

## THE UNIVERSITY OF EDINBURGH

### BUSINESS FOR MEETING OF THE UNIVERSITY COURT to be held in the Lecture Theatre, Royal Observatory, Blackford Hill, Edinburgh on Monday 5 November 2012 at 2.00 p.m.

A buffet lunch will be available in the Rooftop Gallery, Royal Observatory Edinburgh, Blackford Hill from 1.00 p.m.

This meeting of Court will be preceded by a presentation by Professor John Peacock, Head of the Institute of Astronomy on 'The Royal Observatory and Astronomy in the University of Edinburgh'.

#### A FORMAL BUSINESS

- |    |   |    |
|----|---|----|
| 1. | Minute of the meeting held on 11 September 2012 | A1 |
| 2. | Note of the Seminar held on 11 September 2012   | A2 |

#### B PRINCIPAL'S BUSINESS

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| 1. | Principal's Communications | B1 |
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#### C SUBSTANTIVE ITEMS

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|-----|--|------|
| 1.  | Report of the Finance and General Purposes Committee   |      |
|     | .1 Comments on the Report of the Central Management Group  | C1.1 |
|     | .2 Report on Other Items   | C1.2 |
| 2.  | EUSA President's Communications  | C2   |
| 3.  | Strategic relationship with Heriot-Watt University   | C3   |
| 4.  | Draft Corporate Governance Statement   | C4   |
| 5.  | Widening Participation - update  | C5   |
| 6.  | Progress in addressing feedback scores in NSS  | C6   |
| 7.  | Report from Estates Committee  | C7   |
| 8.  | Report from Audit Committee  | C8   |
| 9.  | Report from Nominations Committee  | C9   |
| 10. | Annual Enhancement Report for Court  | C10  |
| 11. | Support for Court Members and the Operation of Court: Outcomes of discussions with Court Members over the Summer | C11  |

#### D ITEMS FOR FORMAL APPROVAL OR NOTE

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|----|--|----|
| 1. | Academic Report  | D1 |
| 2. | Draft Resolution   | D2 |
| 3. | Resolutions  | D3 |
| 4. | Report from Investment Committee   | D4 |
| 5. | Deposit Account Authorisations for the Endowment Fund and the General Reserve Fund | D5 |
| 6. | Donations and Legacies   | D6 |
| 7. | Use of the Seal  |    |

**MINUTE OF A MEETING** of the University Court of the University of Edinburgh held in the Studio, Centre for Sport and Exercise, on Tuesday 11 September 2012.

- Present:**
- Rector (in chair)
  - The Principal
  - Mr A Johnston
  - Professor A M Smyth
  - Mrs M Tait
  - Professor J Ansell
  - Professor D Finnegan
  - Professor A Harmar
  - Professor S Monro, Vice-Convener
  - Mr D Bentley
  - Dr R Black
  - Dr C Masters
  - Mr L Matheson
  - Mr D Brook
  - Mr J McAsh, President Students' Representative Council
  - Mr A Burnie, Vice-President Students' Representative Council
- In attendance:**
- Ms S Beattie-Smith, Rector's Assessor
  - Senior Vice-Principal Professor M Bownes
  - Vice-Principal Professor J Haywood
  - Vice-Principal Professor D Miell
  - Vice-Principal Professor L Yellowlees
  - Vice-Principal Dr S Rigby
  - Assistant Principal Dr T Harrison
  - Dr K Waldron, University Secretary
  - Mr N Paul, Director of Corporate Services
  - Dr I Conn, Director Communications and Marketing
  - Dr A Cornish, Deputy University Secretary and Director of Planning
  - Mr A Currie, Director of Estates and Buildings
  - Ms S Gupta, Director of Human Resources
  - Mr P McNaull, Director of Finance
  - Ms F Boyd, Head of Stakeholder Relations and Senior Executive Officer
  - Dr K J Novosel, Head of Court Services
- Apologies:**
- Sheriff Principal E Bowen
  - Dr M Aliotta
  - The Rt Hon D Wilson, Lord Provost of the City of Edinburgh
  - Mr P Budd
  - Mrs E Noad
  - Ms A Richards

## **A FORMAL BUSINESS**

### **1 MINUTE OF THE MEETING HELD ON 2 JULY 2012**

**Paper A1**

The Minute of the meeting held on 2 July was approved as a correct record.

Court welcomed Mr David Bentley, Dr Robert Black who had been in attendance at the last meeting of Court and Mr Les Matheson to their first meeting as members of Court. It was further noted the Senior Vice-Principal Professor Mary Bownes was attending this meeting of Court in her new capacity and that this was the first meeting of Court that Mr Phil McNaull had attended.

**2 MINUTE OF THE MEETING OF THE COURT SUB-GROUP HELD ON 20 JULY 2012 Paper A2**

The Minute of the meeting of the Court Sub-Group held on 20 July 2012 was noted and approved as a correct record.

**B PRINCIPAL'S BUSINESS**

**1 PRINCIPAL'S COMMUNICATIONS Paper B1**

Court noted the items within the Principal's report and the additional information on: continuing issues with UKBA and the actions being proposed to ensure compliance; student accommodation provision; the success of the new bursary scheme for RUK-domiciled students and admission figures; the excellent Freshers' week programme of events; the £250m record level of research grant awards secured in 2011/2012; the outstanding Olympic results achieved by sportsmen and sportswomen linked to the University; the opportunities being generated for young scientists by the Higgs Centre for Theoretical Physics; the University's successful involvement in the various Edinburgh Festivals; and continuing strong links with China noting in particular the partnership with Peking University and the concerts events. The Principal further intimated that Dr Kim Waldron, University Secretary had tendered her resignation and that a recruitment process would commence shortly.

In respect of recent UKBA issues in England, assurances were provided on the warm welcome that international students received at this University and that consideration would be given to issues around fee levels over the course of study. The EUSA President intimated the intention to deliver a petition from the student body regarding support for international students.

Court welcomed the proposal to introduce a report from the EUSA President at future Court meetings similar in manner to the Principal's communications noting that this was current practice at other institutions. There was also further discussion on issues around accommodation provision for first year undergraduate students and the actions being taken by accommodation services to address the current difficulties being experienced by a small number of students.

**2 DESIGNATION OF VICE-PRINCIPAL AND ASSISTANT PRINCIPAL Paper B2**

On the recommendations of the Principal, Court approved the following:

Mr Nigel Paul to be designated Vice-Principal with immediate effect.

Professor Susan Deacon to be appointed Assistant Principal, Corporate Engagement and Professorial Fellow with effect from 1 September 2012 both for an initial period of three years.

Vice-Principal Dr Sue Rigby's role as Vice-Principal Learning and Teaching to be extended from 0.5 FTE to 0.8 FTE.

Mr Alan MacKay to be appointed Deputy Vice-Principal, International with immediate effect.

**C SUBSTANTIVE ITEMS**

**1 REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Professor Monro presented the papers previously circulated.

Report of the Central Management Group meetings of 20 June, 6 July and 22 August 2012 **Paper C1.1**

Court noted the actions being proposed in respect of IT Security issues and UKBA compliance. It was confirmed that monitoring arrangements would be put in place in respect of the internal approach being taken forward for UKBA compliance. Court further noted and welcomed the activities of the Space Management Group to improve space utilisation and the positive impact of the shared academic timetabling project.

Report on Other Items

**Paper C1.2**

The University's strong position as demonstrated by the 12 month report on research and commercialisation activities was welcomed by Court and all those involved in achieving these results were congratulated; the record number and value of awards secured was commended. Court noted the report from the Investment Committee, welcomed the changes to the investment portfolio and asked that further consideration be given to the current short-term investment banking arrangements. The rapid progress with the Deaconess House development was also welcomed.

**2 OUTCOME AGREEMENT WITH SFC FOR 2012-2013**

**Paper C2**

Court noted that this document had been developed through negotiation with the Scottish Funding Council and where possible had been aligned with the University's new Strategy Plan; the SFC was content with the document. Consideration was currently being given to reporting arrangements to Court of the targets within this document and the Strategic Plan to dovetail the process. It was further noted that the SFC was currently reviewing its procedures to improve the development of future outcome agreements and it was anticipated that the process to prepare the 2013/2014 agreement would commence shortly. It was confirmed that there would be consultation with EUSA in taking this forward as had been the case in finalising the 2012-2013 Outcome Agreement. Court approved the Outcome Agreement 2012-2013 noting that the University required to have this document in place in order to secure funding from the SFC for 2012/2013.

**3 RUK FEES SETTING 2013/2014**

**Paper C3**

It was noted that in September 2011 Court had set a single fee level for RUK-domiciled applicants for 2012/2013 with an associated very generous bursary scheme based on the information available as a consequence of Scottish Government changes to funding arrangements. The University had closely monitored the level of applications and the paper confirmed that for 2012/2013 entry, RUK – domiciled applications were slightly higher than the previous year with the quality of applicants remaining very high; the uptake level of the RUK-domiciled student bursary to date was very encouraging with over two fifths of RUK bursary recipients receiving the highest level of award.

The Court considered various issues including possible improvements to the current bursary scheme and the desire to advance equality of opportunity and eliminate discrimination taking full cognisance of the outcome of the equality impact assessment and the University's obligations to consider such matters in reaching decisions of this nature. Court reaffirmed its position that the University should set RUK fees of £9,000 for 2013-2014 and that new entrants and continuing students from 2012 – 2013 should be offered RUK bursaries as per the RUK bursary scheme set up in 2012-2013; the President and Vice-President of EUSA wished recorded their dissent to the setting of RUK fees at £9,000.

**4 EDINBURGH COLLEGE OF ART, ANDREW GRANT SCHOLARSHIP FUND – UPDATE Paper C4**

Court noted that the Office of the Scottish Charity Regulator (OSCR) had approved the amendment of the constitution and of the name of the Edinburgh College of Art, Andrew Grant Scholarship Fund. Court fully confirmed its approval of: the change in the constitution and that going forward the constitution of the charity would be as set out, and in accordance with, article 8 of the Edinburgh College of Art (Transfer) (Scotland) Order 2011; that the name of the charity should be altered to the Andrew Grant Bequest; and that the amendment of the constitution and the name change should be with effect from 31 July 2012.

**5 UNIVERSITY’S ANNUAL INTERNAL REVIEW STATEMENT TO THE SCOTTISH FUNDING COUNCIL Paper C5**

The Annual Institutional Statement of Internal Subject Review Activity 2011/2012 to the Scottish Funding Council (SFC) was welcomed and fully endorsed by Court. Court noted and was assured by the satisfactory outcome of the reviews carried out in academic and student services areas and that the matters identified for improvement were all being addressed. The positive outcome of professional, statutory and regulatory bodies review visits to specific areas provided further assurances to Court.

Court further noted that the SFC had issued revised guidance for internal reviews carried out from August 2012 which included a new assurance statement to be endorsed by institution’s governing bodies.

