PND or has breached the terms of an ASBO, FPN or VOO and this has resulted in a criminal conviction.

22.6 Any conviction involving an offence similar to those set out above, made by a court outside the UK, which would not be considered as spent under the Rehabilitation of Offenders Act 1974, is considered to be a relevant criminal conviction.



# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

## Appendix 1 PVG Roles and Responsibilities

### 1. Recruiting Managers (for paid or unpaid work) alongside the relevant Head of School or School Administrators are responsible for:

- ensuring the necessary disclosure checks and PVG Scheme membership applications or updates are undertaken for all new relevant appointees where necessary;
- ensuring disclosure checks or PVG Scheme membership applications or updates are carried on existing staff who are transferring into a post requiring a disclosure check or PVG Scheme membership where necessary;
- identifying posts and job content that may constitute regulated work in terms of the 2007 Act;
- ensuring job descriptions fully reflect the duties of the role as it relates to regulated work;
- ensuring no regulated work is undertaken by an individual before PVG Scheme membership in respect of that individual is obtained or an existing PVG Scheme membership is updated;
- commencing checks at the application and interview stage and obtaining the necessary information to allow the full application to be processed; and
- keeping themselves up to date with policy and guidance under the 2007 Act, including seeking guidance and support from College/Support Group HR where appropriate.

### 2. College/Support Group HR Teams are responsible for:

- ensuring that the processes and procedures in relation to the protection of children and protected adults within their areas are robust and met the requirements of the 2007 Act and relevant statutory guidance;
- ensuring that the employment contract is not released before employees start employment in relevant posts or, where employment has begun that they are followed up and obtained promptly;
- ensuring that appropriate records in relation to individual PVG Scheme memberships and updates are maintained;
- giving guidance and support to their client group;
- keeping up to date with legal and statutory matters in relation to the 2007 Act and its associated guidance and secondary legislation, Disclosure Scotland and in particular the Code of Practice

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

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## Appendix 2 – Processing and Handling of Disclosure Information

### 1. General Principles

- 1.1. The University recognises that criminal record checks and PVG Scheme Records contain sensitive personal information and must be handled responsibly and in a sensitive manner.
- 1.2. The University complies fully with the Code of Practice issued by the Scottish Ministers under Part V of the Police Act 1997 (the “Code of Practice”) regarding the correct handling, holding and destruction of information provided by Disclosure Scotland. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of sensitive personal data.

### 2. Usage

- 2.1. Information received in connection with a PVG Scheme Record/Update or disclosure checks will only be used for the purpose for which it has been provided. The information provided by an individual for a position within the University of Edinburgh will not be used or disclosed in a manner incompatible with the purpose for which it has been provided.

### 3. Handling

- 3.1. The University recognises that it is a criminal offence to disclose information received in connection with a PVG Scheme Record/Update or disclosure check to any unauthorised person. It is, therefore, only passed to those who are authorised to see it in the course of their duties.
- 3.2. It is not an offence if the written consent of the subject of the PVG Scheme Record/ Update or disclosure check has been obtained to allow the information to be shared with third parties. The 2007 Act prevents third parties who are not directly employing, or considering employing somebody to do regulated work, from asking a PVG Scheme member for sight of their disclosure record.
- 3.3. The University will not disclose information provided under section 113 (b) 5) of the Police Act 1997, namely information which is not included in the disclosure, to the applicant.

### 4. Processing Disclosure Information

- 4.1. The counter signatory or nominated person must be the person who checks all the proof of identification. The counter signatory completes the counter signatory page after the applicant has completed the relevant sections. They must comply with the conditions of the Code of Practice.

### 5. Access and Storage

# Protection of Children and Protected Adults Policy



THE UNIVERSITY  
of EDINBURGH

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5.1. PVG Scheme or disclosure information must be stored in secure conditions. Documents should be kept in lockable, non-portable storage units (e.g. filing cabinets). Access must be strictly controlled and restricted to named individuals, who are entitled to handle such information in the course of their duties. PVG Scheme or disclosure information should not be kept on an employee's personnel file and no photocopies should be taken of the disclosure form.

## 6. Retention

6.1. PVG Scheme or disclosure information must not be retained for longer than is relevant for its needs. This is in line with the Data Protection Act 1998 which requires that personal information only be kept for as long as it is required for the purposes for which it was obtained. For PVG Scheme Records this may be the date that an individual ceases to carry out regulated work for the University.

6.2. Although the PVG Scheme Record or disclosure form itself is destroyed, a record must be kept of the date of issue of the disclosure, the name of the subject, the disclosure type, the position for which the disclosure was requested, the unique reference number of the disclosure and details of the recruitment decision taken. It is also recommended that a written record is kept of all those to whom disclosure information is passed for audit purposes.

## 7. Disposal

7.1. The destruction of all types of disclosure information should be by suitable means, for example, shredding, pulping or burning. It should not be kept in any insecure receptacle, such as a waste bin or confidential waste sack, whilst awaiting destruction. No photocopy or other image of the disclosure information may be retained.