**6 FUTURE DIRECTIONS IN ADDRESSING FEEDBACK SCORES IN NSS Paper C6**

Court noted the analysis of the results of the National Student Survey over a five year period up to and including 2012 focussing on overall satisfaction and feedback and assessment which confirmed the results in both areas were static or nearly static although significant effort had been undertaken to enhance and improve feedback and assessment. Court was very supportive of the proposed actions for 2012/2013 including internal surveys to better understand students’ requirements and a robust appropriate communications strategy.

**7 INSTITUTE OF GENETICS AND MOLECULAR MEDICINE (IGMM), WESTERN GENERAL HOSPITAL Paper C7**

Court noted that following the merger between the MRC Human Genetics Unit and the University with effect from 1 October 2011 there had been discussion to rationalise and develop the current estate to create an appropriate facility for the Institute of Genetics and Molecular Medicine (IGMM) on the Western General site. Court approved the proposals as set out in the paper in respect of entering into a 60 year lease and authorised the University’s lawyer in liaison with the Director of Estates and Buildings to conclude the missives prior to the lease being signed in accordance with current University practice and further approved the proposals in respect of the construction of the Systems Medicine Building.

**8 ECA REVIEW – UPDATE**

Court welcomed the progress to date in taking forward the review of the merger between the Edinburgh College of Art and the University. The working group established by Court had now held meetings with a wide-range of stakeholders and the report on the findings of the working group would be available shortly. Overall it

was noted that the merger process, which was still on-going, had been well managed, there were however lessons to be learnt and challenges still remained particularly around estate issues.

## **D ITEMS FOR FORMAL APPROVAL OR NOTE**

### **1 DRAFT RESOLUTION**

**Paper D1**

Court approved the following draft Resolution:

Draft Resolution No. 69/2012: Institution of new postgraduate Degree:  
Doctor of Clinical Psychology by Research

and requested its transmission to the General Council and Senatus Academicus for observations.

### **2 DONATIONS AND LEGACIES**

**Paper D2**

Court was pleased to note the donations and legacies to be notified, received by the University of Edinburgh Development Trust between 25 June and 28 August 2012.

### **3 USE OF THE SEAL**

A record was made available of all the documents executed on behalf of the Court since its last meeting and sealed with its common seal.

The University of Edinburgh

The University Court

5 November 2012

A2

**Court Seminar – 11 September 2012**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

Attached are the informal notes of the Court Seminar held on 11 September 2012.

Action Requested

Court is invited to note the content of the paper.

Risk Assessment

None directly.

Equality and Diversity

Where applicable, noted in the paper.

Freedom of Information

Can this paper be included in open business? No

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

Originator of the paper

Dr Katherine Novosel  
Head of Court Services

September 2012

Court Seminar, 11 September 2012

The Studio, Centre for Sport and Exercise, 46 Pleasance, Edinburgh

## **University of Edinburgh - a plan for sport**

### **Welcome** Principal

The Principal welcomed Court members and attendees (appendix 1) to this seminar (appendix 2) to discuss the future of sport at the University. The success at the Olympics 2012 of the sportsmen and sportswomen associated with the University was testament to the importance of promoting performance sport and it was pleasing to note that the University finished top of the medal table for UK HEIs as a result of Sir Chris Hoy and Ms Katherine Grainger's gold medal winning performances. For many years the University has encouraged and provided opportunities for all levels of sport and exercise for students and staff and also for the wider community. Court's involvement was much appreciated; support for all the University's sporting activities provided by Lord Cameron, former Chancellor's Assessor, had been most welcomed and the agreement by Sherriff Principal Bowen, the current Chancellor's Assessor to become the Honorary President of the University of Edinburgh Sports Union was much valued. There was a wide range of activities associated with sport and exercise and the University should be looking to become a comprehensive provider of these activities including research and teaching: this seminar was to start discussion on the direction the University should be taking regarding sport and exercise.

**Delivering an outstanding student experience** Mr Jim Aitken, Director of Sport and Exercise with Ms Anna Donegan, President EUSU and Ms Chloe MacLean, student athlete

The Olympic and Paralympic Games had raised awareness of all aspects of sport and exercise through the achievements of sportsmen and sportswomen associated with the University and this was therefore an opportune time to be considering an integrated plan for sport. The new Strategic Plan set out 6 strategic themes and sport had a role to play in the delivery of each of these themes. There was a long history of sport at the University back to 1865/1866 and the establishment of the Sports Union with further developments in sport and exercise over the proceeding decades in professional and recreational sporting activities. The University can be credited with pioneering many advances in the delivery of sport and fitness opportunities and this reputation continues to the present day. Currently sport is delivered via three main strands: Centre for Sport and Exercise, EU Sports Union and Moray House School of Education.

The Centre for Sport and Exercise is managed from within the Corporate Service Group with facilities at the Pleasance sports complex, St Leonard's Land, Peffermill playing fields and Firlush Point outdoor centre: these facilities scored high in various surveys with a wide range of activities available including state of the art gyms, training and competition venues for sport, and the Activ-8 programme which encompasses more than 50 exercise classes each week. FASIC (Fitness Assessment and Sport Injuries Centre) is also based in the Pleasance offering a range of medical services tailored for sportsmen and sportswomen.

The Edinburgh University Sports Union organises and manages a wide range of sports events from weekly leagues to one-off tournaments with 64 different sports clubs participating at local and national level. The British Universities and Colleges Sport (BUCS) ranks higher and further education institutes in accordance with their achievements in its competitions and this University is ranked 6<sup>th</sup> in the UK (1<sup>st</sup> in Scotland). The Union also supports volunteering opportunities in the community. It was noted that many students only took up sport while at University and that the sporting facilities and opportunities available including the performance sport programme and the flexible approach/balance between sporting and academic work were factors affecting the choice of University to high achieving



sportsmen and sportswomen. The Sports Hall of Fame now had 18 members celebrating the sporting achievements of the University's alumni on the world stage. Those involved in sport at the University were now looking towards the 2014 Commonwealth Games and the next Olympic Games in 2016 in Rio.

**Developing a strategy for sport education and research: global impact and contribution to society** Professor Cara Aitchison, Head of Moray House School of Education with Professor Grant Jarvie, Chair of Sport, Institute for Sport, Physical Education and Health Sciences, Moray House School of Education and Mr John Cavani, Head of Marketing

The Moray House School of Education worked in partnership with the Centre for Sport and Exercise and EUSU to deliver its sport's programmes and research at the University and were looking to develop a more joined up approach and a University-wide sport's plan with the assistance of Communications and Marketing.

There were opportunities to contribute to policy making and society in related areas such as health and wellbeing, to consider the importance of the global impact of sport and sport as a vehicle to opening discussion on a range of global challenges and the links between sport, leisure and recreation, and tourism. The School offered a range of undergraduate programmes including physical education and applied sport science as well as sport management courses, and taught and research postgraduate programmes including two new MSc programmes due to commence in 2013. The School's REF2014 submission would be to the Sport and Exercise Sciences, Leisure and Tourism panel. Research was focussed on four specific specialisms: physical activity for health, emphasis currently on sustaining physical activity in an ageing population; sport, society and environment with particular consideration of equality and inclusion issues in the national and international arena; sport and exercise sciences, leading collaborations particularly in the benefits of aquatic exercise and hydrotherapies; and physical education which featured in the Scottish Government's agenda through the Curriculum for Excellence and health and wellbeing policies. The economic potential of sport and related leisure and tourism industries was noted and that the University had hosted the Annual International Conference of the Leisure Studies Association in the summer of 2012.

A University-wide plan for sport should include the broader picture and the work being undertaken across all three Colleges and encompass improving the student experience in respect of academic areas and also volunteering, the internal arena and excellence in participation in sport. There were particular opportunities to contribute to policy and society, to develop further partnerships with industry and to have a positive impact on many global challenges via cultural diplomacy, hosting international events and areas such as ehealth. Communications and Marketing was looking to assist in making it easier to find information on all the various sport and sport related activities within the University including information on bursaries and to raise the profile and promote these activities. There were various strategies which could be adopted including a single web entry point, and specific 'branding' and merchandising depending on the approach deemed appropriate to take forward a plan for sport.

### **Discussion Session**

Attendees were asked to consider the top 3 opportunities and top 3 challenges within a co-ordinated University-wide Plan for Sport and how the Plan for Sport might make most impact around the University's strategic themes of: Outstanding Student Experience; Partnerships; Global Impact; Social Responsibility; Lifelong Community; and Equality and Widening Participation. The following themes emerged:

There were opportunities to provide outreach within schools for different sports, expanding the current approach to engage with pupils encouraging consideration of further education and assisting in the widening participation agenda; recognising the role model potential of the University's elite athletes. There were also opportunities to promote the University as a centre of excellence in sport as well as excellence in academic pursuits.

Student volunteering should be expanded to look at opportunities to volunteer in sporting activities with individuals of all abilities and ages including sport for disabled individuals and opportunities for disabled students to become involved as volunteers.

There should be equal opportunities for those students and staff with disabilities and special needs to participate in sport and exercise and consideration given to specific equipment and types of sport provision. The wider aspects of facilitating disabled sportsmen and sportswomen through research into sporting aids and prosthetic limbs using the skills within a range of academic disciplines across the University such as engineering, informatics and medicine should also be explored.

As with academic areas, individuals developed a lifelong loyalty to their particular sport and this created an opportunity to promote an on-going relationship with the University to engage with the alumni through their interest in sport.

There was recognition of cultural differences in participation in sporting activities and the University could usefully investigate further how sport could be used as a vehicle to explore and assist in understanding a range of cultural and ethnicity issues.

Continuing to encourage participation in sport and exercise was important within the student body but also to staff and across the community, recognising the health and social benefits that sport and exercise can provide. The University occupied a number of sites across Edinburgh and sporting facilities should be improved so that students, staff and the wider community had ready access to sporting provision at a local level. There should also be recognition of the wider aspects of exercise such as dance.

There were opportunities to look at harmonising and co-ordinating the areas across the University associated with sport and exercise and providing a 'University of Edinburgh' sporting brand, raising the profile and developing a joined up strategy for sport: academic activities and research into sport; participation and high performance sport; global sport; and sport's medicine. There may be increased branding opportunities if the University wished to identify with a unique area of excellence.

There may also be an opportunity to look at creating a Centre for Sport within the University, not necessarily siting this within any one area, as each of the Colleges and the Support Groups would be able to contribute to a group approach. While recognising the importance of sport within Moray House School of Education and the Centre for Sport and Exercise an across University Centre approach may be more appropriate.

Consideration should be given on how to encourage individuals with specific sporting abilities to apply to this University. The University may wish to build on the legacy of the Olympic Games and looking ahead, the Commonwealth Games in Glasgow through specifically named sporting bursaries.

Robust communications were required to promote the University's current sporting activities such as the annual University boat race and to encourage other completion events of a similar nature. A specific presence on the web would be helpful in indicating the range of sports-related opportunities currently available.

The University already had strong international networks with membership of organisations such as U21 and consideration should be given on how to expand these global partnerships to look at sporting activities and helping to advance societies and new partnerships through sport.

## **Summing up and Conclusions** Principal

The presentations and discussion session had offered the opportunity to consider the diversity of sport and exercise activities within the University and consider an appropriate way forward. The following observations would be of assistance in developing a Plan for Sport at the University:

- Various areas across the University were engaged in sport and exercise activities from participation and high performance to research and education. The University's current 'sporting brand' could be made even stronger and more defined and the development of an inter-College Centre with a web presence should be pursued. The University had many areas of strength related to sport and exercise such as sport's medicine, robotics, and prosthetic development.
- There should be investment in bursaries for sport and these should perhaps be named after the Olympic Games 2012 and Commonwealth Games 2014. These bursaries should be for those offered places for academic study with sporting aspiration, perhaps enabling individuals to purchase specific pieces of equipment or take part in national/international events or enable them to take up coaching and training opportunities. It was unlikely that these would be full bursaries rather the intention would be to allow individuals to study and also take part in elite sporting activities.
- There were excellent opportunities to engage with school pupils through sport and develop an approach to assist with the widening participation agenda.
- Global sporting partnerships should be explored, the use of the University's sporting facilities by international teams, engaging with the International Office, and considering a sporting link to the launch of the new office in South America.
- Engagement with the sporting alumni cohort should be further explored including fundraising for specific sporting initiatives.
- There were a number of opportunities around widening participation, EUSA volunteering initiatives including activities for disabled individuals and those with special needs and resources may be available to assist EUSA and EUSU in taking forward volunteering opportunities.
- Providing facilities for all (students, staff and wider community) was important and the requirements of disabled and special needs sportsmen and sportswomen should be explored further with the Student Disability Service.
- Investigation into admission process and looking at a flexible approach to academic study and sporting activities to enable a balance for appropriate individuals during the duration of their degree course.

## Appendix 1

### **ATTENDEES**

Rector  
Principal  
Professor S Monro, Vice-Convener  
Mr A Johnston  
Professor A M Smyth  
Mrs M Tait  
Professor J Ansell  
Professor T Harmar  
Mr D Bentley  
Dr R Black  
Dr C Masters  
Vice-Principal Professor S Hillier  
Vice-Principal Professor D Meil  
Vice-Principal Professor L Yellowlees  
Vice-Principal Mr N Paul, Director of Corporate Services  
Dr K Waldron, University Secretary  
Dr A Cornish, Director of Planning and Deputy Secretary  
Dr I Conn, Director of Communications and Marketing  
Mr A Currie, Director of Estates and Buildings  
Mr P McNaull, Director of Finance  
Ms S Gupta, Director of HR  
Professor C Aitchison, Head of Moray House School of Education  
Professor G Jarvie, Chair of Sport  
Mr J Aitken, Director of Sport and Exercise  
Mr J Cavani, Head of Marketing  
Ms A Donegan, EUSU President  
Ms C MacLean, student athlete  
Dr K J Novosel, Head of Court Services

Court Seminar, 11 September 2012

The Studio, Centre for Sport and Exercise, 46 Pleasance, Edinburgh

**University of Edinburgh - a plan for sport**

- 9.15 am      **Tea, Coffee and Danish pastries**
- 9.30 am      **Welcome**  
Principal
- 9.35 am      **Delivering an outstanding student experience**  
Mr Jim Aitken, Director of Sport and Exercise  
  
with Ms Anna Donegan, President EUSU and Ms Chloe MacLean, student athlete
- 9.55 am      **Developing a strategy for sport education and research: global impact and contribution to society**  
  
Professor Cara Aitchison, Head of Moray House School of Education and REF2014 Panel Chair for Sport and Exercise Sciences, Leisure and Tourism  
  
with Professor Grant Jarvie, Chair of Sport, Institute for Sport, Physical Education and Health Sciences, Moray House School of Education and Mr John Cavani, Head of Marketing
- 10.40 am     **Tea and Coffee Break**
- 11.10 am     **Court Members' Discussion**  
Mr Jim Aitken and Professor Cara Aitchison
- 11.50 am     **Feedback by Court Members**
- 12.20 pm     **Summing up and Conclusions**  
Principal
- 12.30 pm     **Tour of Centre for Sport and Exercise**
- 1.00 pm      **Buffet lunch, Squash Court 4**



The University Court

5 November 2012

## **Principal's Report**

These communications are grouped into international, UK and Scottish developments, followed by details of University news and events:-

### **International**

#### **Latin America**

Planning for the launch of the new Office of the Americas in São Paulo, Brazil, continues with a series of high-level events in three countries, starting on 11 March in São Paulo with subsequent activities also taking place in Santiago, Chile and in Mexico City.

The Deputy Vice Principal International accompanied a UK government trade mission to Brazil in October 2012.

#### **China**

The Vice Principal International, Dean International and the Head of College of Medicine and Veterinary Medicine attended the Peking University Health Science Centre's 100th anniversary in October 2012. There is substantial support within the College for collaboration with PUHSC in medical education.

Peking University Orchestra visited in September, providing an opportunity to discuss collaboration and a PKU-Edinburgh Day.

#### **India**

Every year, the University holds a high-level event in India. The theme for 2013 will be Particle Physics, to celebrate the work of Emeritus Professor Peter Higgs and the eminent Indian physicist, S.N. Bose.

#### **Korea**

Planning is also underway for the Yun Posun Memorial Symposium on 5 March 2013. We shall be celebrating the alumnus President Yun Posun's connections with Edinburgh and promoting the longer-term understanding and growth of contemporary Korean studies in Scotland and the rest of the UK.

#### **North America**

A US Election Breakfast will take place in the Playfair Library on 7 November to be co-hosted by the University and the Principal Officer at the US Consulate General in Edinburgh.

The International Office has been successful in a bid to host a Fulbright Commission - University Administrator Programme in summer 2013.

## **Global Academies**

The Global Health Academy Annual Conference, *Building the evidence base for global health interventions* took place on 5th October 2012 in the Royal Society of Edinburgh.

A welcome event for postgraduate students within the Global Environment & Society Academy was held during Freshers' Week.

## **International Visits to the University of Edinburgh –Sept-Oct 2012**

- Catalan Universities
- Korean Council of University Education
- Universidad Javeriana, Colombia
- Universidad del Norte, Colombia
- Peking University, PR China
- The University of Western Australia
- Universiti Teknologi MARA (UiTM), Malaysia
- University of Melbourne
- Omani Ministry of Higher Education
- Yunnan University, PR China
- University of Connecticut
- National Academy for Educational Achievement (NAEA), PR China

## **Related meetings**

I was delighted to host a lunch for former President Mary McAleese during her recent trip to Edinburgh. Former President McAleese was being admitted to the Royal Society of Edinburgh as an Honorary Fellow and took time to also visit the School of Law and meet with staff and students.

Following a very successful conference organised by Professor Urs Matthias Zachmann on the theme of “Cultural Policies and Creative Industries in Japan and Scotland” I was delighted to provide the closing remarks and host a dinner to mark the occasion. Guests included the Consul General of Japan, Director General of the Daiwa Japanese Foundation and the Chief Executive of Creative Scotland.

In September I supported Senior Vice Principal Bownes, and provided the closing remarks, at a very successful High Level Dialogue: Excellence in Doctoral Training event in Aarhus. One outcome is an innovative new joint doctorate scheme negotiated by the Senior Vice Principal.

Later in September I also took part in the 3<sup>rd</sup> ASEM Rectors' Conference in Groningen. Organised by the Asia-Europe Foundation the conference brought together leaders to consider the theme of “Universities, Businesses and You: For a Sustainable Future”. I delivered a well-received presentation on widening participation at Edinburgh.

I was also delighted to open a conference for all UK based Romanian students and academics organised by the Romanian Embassy which considered the question “Finding our place in the world - Contributing to our communities?”. This is the first time that this annual event has been held outside London.



## UK

### **HE Pay Negotiations 2012-13**

A number of unions have balloted members over industrial action with UCU voting against strike action, and also deciding not to take action short of a strike. Unison have also decided not to take strike action, even though their ballot resulted in favour, although just by a slim majority.

The union UNITE voted in favour of strike action, although they have confirmed to UCEA that they will not necessarily be taking strike action and a final decision on this is now due.

EIS took one day of strike action on 23rd October and have commenced action short of a strike from 24 October onwards.

## Scotland

### **Outcome Agreements 2013-2014**

The University's first meeting to discuss the Outcome Agreements for 2013-14 has taken place with Dr Cornish, Professor Monro, Professor Bownes and Professor Seckl leading for the University. The SFC deadline for completion of the new agreement is February 2013.

### **Governance**

A Steering Group has been appointed by the Committee of Scottish Chairs to take forward the work on developing a Scottish Code of Governance. Mr Kevin Clarke, former University Secretary University of Stirling is the contact for Edinburgh and will be involved with information gathering meetings at the University with Court members, students and staff. The Steering Group will report by May 2013.

### **Review of ECA Merger**

A thorough report has been received on the progress of the ECA merger and we are now considering the recommendations and how to take the report forward into the public domain, including submission to the SFC. Discussion of this will be undertaken with the key players who conducted the review and will be presented to Court in December.

### **EUSA Petition**

EUSA presented a petition to the University in September regarding international student fees and levels of support for international students in light of the recent developments at London Metropolitan University. The University responded to the petition with a statement and confirmation that the issue of fixing fee levels for international students at the beginning of their course is being considered by the Fees Strategy Group.

### **Related meetings**

I had a positive "catch-up" meeting with Cabinet Secretary Mr Mike Russell in early October and attended the Russell Group Board Meeting and dinner with the Rt Hon Dr Vince Cable and Mr António Horta-Osório, CEO of Lloyds TSB, in late October.

I was delighted to welcome the CEO of Santander UK, Ana Botín, to the University recently. She delivered a very well received talk to students followed by an excellent Q&A session. As part of the visit the University also hosted a Santander networking event for small and medium sized businesses.

I was pleased to be invited to speak to the Board of student accommodation company UNITE at their recent board meeting. This was hosted at the University to give them an overview of recent developments in the sector and thank them for their generous new student bursary scheme.

I was very pleased to open an event with Professor Boyd Robertson, Principal of Sabhal Mòr Ostaig on Skye to mark the collaborative work the School of Informatics has undertaken to provide superfast broadband in remote parts of the Scottish Highlands and Islands.