CENTRAL MANAGEMENT GROUP

6 October 2015

Internal Audit Status Report

**Description of paper**

1. The Internal Audit Status Report provides an update of progress against the Internal Audit Annual Plan, audits completed and the status of overdue closure of audit issues. This paper was presented to the Audit and Risk Committee at their meeting on 10 September 2015.

**Action requested**

2. The CMG is asked to note progress against the Internal Audit Plan.

**Recommendation**

3. The CMG is asked to note progress.

*Paragraphs 4 – 16 have been removed as exempt from release due to FOI.*

**Risk Management**

17. Internal Audit plays a central role in assessing whether there is an effective control environment in respect of risks identified through the risk management process within the University.

**Equality & Diversity**

18. The internal audits referred to in this report did not raise any major equality and diversity impacts.

**Next steps/implications**

19. The next Internal Audit Status Report will be presented to the Audit & Risk Committee in November 2015.

**Consultation**

20. The Internal Audit Status Report was presented to the Audit & Risk Committee at their meeting on 10 September 2015.

**Further information**

21. Author and Presenter

David Kyles

Chief Internal Auditor

24 September 2015

**Freedom of Information**

22. This paper is closed.



CENTRAL MANAGEMENT GROUP

6 October 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 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.

**Background and context**

4. The paper provides a monthly update on finance related issues for CMG.

*Paragraphs 5 – 16 have been removed as exempt from release due to FOI.*

**Resource implications**

19. There are no specific requests for resource.

**Risk Management**

20. The risks associated with Pensions is already on the University register. An updated risk register entry related to finance has been submitted to the Risk Management Group.

**Equality & Diversity**

21. 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**

22. Requested feedback is outlined.

**Further information**

23. Authors

Lee Hamill  
Deputy Director of Finance  
24 September 2015

Presenter

Phil McNaull  
Finance Director

**Freedom of Information**

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



CENTRAL MANAGEMENT GROUP

6 October 2015

**Health and Safety Quarterly Report: Quarter 3: March – May 2015**

**Description of paper**

1. This paper provides a summary of health and safety incidents that took place during the period 1 March to 31 May 2015, as well as relevant health and safety issues and developments, to provide information and assurance to the Central Management Group (CMG) on the management of health and safety matters.

**Action requested**

2. CMG is asked to note the contents of the report.

**Recommendation**

3. That CMG notes the statistics included in the Appendices as illustrative of the University's accident and incident experience, and notes the significant issues and developments outlined on pages 2 and 3 of the report.

*Paragraphs 4 – 20 have been removed as exempt from release due to FOI.*

**Risk management**

21. The University has a low risk appetite for both compliance risks and for people risks. Monitoring of health and safety accidents, diseases and incidents ensures that risks to health are being managed and provides an early warning of more serious issues

**Equality & Diversity**

22. This reports raise no major equality and diversity implications.

**Next steps/implications**

23. Quarterly Health and Safety Reports have now reverted to the more familiar reporting periods, as follows: Q1: Sep-Nov; Q2: Dec-Feb; Q3: Mar-May; Q4: Jun-Aug

**Consultation**

24. This paper will also be presented to the next meeting of the Audit and Risk Committee

**Further information**

25. Author

Alastair Reid  
Director of Health and Safety  
21 September 2015

Presenter

Hugh Edmiston  
Director of Corporate Services

**Freedom of Information**

26. This paper is closed as its disclosure would substantially prejudice the commercial interests of any person or organisation.



6 October 2015

## Health and Safety Quarterly Report: Quarter 4: June 2015 – August 2015

### Description of paper

1. This paper provides a summary of health and safety incidents that took place during the period 1 June to 31 August 2015, as well as relevant health and safety issues and developments, to provide information and assurance to the Central Management Group (CMG) on the management of health and safety matters.

### Action requested

2. CMG is asked to note the contents of the report.

### Recommendation

3. That CMG notes the statistics included in the Appendices as illustrative of the University's accident and incident experience, and notes the significant issues and developments outlined on pages 2 and 3 of the report.

*Paragraphs 4 – 26 have been removed as exempt from release due to FOI.*

### Risk management

27. The University has a low risk appetite for both compliance risks and for people risks. Monitoring of health and safety accidents, diseases and incidents ensures that risks to health are being managed and provides an early warning of more serious issues.

### Equality & Diversity

28. This report raises no major equality and diversity implications.

### Consultation

29. This paper will also be presented to the next meeting of the Audit and Risk Committee

### Further information

30. Author

Alastair Reid  
Director of Health and Safety  
Health and Safety  
21 September 2015

Presenter

Hugh Edmiston  
Director of Corporate Services

### Freedom of Information

31. This paper is closed as its disclosure would substantially prejudice the commercial interests of any person or organisation.



**CENTRAL MANAGEMENT GROUP**

**6 October 2015**

**Proposal to rename The Morrison Chair of International Business  
as The Chair of Global Creative Enterprise**

**Description of paper**

1. The paper outlines the case for the renaming of a Chair in the Strategy and International Management department of the Business School.