### University News

- A study by the University and College Union (UCU) has recently been published which looks into stress levels of UCU members in over 100 Higher Education institutions in the UK. The report suggests that workers in Higher Education suffer from higher levels of stress than the rest of the British working population. Encouragingly Edinburgh was among the group of best performing universities with staff reporting relatively low levels of stress.
- Three exceptional members of staff were announced as the 2012 winners of the Principal's Medals. Dr Jane Haley, Scientific Manager at Edinburgh Neuroscience, was awarded the Principal's Medal for Outstanding Service. The Principal's Medal for Service to the Community was jointly awarded to Sharon Douglas, Administration Assistant for the Wellcome Trust Clinical Research Facility Education Programme and to Dee Isaacs, Lecturer in Music at Edinburgh College of Art.
- The Best of the Best of the James Tait Black Prizes will honour the best novel to have won the prize since it was first awarded in 1919. Six critically acclaimed authors of the past 100 years are in the running to be named the best ever winner of Britain's oldest literary award.
- At a time when there is real pressure on students to secure employment after University, there is very encouraging news emerging from Edinburgh about the success rate of its graduates in getting good jobs. Only 6% of our graduates are seeking employment six months after graduation, compared to 9% nationally and over two thirds already have graduate level employment compared to 50% nationally. The University is third in the Russell Group this year for employability.
- One of the most generous scholarship schemes for the humanities has begun. Three doctoral students at the University of Edinburgh are amongst the first in the UK, and the only ones in Scotland, to be awarded Wolfson Postgraduate Scholarships. Twenty-seven students across nine leading universities have each received a scholarship worth £75,000 over three years.
- September's Saturday Open Day, complemented by Doors Open Day, was very successful and allowed potential students to visit additional parts of the University and city while they are looking at the University as a possible destination. Almost 15,000 students have registered for Open Day events this year and the Doors Open Day attracted over 6,000 visitors, all in all a great showcase for the University.

### Research in the News:

- **Exercise can boost brain health.** People who exercise later in life may better protect their brain from age-related changes than those who do not, a recent study suggests. Psychologists and Neuroimaging experts based at the University did not find that there was any benefit to brain health for older people from participation in social or mentally stimulating activities.
- **Nerve signal theory.** Scientists have proved a 60-year-old theory about how nerve signals are sent around the body at varying speeds as electrical impulses. University researchers tested

how these signals, which enable us to move and recognise sensations such as touch and smell, are transmitted through nerve fibres. Their findings validate an idea first proposed by Nobel laureate Sir Andrew Huxley.

- **First World War History Hub.** A new centre dedicated to exploring the history of Scotland's contribution to the First World War opened in Edinburgh. The First World War History Hub initiative is a first in the UK and is a product of years of research between Edinburgh City Libraries and the University. The main focus of the hub is to run workshops and seminars, and carry out military and diaspora genealogy research.

#### **External Recognition:**

- Four Edinburgh academics have been appointed Royal Society University Research Fellows this year. They were among 36 UK scientists to be chosen for their potential to become leaders in their chosen fields.

The newly appointed University Research Fellows at Edinburgh are:

- Dr Andrew Buckley, School of Physics & Astronomy
  - Dr Sarah Reece, the Reece Group, School of Biological Sciences
  - Dr Jennifer Smillie, School of Physics & Astronomy
  - Dr Gerben van Ooijen, School of Biological Sciences
- The team behind the University of Edinburgh's LAUNCH.ed programme for student entrepreneurs has received national recognition for its role in transforming the enterprise curriculum at the University. Rebecca Barr, Brian Baillie, Paul Devlin, and Hilary Singer Roberts were highly commended in the 2012 National Enterprise Educator Awards.

# C1.1

The University of Edinburgh

The University Court

5 November 2012

**Report of the Finance and General Purposes Committee  
(Comments on the Report from the Central Management Group meeting of 10 October 2012)**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper comprises the Report to the Finance and General Purposes Committee at its meeting on 22 October 2012 from the Central Management Group of its meetings of 10 October 2012. Comments made by the F&GP Committee are incorporated in boxes within the report at relevant points.

Action requested

The Court is invited to approve, in principle, the draft Equality Impact Assessment Policy Statement and to approve the amendment to the coversheet of Court, Senate and Committee papers noting that guidance would be issued before commencement of the new coversheet at item 2 and to note the other items with comments as it considers appropriate.

Resource implications

As outlined in the paper.

Risk Assessment

As outlined in the paper.

Equality and Diversity

As outlined where appropriate in the paper particularly item 2.

Freedom of information

Can this paper be included in open business? Yes except for those items marked closed.

Originators of the paper

Dr Alexis Cornish  
Dr Katherine Novosel  
October 2012

## Central Management Group

10 October 2012

**1 FUTURE DIRECTIONS IN ADDRESSING FEEDBACK SCORES IN NSS (CLOSED)  
(Appendix 1)**

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**2 SCOTTISH EQUALITY REGULATIONS: EQUALITY IMPACT ASSESSMENT  
(CLOSED) (Appendix 2)**

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**3 EUSA VOLUNTEERING OPPORTUNITIES ANNUAL REPORT**

The continuing success of EUSA's volunteering activities as set out in the 2011/2012 Annual Report was welcomed and CMG further noted the inclusion of financial information as previously requested.

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|--|
| The success of EUSA's volunteering activities as set out in the Annual Report was commended by the Committee and the intention to involve staff. |
|--|

**4 EDINBURGH STUDENTS' CHARITIES APPEAL (ESCA) ANNUAL REPORT**

CMG noted the ESCA's annual report and confirmed the University's continued financial support for this group. It was suggested that it would be helpful to know more about the number of students actively involved.

**5 FEES STRATEGY GROUP: CONVENER'S ACTION (CLOSED)**

**6 RESPONSE TO THE SCOTTISH GOVERNMENT PROCUREMENT REFORM BILL  
CONSULTATION (CLOSED)**

**7 DRAFT SRS IMPLEMENTATION PLAN 2012-13**

The progress being made on taking forward the sustainability agenda was welcomed. The 2012/2013 implementation plan which involved working with a number of groups across the University was endorsed by CMG.

# C1.2

The University of Edinburgh

The University Court

5 November 2012

## **Report of the Finance and General Purposes Committee (Report on Other Items)**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper reports on the meeting of the Finance and General Purposes Committee held on 22 October 2012 covering items other than the CMG report. Detailed papers not included in the appendices are available at:

<https://www.wiki.ed.ac.uk/display/UCC/Finance+and+General+Purposes+Committee>

### Action requested

The Court is invited to approve the investment strategy at item 3 and note the remaining items with comments as it considers appropriate.

### Resource implications

If applicable, as noted in the report.

### Risk Assessment

Where applicable, risk is covered in the report.

### Equality and Diversity

No implications.

### Freedom of Information

Can this paper be included in open business? Yes

Except for items 2-8

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

### Originator of the paper

Dr Katherine Novosel  
October 2012

**University Court, Meeting on 5 November 2012**  
**Report of the Finance and General Purposes Committee**  
**22 October 2012**  
**(Report on Other Items)**

**1 US GAAP - UPDATE**

**Appendix 1**

The timetable to prepare and approve the 2011/2012 financial accounts in accordance with the requirements of the US GAAP was noted and approved by the Committee.

## **US GAAP Update**

### **1. US GAAP audit**

The process for approving the US GAAP Financial Statements will be very similar to that followed in 2010/11. Draft US GAAP Report and Financial Statements will be presented to Audit Committee at its meeting in November 2012 and these will also be presented to F&GPC in November and the University Court in December 2012 for approval in principle.

External audit will undertake the audit of the US GAAP Financial Statements at the start of December 2012. Once completed, the accounts will be considered by a sub-group of the Audit Committee on the 15<sup>th</sup> January 2013. The Audit Committee sub-group will review any material changes since November, review the management letter and make recommendations to Court.

On the 22<sup>nd</sup> January 2013 a sub-group of the University Court, chaired by Professor Monro, will review the recommendations from the Audit Committee and formally sign off the US GAAP Financial Statements and associated documents. After this, KPMG will complete their accounts sign off in sufficient time to allow submission to the US Department of Education by the 31 January 2013.

### **2. F&GPC is asked to:**

- note and agree the timescales and arrangements for the US GAAP audit.

Elizabeth Welch  
Assistant Director of Finance



## STUDENT PRESIDENT'S REPORT

### STUDENT DEMOCRACY

#### REFERENDA

We had our semesterly online referendum period at the beginning of October. Six questions were submitted by students, four of which passed and two of which fell. The questions were:

- a) Should EUSA support Margo MacDonald's motion to the Scottish Parliament calling for Tony Blair to be tried for war crimes? (**FELL**)
- b) Should EUSA boycott 'The Sun' newspaper until they cease to publish page 3 girls? (**PASS**)
- c) Should EUSA disaffiliate from the National Union of Students? (**FELL**)
- d) Should EUSA call for a review of the University of Edinburgh's ethical investment policy open to all staff and students? (**PASS**)
- e) Should EUSA boycott G4S and pressure the University to do the same? (**PASS**)
- f) Should EUSA investigate their supply chains for all procurement of electronics to ensure that workers' rights are maintained throughout, and publish the findings online? (**PASS**)

Sadly the referenda did not meet the quorum for the questions to be binding so for all the questions which passed we will be taking them to other fora in our democratic structures.

#### BY-ELECTIONS

Run concurrently to the referenda was our by-election. We elected a host of representatives, primarily first years representatives, postgraduates, NUS delegates and members of the Trading Committee (which deals with our commercial services). Over 2,000 people voted, which is relatively good for a student union by-election.

### DEVELOPMENTS IN EUSA

#### PEER SUPPORT

This academic year we have a new member of staff, funded by the university, to conduct a peer support audit. The intention of this is to compliment the Personal Tutor System by making sure that we have an accurate picture of current forms of peer support across schools, societies and councils.

#### EDINBURGH AWARD

The Edinburgh Award is a qualification given to students on the basis of extra-curricular activity. We're finalising details of the Representing Students strand, so that we can be accredited this year. We'll also be giving this opportunity to members of bar staff.

#### CLASS REP TRAINING

Our rep training this year has been so successful that we're having to run it twice.

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## VOLUNTEERING

Our volunteering centre continues to develop and grow with 12 ambassadors helping to promote it on campus. We're currently in talks about how we can expand the project to include University staff too.

## STUDENT CAMPAIGNS

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### DEFEND EDUCATION - NATIONAL DEMO

We are mobilising students to go down to London at the end of November for NUS's national demonstration to defend education. We have organised a number of fundraiser events including a ceilidh, club night, film screening, lecture, impromptu café, and much more. We are hoping to take over 200 students down to protest against the poor treatment of young people. We are bringing together issues around tuition fees, education cuts, youth unemployment and the treatment of international students to encourage students to become more politically engaged and to stand up and have their voices heard.

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### INTERNATIONAL STUDENT FEES

Our international student group has been running a campaign around international student fees. At the moment when international students apply to a course they only know their fee level for year one. Many assume that this will be constant across the four years. This is not the case though, as fees rise every year and generally well above inflation. This is causing great difficulty for many students, some of whom are having to resort to the Advice Place's discretionary fund. Moreover, this is happening in a context of the UKBA's draconian treatment of these students, the loss of the Post-Study Work visa, and the constant threat of deportation. These issues are all UK-wide and difficult to tackle in the current political climate, but having fixed fees should not.