**Action requested**

2. Central Management Group is asked to approve to approve the request to rename the Chair.

3. Central Management Group is invited to recommend to Court and Senate the adoption of the appropriate Resolutions.

**Recommendation**

4. The Business School would like to recommend approval of the renaming of the Chair so that the appointment process of the successful candidate can continue with a view to commencement of the role in January 2016.

**Background and context**

5. The Business School has recently been successful in recruiting to the Strategy & International Business Group a Professor who will be a high profile addition to the team. Whilst the post was advertised as the Chair of International Business, it would be preferable to both the Business School and the incoming Professor, in order to highlight the leading role that the Chair will take within the area of creative enterprise, to rename this post the Chair of Global Creative Enterprise.

6. Therefore we submit this request for approval of a change of title of a substantive chair for consideration by CMG.

**Discussion**

7. The Morrison Chair of International Business is an established Chair, created under resolution 9/1971.

8. Over 25 years have passed following the endowment and there has not been any ongoing contact or further donations from the Morrison family. As such the endowment is:

*'Wholly or partially inoperative or dormant (including the situation where, in any academic year, the revenue or any part of it, including any unused revenue accumulated in previous years, either cannot be used for the original purpose or exceeds the amount reasonably required for that purpose).'*

9. Therefore we submit this request for approval of a change of title of a substantive chair for consideration by CMG.



10. Following the successful recruitment to the position of Professor Candace Jones to the role, the Business School believes that the proposed title would depict better the international reputation of Professor Jones, and strengthen the reputation and outreach of the Strategy & International Management department within the Business School.

11. The appointment of Prof Jones with her global experience and knowledge will further considerably the University's ambitions to expand the area of study in global creative enterprise, resulting in an enhanced student experience and strengthening the research base at Edinburgh within the area of global enterprise.

12. Under the leadership of this Chair, the Strategy & International Management department will be able to consolidate both its teaching and research output.

13. Professor Jones will be commencing the position in January 2016 following relocation from Boston College.

#### **Resource implications**

14. The Chair will be funded by core funds, as budgeted and agreed in the School Plan. The salary has been approved by the Remuneration Committee.

#### **Risk Management**

15. There are no significant risks involved from approving the request.

#### **Equality & Diversity**

16. Due consideration has been given to equality and diversity. There are no direct implications on equality and diversity.

#### **Next steps/implications**

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

#### **Consultation**

18. The paper has been reviewed and approved by the Dean of the Business School.

#### **Further information**

19. Author

Ellie Dora  
Secretary, Committee for the  
Selection of Chairs, CHSS  
16 Sept 2015

Presenter

Vice-Principal Dorothy Miell  
Head of the College of Humanities and Social  
Science

#### **Freedom of Information**

20. The paper can be included in open business.



**CENTRAL MANAGEMENT GROUP**

**6 October 2015**

**Principal's Strategy Group**

**Committee Name**

1. Principal's Strategy Group (PSG)

**Date of Meetings**

2. 24 August 2015

**Action Required**

3. Provided for information

**Key points**

4. Among the items discussed were:

a) Student Experience and NSS

PSG discussed the student experience and our response to the recent NSS results which show an improved overall result for the University. The Group agreed that there was still much to be done and endorsed Senior Vice-Principal Professor Jeffery's proposed approach.

b) Strategy for 2016/17 – 2018/19 UG Intake Targets

PSG agreed to continue with our current strategy on intake targets.

c) Review of Research Support

PSG offered comment and confirmed their support for Vice-Principal Professor Seckl's plans.

d) Industry Engagement Strategy

PSG discussed the latest proposals on the University's Industry Engagement Strategy and agreed that further consideration was necessary, particularly around the exact model that the new entity would take.

e) City Deal

Recent developments with the City Deal, which have largely coincided with the arrival of the new City of Edinburgh Council Chief Executive, Mr Andrew Kerr, were discussed by PSG.

**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  
23 September 2015

**Freedom of Information**

8. Open Paper



**CENTRAL MANAGEMENT GROUP**

**6 October 2015**

**Fee proposals**

**Description of paper**

1. Fee proposals from the College of Science & Engineering.

**Action requested**

2. CMG is asked to consider the below fee proposals.

**Recommendation**

3. Governance and Strategic Planning (GaSP) recommended that CMG approve the fee proposal for academic year 2015/16.

*Paragraphs 4 – 6 have been removed as exempt from release due to FOI.*

**Risk Management**

7. Due consideration has been taken reviewing the financial risk in these proposals.

**Equality & Diversity**

8. Equality and Diversity was considered as part of the wider review of fees.

**Next steps/implications**

9. Once approval has been granted the programme of 2016/17 fees will be advertised on the University's website and published via online prospectus.

**Consultation**

10. The above fees have been proposed by the Schools, reviewed by College and GaSP.

**Further information**

11. Author  
Peter Phillips  
Governance and Strategic Planning  
2 October 2015

**Freedom of Information**

12. This paper will remain closed until the fee rates have been published as prior disclosure could prejudice the commercial interests of the organisation.