The international student fees campaign is targeting the University and the Scottish Parliament, calling for regulation to fix fee levels for the duration of a student's course (this already happens at a few Russell Group institutions like Glasgow and Cambridge). A member's motion has been submitted to the Scottish Parliament, and we are hosting an event there in a week. During Freshers Week we presented to Senior Vice Principal Mary Bownes a petition with over 1000 signatures calling for the University to regulate the fees in this way.

I am now in conversations with the Principal and Vice Principal Jonathan Seckl about how we can achieve this.

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### RIGHT TO EDUCATION WEEK

EUSA is twinned to the students' union in Birzeit University, in the West Bank. Every year we run a Right to Education Week which raises awareness of the situation for Palestinian students in the occupied territories. This year, following a referendum question in February, we are organising for two students from Birzeit to come over and visit Edinburgh and the UK. We are organising a couple of events next week where they can meet students, and share their experiences.

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### WELLBEING WEEK

We held our annual Wellbeing Week earlier this month. It involved a host of different sessions encouraging positive mental health and wellbeing. This was the biggest we have ever had, and was considered a huge success by all.

## EVENTS

### ISRAELI AMBASSADOR EVENT

The Politics and International Relations Society invited Daniel Taub, the Israeli ambassador to the UK, to speak at an event. Some Palestinian students and members of Students for Justice in Palestine raised some issues with the event at our Welfare Council:

- The event was not going to be open. Invitations were limited to members of the Politics Society, Model United Nations Society and Jewish Society. This restriction was not decided by PolSoc but by the University security.
- There was going to be a heightened security presence on campus including searching some audience members.

EUSA's VP Services, Max Crema, and I went to the event to observe the security measures in place, but we were unable to go into the event without an invitation.

The event itself was disrupted by protesters who organised a peaceful but very vocal demonstration. This prevented the ambassador from being able to speak. While we were not there, by all accounts the event was very upsetting for all involved (audience members and protesters).

We are now working with the University Chaplaincy to create some kind of mediation process to discourage this kind of thing happening in the future.

### STUDENTS IN THE COMMUNITY

Last Wednesday we held our third annual Students in the Community event, jointly hosted with the South Central Neighbourhood Partnership. Students and members of the community came together to discuss potential projects. We then voted for the one we wanted to allocate funding to. The winner was the student society People and Planet, who want to create a permanent space where unwanted items can be sold on to members of the public. This builds on the massive success of their annual free shop where freshers can get free furniture and other items left by the previous year's cohort of university tenants.

### EXTERNAL REPRESENTATION

Andrew and I represented EUSA at the Aldwych Group, the group representing the students' unions of the Russell Group.

Hazel, three non-sabbatical students, and I represented EUSA at four of five of NUS's Zone Conferences: Society and Citizenship, Welfare, Union Development and Higher Education (we did not attend Further Education).

31 October 2012

The University of Edinburgh

The University Court

5 November 2012

**Proposed Strategic Alliance between  
Heriot-Watt University and the University of Edinburgh**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

In December 2011, Court approved a proposal for senior members of Heriot-Watt University and the University of Edinburgh to establish a process to explore the possibility of developing more formally a Strategic Relationship between the two autonomous institutions.

This paper sets out a proposed Strategic Alliance document clarifying the purpose and aims of the alliance, the approach to governance, and how success will be evaluated.

Action requested

Court is invited to consider and approve the proposed Strategic Alliance document. The approval of the Court of Heriot-Watt University will also be sought at its meeting on 12 November.

Resource implications

Does the paper have resource implications? Yes.

Risk assessment

Yes

Equality and diversity

Does the paper have equality and diversity implications? No

Freedom of information

Yes

Any other relevant information

To be presented by Vice Principal Professor Jonathan Seckl

Originator of the paper

Alexis Cornish, Director of Planning and Deputy Secretary  
Richard McGookin, Director of Planning, Heriot-Watt University  
24 October 2012



## University of Edinburgh and Heriot-Watt University – Strategic Alliance

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### Preamble

The University of Edinburgh and Heriot-Watt University are two research-intensive universities in the city of Edinburgh, which naturally gives rise to many individual and organisational interactions. Both universities are autonomous and highly successful institutions with some differences in strategies, but with shared core values and expectations of academic excellence in education and research and in the experience of students and staff. After a process of exploration, consultation and reflection, both institutions recognise significant potential opportunities for closer collaboration to enhance the delivery of their strategies as autonomous universities.

The aims for closer collaboration set out below reflect the contexts in which the universities work: extending and enhancing the offering to students and the student experience; further strengthening the focus for research and knowledge exchange in our local region, with important potential for economic development; increasing critical mass and the range of expertise to gain competitive advantage in the global higher education and research environment; sharing best practice and achieving further economies of scale and efficiencies as institutions. In order to seek to realise benefits across this range, the universities envisage an approach to collaboration that is strategic. Our alliance will seek to identify and facilitate specific collaborative undertakings which are timely and offer direct mutual practical benefits, within an evolving framework for sharing information and thinking on the longer-term synergies and complementarities between the two universities. This includes awareness of areas of lesser synergy where it would be unproductive to pursue joint working at present, but where complementarity may be developed.

It is particularly important that this shared vision, developed and articulated by the leadership teams of both universities, is strongly rooted in our academic communities, and will be shared by students and other key stakeholders internal and external to the universities. We are confident there is a firm base of mutual respect between the universities and strong institutional commitments to successful collaborative development.

### Purpose and aims of our alliance

***The overarching purpose of our alliance is to strengthen the capabilities of both universities in teaching, research, knowledge exchange and service delivery and to achieve greater impact. Working together where it will create mutually beneficial sustainable outcomes, our alliance is based on shared recognition of strategic complementarity and of the autonomy of two major independent highly successful institutions. This alliance does not prevent either university from collaborating with other partners.***

Aims include:

- To exploit optimally the Universities' complementary strengths to improve the offering to students, both undergraduate and postgraduate and enhance our students' experience
- To develop new subjects at UG and PGT level at the interface of the HEIs capabilities and thus grow
- To complement and strengthen overall research capacity and capability, and to develop novel ideas at the intersection between subjects
- In knowledge exchange, to use distinctive approaches and strengths to build our offerings and improve across the board including commercialisation
- To improve efficiency and effectiveness, minimise unnecessary duplication and thus reduce costs of infrastructure, equipment and supporting activities

### Governance framework

The Strategic Alliance will be overseen by a Steering Group which will meet twice per annum to identify and stimulate new projects and monitor progress.

| <b>Steering Group</b>                              |  |
|--|--|
| <b>Heriot-Watt</b>                                 | <b>University of Edinburgh</b>                         |
| Vice-Principal                                     | Vice-Principal Planning, Resources and Research Policy |
| Deputy Principal (Research and Knowledge Exchange) | Head of College of Science and Engineering             |
| Deputy Principal (Learning and Teaching)           | Vice-Principal Learning and Teaching                   |
| 2 Heads of School (EPS and 1 other)                | Head of College of Humanities and Social Science       |
|  | College Registrar, Science and Engineering             |
| Director of Planning                               | Director of Planning                                   |

A small core group will meet as required to deal with any issues that may arise.

| <b>Core Group</b>                                  |  |
|--|--|
| <b>Heriot-Watt</b>                                 | <b>University of Edinburgh</b>                         |
| Vice-Principal                                     | Vice-Principal Planning, Resources and Research Policy |
| Deputy Principal (Research and Knowledge Exchange) | Head of College of Science and Engineering             |
| Director of Planning                               | Director of Planning                                   |

Each project will be managed jointly by a lead from each university identified by the Steering Group and taken forward by a small working group. Each working group will report on progress to the Steering Group twice per annum. The Steering Group will report annually to both Courts. Opportunities that arise 'bottom-up' will also be encouraged within the Strategic Alliance.

**Resources**

Any investment in support of the Strategic Alliance will be shared equally between the universities unless otherwise specified.

**Evaluation of Success**

Success will be measured using an agreed set of performance indicators. The Strategic Alliance will be reviewed after three years at which point it may be renewed or terminated by mutual agreement.

For and on behalf of  
**THE UNIVERSITY COURT OF THE  
UNIVERSITY OF EDINBURGH**

For and on behalf of  
**THE UNIVERSITY COURT OF  
HERIOT-WATT UNIVERSITY**

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**Draft Corporate Governance Statement for 2011/12**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

The Scottish Further and Higher Education Funding Council (SFC) requires the University to make a statement of corporate governance in its Annual Reports and Financial Statements – this is included in its 'Accounts Direction', a standing document supplemented annually by guidance notes. Relevant extracts from the SFC document are at Appendix 1, and the British Universities Finance Directors Group's guidance, to which it refers, is at Appendix 2. In respect of the Corporate Governance Statement, the guidance is unchanged from last year.

The attached paper consists of the proposed draft Corporate Governance Statement; Responsibilities of Court; and Membership of Court and Committees sections to be included in the 2011/2012 Reports and Financial Statements. The draft Corporate Governance Statement is based on the version approved by the Court for 2010/2011 and the Responsibilities of Court is the version approved by Court in June 2010 as a result of the Court effectiveness review. Although membership of Court and Committees is recorded up until the 2011/2012 Reports and Financial Statements are signed off by Court in December, attendance is only recorded for the financial year 2011/2012. Significant changes to the text are *shown in italics*.

It should be noted that the Statement has been drafted as if it were being adopted at the December meeting of the Court, at which time the Court will be asked to agree the University's Financial Reports and Statements for 2011/2012, which will include the corporate governance statement and associated sections.

The attached paper incorporates as appropriate comments made by the Audit Committee at its meeting on 27 September 2012 and the Finance and General Purposes Committee at its meeting on 22 October 2012.

Action requested

Court is invited to consider and comment on the draft Corporate Governance Statement and associated sections with regard to compliance for 2011/2012.

Resource implications

Does the paper have resource implications? No.

Risk Assessment

Does the paper include a risk analysis? No

Equality and Diversity

Does the paper have equality and diversity implications? No.



Freedom of Information

Can the paper be included in open business? Yes.

Originator of the paper

Dr Kim Waldron  
University Secretary  
October 2012

## DRAFT CORPORATE GOVERNANCE STATEMENT 2011-12

### Introduction and Statement of Compliance

The University of Edinburgh is committed to achieving the highest possible standards of corporate governance relevant to the higher education sector. This summary describes the manner in which the University has applied the principles set out in the UK Corporate Governance Code, June 2010, in so far as it applies to the higher education sector, and has taken due regard to the Turnbull Committee guidance on internal control as amended by the British Universities Finance Directors Group in its 2006 guidance. Its purpose is to help the reader of the Reports and Financial Statements understand how the principles have been applied, and to set out the basis for the Court's opinion that **the University has fully complied with that Code throughout the year ended 31 July 2012.**

### University Governance

The University of Edinburgh is constituted by the Universities (Scotland) Acts 1858 to 1966. The Universities (Scotland) Acts make specific provision for three major bodies in the Governance of the University – The Court, The Senate and The General Council.

### The University Court

The University Court, the University's governing body, is a body corporate, with perpetual succession and a common seal. The present powers of the Court are defined in the Universities (Scotland) Act 1966 and include, inter alia, the amendment of the composition, powers and functions of bodies in the University and the creation of new bodies, the administration and management of the whole revenue and property of the University, internal arrangements of the University, staff appointments and, on the recommendation of Senate, the regulation of degrees, admission and discipline of students: it is responsible for ensuring that the Senate has in place effective arrangements for academic quality assurance and enhancement. The Court is responsible for the strategic development of the University, advised by the Principal in consultation with the Central Management Group.

The University Court has 22 members and is chaired by the Rector. *The Rector is elected by staff and students of the University.* It has a majority of lay members, including assessors appointed by the Chancellor and the City of Edinburgh Council and elected by the General Council. *There are also assessors elected by members of Senate and by non-teaching/academic staff from amongst their number and two fully matriculated student members nominated by the Students' Representative Council.* The Principal is an ex-officio member and acts as the Chief Executive Officer of the University. He is directly accountable to the Court for the proper conduct of the institution's affairs. The Principal is also directly accountable to the Chief Executive Officer of the Scottish Funding Council (SFC) for the University's proper use of funds deriving from Scottish Ministers and compliance with the Financial Memorandum between the Scottish Funding Council and the University. Co-opted members of the Court and external members of the Court Committees are appointed through a robust, transparent open advertisement and interview *process based on a skills matrix approach managed by the Nominations Committee.*

The Court met seven times during 2011-12 and considered any urgent matters which required Court approval between meetings by correspondence or through electronic means. Members were also kept informed by electronic means of any significant issues affecting the University. The Court consults with the Senate and the General Council as required by statute. The Court is committed to the Nolan Committee Principles regarding standards to be adopted in public life. It maintains a register of interest of its members and senior University officers which is publicly available for inspection; the *current* interests of members of the Court are published on the University's web site at: <http://www.ed.ac.uk/schools-departments/governance-strategic-planning/governance/university-court/overview>.

The Court has taken full account of the Guide for Members of Governing Bodies issued by the Committee of University Chairmen in November 2004 and revised in March 2009. It notes that compliance with this Guidance is not a formal requirement of the Scottish Funding Council. The Court believes that in all significant respects its operations are compliant with this Guidance. An induction event is held annually to introduce new members of the Court to the University and their roles and responsibilities as Court members; a mentoring scheme is also operated. The Court approved a revised statement of its responsibilities in June 2010 which it believes to be of a high standard. The statement and information on other governance arrangements within the University are available as part of the University's Freedom of Information publication scheme on <http://www.ed.ac.uk/schools-departments/governance-strategic-planning/governance/university-governance/overview>.

The Court has overall responsibility for the University's strategic development. It is actively engaged in the University's strategic planning processes and in monitoring progress against the strategic plan. The strategic plan operative during 2011-12 was adopted by the University Court at its June 2008 meeting: it covers the period 2008-12. *The process to develop a new strategic plan was initiated at a Court seminar in September 2011 and a new strategic plan covering 2012-2016 was approved at the Court meeting on 2 July 2012.* The strategic planning process is led by the Principal with support from the Senior Vice-Principal (with responsibility for Planning, Resources and Research Policy) and the Director of Planning.

*The Court considered the Scottish Minister's Report on the Review of Higher Education Governance in Scotland and agreed a position statement at its meeting on 14 May 2012. The Court agreed that certain of the recommendations within the Report not requiring changes to the legal framework in which it operates should be taken forward to improve its arrangements and waits with interest further developments.*

### **The Court's Committee Structure**

The Court has established several Committees, including the following key Committees: Audit Committee, Estates Committee, Finance and General Purposes Committee, Health and Safety Committee, Investment Committee, *Knowledge Strategy Committee*, Nominations Committee, Remuneration Committee, Risk Management Committee and Staff Committee. Each of these Committees is formally constituted with terms of reference including membership *approved by the Court*, and conducts their business both through regular meetings and by correspondence or through electronic communication when appropriate. There is also a Central Management Group whose membership includes all the major budget holders in the University and all Vice-Principals who advise the Principal on senior management decisions, particularly on the allocation of budgets to Colleges and Support Groups.

The **Audit Committee**, which is chaired by a lay member of the Court and consists of lay members of the Court and some external individuals, meets four times a year with the University's Internal and External Auditors in attendance. It is responsible for reviewing the University's annual reports and financial statements and any changes to accounting policies and advising the Court accordingly; *it also provides the Court with an annual opinion on arrangements in place to promote economy, efficiency and effectiveness.* In addition, the Committee receives regular reports from the Internal and External Auditors which include recommendations for improvements in internal control and management's responses and implementation plans. The Audit Committee's role in this area is confined to a high level review of the arrangements for internal control. The emphasis is on obtaining the relevant degree of assurance and not merely reports of exceptions. It also has explicit responsibility for advising on the effectiveness of the University's risk management arrangements. The Committee also monitors adherence to regulatory requirements and *mandatory audit requirements of the Scottish Funding Council*. It has authority to investigate any matters within its terms of reference. Some senior University officers routinely attend meetings of the

Audit Committee, but they are not members of the Committee *and once a year the Principal is invited to attend a meeting of the Audit Committee, normally the meeting at which the Reports and Financial Statements are being considered.* The Committee also holds *at least annual separate meetings* with Internal and External Auditors without *senior University officers in attendance* for independent discussions. The Court receives the minutes of each Audit Committee meeting and an annual report of its proceedings.

The **Estates Committee** oversees the preparation, periodic review and implementation of the University's Estate Strategy and its links to corporate and other business plans. It oversees the University's property portfolio transactions (acquisitions and disposals), matters relating to estate developments and considers reports on progress through the Gateway process. It considers and advises on significant matters related to the amount and deployment of Estates and Buildings recurrent budget, and operational matters for which the Director of Estates wishes advice or support including allocation of previously agreed budgets (e.g. Maintenance Programmes, Small Capital Projects) across Colleges and Support Groups. The *Central Management Group, the Finance and General Purposes Committee and the Court receive a report on matters considered following each meeting of the Committee.* It is chaired by the Vice-Principal with responsibility for Planning, Resources and Research Policy *and its membership includes two lay members of the Court.* It normally meets four times a year.

The **Finance and General Purposes Committee** oversees the University's financial affairs on behalf of the Court *and advises on business of particular importance or complexity.* This includes the design of the planning and budgeting process, approval of the resulting plan and budget in the context of the University's overall strategy, and ensuring adequate monitoring thereafter. *The Court receives a report on matters considered following each meeting of the Committee.* It is chaired by the Vice-Convenor of the Court, includes a majority of lay members of the Court *and also includes a student representative.* It normally meets six times a year.

The **Health and Safety Committee** *formulates policy and monitors performance in all areas of occupational safety and health and provides guidance to the University's Health and Safety Services department (which also includes Occupational Health, Occupational Hygiene, Fire Safety and Radiation Protection functions) and advises the Court in regard to compliance with its statutory responsibilities in this area. It reports to the Court via the Central Management Group and the Finance and General Purposes Committee following each Committee meeting and it also provides quarterly incident reports.* It is chaired by the Vice-Principal and Director of Corporate Services and meets at least twice a year.

The **Investment Committee** *considers implications of the University's investments in particular the development of an investment strategy to meet agreed investment objectives with regard to ethical and socially responsible issues and to review and monitor both long and short term investments. It has responsibility for overseeing of the University's Endowment Funds and ensuring that funds held in trust are operated within the relevant legislation and specific terms of each trust,* other investment funds and deposit balances. It reports to the Court via the Finance and General Purposes Committee as appropriate. It is chaired by an external member and meets at least twice a year.

The **Knowledge Strategy Committee** *oversees the University's knowledge management activities in the areas of Library, Information Technology, e-Learning, Management Information and e-Administration and considers and advises on any other Court business in respect of knowledge management activities. The Central Management Group and the Court receive reports as appropriate on matters considered by the Committee. It is chaired by the Vice-Principal with responsibility for Knowledge Management and its membership includes two lay members of the Court and a student representative. It meets at least once a year.*

The **Nominations Committee** considers nominations for co-opted membership of the Court, nominations for membership of the Court Committees and for the Court's nominations on the

Curators of Patronage. The arrangements to take forward the open advertisement and interview process for co-opted members of the Court and external members of the Court Committees are managed by the Nominations Committee. *It makes recommendations for consideration and approval to the Court and reports on any other matter considered following each Committee meeting. It is chaired by the Vice-Convener of the Court, has a majority of lay members of the Court and normally meets three times a year.*

The **Remuneration Committee** *oversees the total remuneration of the Principal and those senior staff reporting directly to the Principal, the reward policy for Professorial and equivalent staff and the policy statement on severance payments in respect of all staff. While a member of the Committee, the Principal withdraws from the Committee when matters related to his remuneration are being considered. It reports as appropriate and at least annually to the Court on its activities. It is chaired by the Vice-Convener of the Court, has a majority of lay members of the Court and obtains additional professional advice from an external advisor and meets at least once a year.*

The **Risk Management Committee** supports and advises the Central Management Group, the Audit Committee and the Court, on the implementation and monitoring of the University's risk management policy and strategy. It ensures that the identification and evaluation of key risks that threaten achievement of the University's objectives is carried out; that a register of these risks is maintained; that risks are being actively managed, with the appropriate strategies in place and working effectively; and contributes to raising awareness of risk generally across the University and to maintaining the profile of risk management. *The Central Management Group, the Finance and General Purposes Committee, the Audit Committee and the Court receive reports as appropriate and in particular the annual assurance statement and the outcome of the review of the University's Risk Register. It is chaired by the Vice-Principal and Director of Corporate Services and its membership includes a lay member of the Court. It normally meets four times a year.*

The **Staff Committee** provides advice and guidance on the University's strategic human resources policies and objectives and provides assurance that the University is monitoring its performance and managing its HR issues effectively. *The Committee reports to the Court via the Central Management Group and the Finance and General Purposes Committee following each Committee meeting. The Committee is chaired by the Vice-Principal with responsibility for Equality and Diversity, and its membership includes two members of the Court. It normally meets three times a year.*

The **Central Management Group**, whilst formally advisory to the Principal, is the senior body for consideration of management issues. Its members are, between them, responsible and accountable for all components of the University's budget, both income and expenditure. As such it plays an important part in the internal governance and academic operations of the University, and brings together the academic, financial, human resources and accommodation aspects of planning. It reports through the Finance and General Purposes Committee to the Court. The Central Management Group is chaired by the Principal and it normally meets eight times a year.

### **The Senate**

The Senate is the academic authority of the University and draws its membership from the academic staff and students of the University. Its role is to superintend and regulate the teaching and discipline of the University and to promote research.

### **The General Council**

The General Council consists mainly of graduates and includes eligible academic staff and a more limited number from other related categories. It has a statutory right to comment on matters which affect the well-being and prosperity of the University and to be consulted on

*proposed new Ordinances and Resolutions.*

### **The University's System of Internal Control**

The University Court is responsible for the University's system of internal control and for reviewing its effectiveness. Such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives and can only provide reasonable and not absolute assurance against material mis-statement or loss.

The internal control environment includes delegated authorities, policies, procedural and system controls, planning and budgetary processes, professional capability in specialist areas, governance structures and management reporting. The current Delegated Authorisation Schedule was approved by the Court in June 2010 and continues to be reviewed and appropriately amended to ensure it remains fit for purpose. The senior management team receives regular reports on the University's performance, including appropriate performance indicators, and considers any control issues brought to its attention by early warning mechanisms which are embedded within the operational units and reinforced by risk awareness training. The senior management team and the Audit Committee also receive regular reports from internal audit which include recommendations for improvement.

The University operates processes for the identification, evaluation and management of significant risks. The risk management framework established in the University includes a Risk Management Committee as a formal Court Committee which oversees implementation of the Risk Management *Strategy and Policy Statement* adopted in 2002. In July 2012, the Court considered and re-approved the University's Risk Policy Statement. The University Risk Register focuses primarily on risks related to the attainment of the University's strategic objectives and identifies responsibility for the overall management of each risk. The Register is annually reviewed by the Risk Management Committee and considered by the Central Management Group, the Audit Committee, and the Finance and General Purposes Committee prior to consideration and approval by the Court; the most recent update was adopted by the Court on 2 July 2012 and aligns to the University Strategic Plan 2008-12 which was the Strategic Plan then in place.

College, Support Group and subsidiary company risk registers ensure key operational risks are identified and managed by the relevant sub-organisation within the University. All major projects have risk registers and risk assessment is incorporated into planning and decision making processes: risk assessment training and awareness are promoted through the management structure. The University's major risks are regularly reviewed and there are year end processes to obtain further assurances on the adequacy of the management of key risks and to document the sources of assurances for each major risk.

Internal Audit undertake an independent review of the operation of the overall risk management process, *internal controls and governance*, having regard to best practice as recommended by professional institutes and other relevant organisations. The Audit Committee considered the Internal Audit *opinion on risk management, control and governance* at its meeting on 27 September 2012 and expressed itself satisfied with the outcome.

By its 10 December 2012 meeting, the Court had received the Audit Committee and Risk Management Committee reports for the year ended 31 July 2012; it also had taken account of relevant events since 31 July 2012. The Audit Committee in particular is responsible for advising the Court on the effectiveness of policies and procedures for risk assessment and risk management *as well as internal controls and governance*. The Court considers, on the recommendation of the Audit Committee that a risk management process wholly compliant with the guidance provided by the UK Corporate Governance Code, in so far as its provisions apply to the higher education sector, has been in place throughout the year ended 31 July 2012.

In reaching this view, the Court's confirmation of the effectiveness of the system of internal control has also been informed by the following:

- a) the Internal Audit Service's annual report to the Audit Committee on the adequacy and effectiveness of systems of internal control including governance and risk management, together with recommendations for improvement, along with the Principal's expression of satisfaction with the performance of the Internal Audit service in his capacity as Accountable Officer;
- b) the Risk Management Committee's Annual Report to the Audit Committee regarding its operation;
- c) comments made by the External Auditors in their Highlights Memoranda and other reports; and
- d) the work of managers within the institution, who have responsibility for the development and maintenance of the internal control framework, and by any relevant comments made by other external agencies (e.g. the Quality Assurance Agency for Higher Education, the SFC).

### **Charitable Status**

The University had charitable status (No. SC005336) under the legislative framework operative throughout the 2011-12 financial year. The University Court considers that the University meets the 'Charity Test' set out in Section 7 of the Charities and Trustee Investment (Scotland) Act 2005. It will take such actions as are necessary to ensure continued full compliance with the legislation and retention of its charitable status.

The University's endowments are administered as the University of Edinburgh Endowment Fund, overseen by the Investment Committee. *As at 31 July 2012 this included the Edinburgh College of Art Prize Fund and other Edinburgh College of Art endowments other than the Edinburgh Andrew Grant Bequest which is held within and administered by a separate charitable trust.* Professional fund managers are employed by that Committee on behalf of the University Court. Investment income is applied for the specific purposes of the relevant endowments, or in the case of other investment funds, for the University's general purposes. All of those purposes are charitable for the purposes of the legislation.

Income derived from philanthropic donations and benefactions arising from the University's Development activities is disbursed by a Trust with separate charitable status: The University of Edinburgh Development Trust. The Board of Trustees includes individuals external to the University. The President is a former member of the Court. The Trustees meet twice a year. All disbursements are applied for the specific purposes of the relevant donations and benefactions, or in the case of general donations and benefactions, for the University's general purposes. All of those purposes are charitable for the purposes of the legislation.

### **Going concern**

The University's activities and the factors likely to affect its future development, performance and position are set out in the Operating and Financial Review *and the Principal's Report*. *The financial position* of the University, its cash flows and liquidity are set out in more detail in the Notes to the Financial Statements.

The University has considerable financial resources and its current forecasts and projections show it to be well placed to successfully manage its activities despite risks and uncertainties highlighted in the Reports and Financial Statements.

The Court is satisfied that the University has adequate resources to continue in operation for the foreseeable future and for this reason, the going concern basis continues to be adopted in the preparation of the Reports and Financial Statements.

The Court considers that the University has adequate resources to continue in operational existence for the foreseeable future.



## **Responsibilities of the Court**

*On 21 June 2010 the Court adopted this Statement of Primary Responsibilities, as set out below.*

***The Court's primary responsibilities are:***

### ***I. Strategic Direction***

- 1. To determine the mission and vision of the University and its major priorities as expressed in strategic plans, long term academic and business plans.*
- 2. To ensure that the mission and strategic vision of the University takes proper account of the interests of stakeholders, including students, staff, alumni, the wider community and funding bodies.*
- 3. To approve financial, estates, and human resources strategies in support of institutional objectives and priorities.*
- 4. To ensure strategies are in place to enhance the student experience.*
- 5. To ensure processes are in place to monitor and evaluate the performance and effectiveness of the University against the plans and approved key performance indicators, which should where possible, be benchmarked against other comparable Universities.*
- 6. To promote and safeguard the reputation and values of the University.*

### ***II. Governance: responsibilities in relation to Management and Senate***

- 1. To appoint the Principal as chief executive, including the terms and conditions of such an appointment, and to put in place suitable arrangements for monitoring his/her performance.*
- 2. To delegate authority to the Principal {as chief executive} for the academic, corporate, financial, estate and HR Management of the University subject to reserving such matters to itself as the Court thinks appropriate.*
- 3. To establish and keep under regular review the policies, procedures and limits within which such management functions shall be undertaken by and under the authority of the Principal.*
- 4. To appoint a Secretary to the Court and to ensure that if the person appointed has managerial responsibilities in the University, there is an appropriate separation in the lines of accountability.*
- 5. To review decisions made by the Senate as prescribed in statute.*
- 6. To ensure that the Senate has processes in place for monitoring and reporting the quality of education provision and to monitor quality enhancement arrangements.*

### ***III. Governance: Exercise of Controls***

- 1. To ensure the establishment and monitoring of systems of control and accountability, including financial and operational controls and risk*

*assessment, arrangements for internal and external audit and regularly reviewed schedules of delegated authority.*

2. *To be the principal financial and business authority of the University, to ensure that proper books of account are kept, to approve the annual budget and financial statements and to have overall responsibility for the University's assets, property and estates.*
3. *To ensure that appropriate arrangements are in place for the management of health, safety and security in respect of students, staff and other persons affected by the University's operations.*
4. *To ensure that appropriate arrangements are in place for promoting equality of opportunity in respect of students, staff and other persons making use of University services or facilities.*

#### **IV. Governance: Corporate responsibilities**

1. *To be the University's legal authority and as such, to ensure that systems are in place for meeting all the University's legal obligations, including those arising from contracts and other legal commitments made in the University's name.*
2. *To be the employing authority for all staff in the University and to ensure that obligations thereto are met including with regard to the welfare, development and reward of employees.*
3. *To put in place appropriate arrangements for determining and regular review of the performance, remuneration and conditions of service of senior staff.*
4. *To make provision for the general welfare of students, in consultation with the Senate and EUSA.*
5. *To act as trustee for, or make appropriate alternative arrangements for the trusteeship of, any property, legacy, endowment, bequest or gift in support of the work and welfare of the University.*
6. *To make appropriate arrangements compliant with relevant legislation for the trusteeship of any pensions scheme established by the Court for University employees and to employ the employer-nominated trustees.*
7. *To ensure that at all times it operates within the terms of the Universities (Scotland) Acts 1858-1966, Ordinances and Resolutions made under those Acts and any other relevant legislation; and that appropriate advice is available to enable this to happen.*
8. *To ensure that the University acts ethically, responsibly and with respect for society at large and the sustainability of the environment.*

#### **V. Effectiveness and transparency**

1. *To conduct its business in accordance with best practice in higher education corporate governance and with the principles of public life drawn up by the Committee on Standards in Public Life.*

2. *To ensure that procedures are in place in the University for handling internal grievances, conflicts of interest and public interest disclosure.*
3. *To put in place arrangements for the appointment of co-opted members of the Court so as to maintain a broad balance of expertise taking account of the principles of equal opportunity.*
4. *To establish processes to monitor and evaluate the performance and effectiveness of the Court itself and that of its committees.*

### **Statement of Responsibilities Relating to the Reports and Financial Statements**

These primary responsibilities include those pertaining to financial matters are stated above. The detailed requirements relating to financial matters are governed by law, agreements and regulations as decreed by various bodies and are stated as follows:

The Court is responsible for keeping proper accounting records, which disclose, with reasonable accuracy, the financial position of the University at any time and enable it to ensure that the financial statements are prepared in accordance with the Universities (Scotland) Acts 1858-1966, the Statement of Recommended Practice: Accounting for Further and Higher Education and other relevant accounting standards. In addition, within the terms and conditions of a Financial Memorandum agreed between the Scottish Funding Council and the Court of the University of Edinburgh, the University Court, through its designated office holder, is required to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the University and of the surplus or deficit and cash flows for that year.

In causing the financial statements to be prepared, the Court has to ensure that:

- suitable accounting policies are selected and applied consistently;
- judgements and estimates are made that are reasonable and prudent;
- applicable accounting standards have been followed; and
- financial statements are prepared on the going concern basis.

The Court has taken reasonable steps to:

- ensure that funds from the Scottish Funding Council are used only for the purposes for which they have been given and in accordance with the Financial Memorandum with the Funding Council and any other conditions which the Funding Council may from time to time prescribe;
- ensure that there are appropriate financial and management controls in place to safeguard public funds and funds from other sources;
- safeguard the assets of the University and hence to take reasonable steps to prevent and detect fraud; and
- secure the economical, efficient and effective management of the University's resources and expenditure.

## **Membership of Court and Committees**

### **Court Membership**

Members of the University Court during the year ended 31 July 2012, and their attendance at the meetings held during their membership in that year, together with members serving in the period after 31 July 2012 and up to the date on which the Reports and Financial Statements were approved, were as follows:

The Rector (Convener), Mr I Macwhirter (5/5) (until 29 February 2012)  
The Rector (Convener), Mr P McColl (2/2) (from 1 March 2012)  
The Principal and Vice-Chancellor, Professor Sir Timothy O'Shea (6/7)  
The Chancellor's Assessor, Sheriff Principal E F Bowen QC (3/5) (from 17 October 2011)

#### General Council Assessors

Mr A Johnston (7/7)  
Professor A M Smyth (6/7)  
Mrs M Tait (7/7)

#### Senatus Academicus Assessors

Dr M Aliotta (4/7)  
Professor J Ansell (7/7)  
Professor D J Finnegan (7/7)  
Professor A Harmar (5/7)

#### City of Edinburgh Council Assessor

Rt Hon G Grubb, Lord Provost (0/5) (until 2 May 2012)  
Rt Hon D Wilson, Lord Provost (1/1) (from 2 July 2012)

#### Co-opted Members

Professor S Monro (Vice-Convener) (7/7)  
Professor J Barbour (4/7) (until 31 July 2012)  
Mr P Budd (3/7)  
Dr C Masters (4/7)  
Mr G M Murray (6/7) (until 31 July 2012)  
Mrs E Noad (6/7)  
Ms A Richards (6/7)  
Mr D Workman (6/7) (until 31 July 2012)  
Mr D Bentley (from 1 August 2012)  
Dr R Black (from 1 August 2012)  
Mr L Matheson (from 1 August 2012)

#### Non-Teaching Staff Assessor

Mr D Brook (2/7)

#### Student Members

Mr M McPherson (5/6) (until 10 June 2012)  
Mr M Williamson (6/6) (from 10 June 2012)  
Mr J McAsh (1/1) (from 11 June 2012)  
Mr A Burnie (1/1) (from 11 June 2012)

Members of the Audit Committee, Estates Committee, the Finance and General Purposes Committee, Investment Committee, the Nominations Committee, the Remuneration Committee and the Risk Management Committee during the year ended 31 July 2012 and their attendance at the meetings held during their membership in that year, together with members serving in the period after 31 July 2012 and up to the date on which the Reports and Financial Statements were approved were as follows:

#### **Audit Committee**

Convener: Ms A Richards (4/4)  
Mr P Budd (1/4)  
Mr A Johnston (4/4)  
Mrs E Noad (3/4)  
Mr M Sinclair (4/4)  
Mr A Trotter (3/4)

#### **Estates Committee**

Convener: Senior Vice-Principal Professor N Brown (4/4) (until 31 July 2012)  
Convener: Vice-Principal Professor J Seckl (from 1 August 2012)  
Mr G M Murray (4/4) (until 31 July 2012)  
Mr P Budd (0/4)  
Dr K Waldron, University Secretary (2/4)  
Vice-Principal Mr N Paul, Director of Corporate Services (3/4)  
Senior Vice-Principal Professor M Bownes (0/4)  
Vice-Principal Professor J Haywood (3/4)  
Vice-Principal Professor D Miell (4/4)  
Dr A Cornish, Director of Planning and Deputy Secretary (4/4)  
Mr A Currie, Director of Estates and Buildings (4/4)  
Mr H Edmiston Registrar, College of Medicine and Veterinary Medicine (4/4)  
Mr J Gorringer, Director of Finance (1/4) (until 31 August 2012)  
Mr R Kington Director of Accommodation Services (4/4)  
Mr M McPherson, President, EUSA 4/4) (until 10 June 2012)  
Dr B Nelson, Registrar, College of Science and Engineering (4/4)  
Mr J McAsh (from 11 June 2012)  
Mr P McNaull, Director of Finance (from 1 September 2012)

#### **Finance and General Purposes Committee**

Convener: Professor S Monro (6/6)  
The Principal and Vice-Chancellor, Professor Sir Timothy O'Shea (5/6)  
Senior Vice-Principal, Professor N Brown (6/6) (until 31 July 2012)  
Dr K Waldron, University Secretary (6/6)  
Mr J Gorringer, Director of Finance (5/6) (until 31 August 2012)  
Mr M McPherson, President of the Students' Association (5/5) (until 10 June 2012)  
Professor J Barbour (2/6) (until 31 July 2012)  
Professor A M Smyth (4/6)  
Dr M Aliotta (4/6)  
Mr G M Murray (4/6) (until 31 July 2012)  
Dr C Masters (6/6)  
Vice-Principal Professor J Seckl (from 1 September 2012)  
Mr D Bentley (from 1 August 2012)  
Mr L Matheson (from 1 August 2012)  
Mr J McAsh (1/1) (from 11 June 2012)  
Mr P McNaull, Director of Finance (from 1 September 2012)

### **Investment Committee**

Convener: Mr A McFarlane, external member of Committee (5/5)  
The Principal and Vice-Chancellor, Professor Sir Timothy O'Shea (1/5)  
Professor S Monro (4/5)  
Mr L Matheson (2/5)  
Mr R Davidson, external member of Committee (5/5)  
Mr B Hughes, external member of Committee (5/5)  
Ms M Cuffe, external member of Committee (5/5)

### **Nominations Committee**

Convener: Professor S Monro (2/2)  
The Principal and Vice-Chancellor, Professor Sir Timothy O'Shea (2/2)  
Mrs E Noad (2/2)  
Professor A M Smyth (2/2)  
Dr K Waldron, University Secretary (1/2)  
Professor J Ansell (1/1) (from 7 November 2011)  
Dr R Black (from 1 August 2012)

### **Remuneration Committee**

Convener: Professor S Monro (2/2)  
The Principal and Vice-Chancellor, Professor Sir Timothy O'Shea (2/2)  
Mr D Workman (2/2) (until 31 July 2012)  
Dr C Masters (2/2)  
Ms A Richards (1/2)  
Mr A Johnston (from 1 August 2012)

### **Risk Management Committee**

Convener: Vice-Principal Mr N A L Paul (4/4)  
Mrs M Tait (3/4)  
Dr K Waldron, University Secretary (2/4)  
Mr F Gribben, Registrar, College of Humanities and Social Science (1/4)  
Mr H Edmiston Registrar, College of Medicine and Veterinary Medicine (4/4)  
Dr B Nelson, Registrar, College of Science and Engineering (4/4)  
Mr J Gorringer, Director of Finance (2/4) (until 31 August 2012)  
Mr B Gilmore, Director of IT Infrastructure (3/4)  
Dr T Harrison, Assistant Principal, Academic Standards and Quality Assurance (2/4)  
Professor J Ansell, Academic Representative (3/4)  
Mr P McNaull, Director of Finance (from 1 September 2012)

## Extract from Current SFC Accounts Direction

### Corporate Governance Disclosures

1 Colleges and universities are required to include in their financial statements a statement covering the responsibilities of their governing body in relation to corporate governance. This statement is required to indicate how the college or university has complied with good practice in this area and, in particular, whether it complies with the internal control guidance published by the Turnbull Committee (Turnbull guidance).

2 In line with earlier guidance, we expect that all colleges and universities will be able to make a full compliance statement with the requirements of the UK Corporate Governance Code, in so far as they apply to the college and university sectors, in their financial statements.

3 Colleges and universities should set out in their corporate governance statement the manner in which they have applied the principles of the UK Corporate Governance Code. There is no prescribed form for the statement but colleges and universities are encouraged to explain their own governance policies in the light of the Governance Code principles.

4 The statement should also indicate the extent to which the college or university complies with the provisions of the Governance Code, insofar as they apply to the further or higher education sector. Where colleges and universities cannot or do not comply with one or more provisions of the Governance Code, they are encouraged to provide an explanation.

5 In its narrative statement on how the college or university has applied Code principle C2, the governing body should, as a minimum, disclose that there is an ongoing process for identifying, evaluating and managing the significant risks faced by the college or university, that it has been in place for the year under review and, that up to the date of approval of the financial statements, it is regularly reviewed by the governing body and accords with the guidance in this document.

6 In relation to Code provision C.2.1, the governing body should summarise the process it has applied in reviewing the effectiveness of the system of internal control. It should also disclose the process it has applied to deal with material internal control aspects of any significant problems disclosed in the annual financial statements.

7 We recognise that each college and university will have its own system of corporate governance, reflecting its particular objectives and management processes, and the corporate governance disclosures in the annual report will differ accordingly. It is expected that each college and university will tailor its corporate governance statement to reflect its own individual circumstances. However, good practice suggests that a corporate governance statement should include the following sections:

- **Introduction**, which shows the context and purpose of the corporate governance statement, and the statement of full, partial or non-compliance with the provisions of the Governance Code;
- **Governing body**, outlining the governance structure and the role of college or university committees;
- **Corporate strategy**, outlining the arrangements for strategic development;
- **Risk management and internal control**, setting out the arrangements for identifying, evaluating and managing risks and the arrangements for monitoring internal controls. This

should also include a statement to the effect that there is an ongoing risk management process which accords with the Turnbull guidance;

- **Going concern**, confirming that the college or university is a going concern, with supporting assumptions and qualifications as necessary as described in the Code section C.1.3. This disclosure provides support for the use of the going concern accounting policy and should not be inconsistent with the disclosures regarding going concern either in the financial statements or the auditors' report thereon; and
- **Conclusion**, providing any concluding observations or messages.

8 In assessing their own corporate governance practices, universities may also wish to make reference to the BUFDG guidance on corporate governance as well as their compliance with the provisions of the *Guide for Members of Higher Education Governing Bodies in the UK* issued by the Committee of University Chairmen.

9 Colleges may also wish to refer to the *Guide for College Board Members 2012* issued by Scotland's Colleges.



## **BUFDG Guidance on Corporate Governance and Statement of Responsibilities of the Governing Body, including internal controls for Higher Education**

August 2006

### **Introduction**

All institutions are required to include a corporate governance statement and statement of responsibilities, including reference to the institution's systems of internal control and risk management, within their financial statements. This guidance is intended to provide institutions with a framework for their corporate governance and responsibilities statement and replaces the previous BUFDG guidance '*Corporate Governance in Higher Education*'. This guidance is effective from August 2006.

#### *Funding Councils*

In preparing their corporate governance statement institutions should consider the best practice guidance and mandatory requirements issued by their funding council.

The Funding Councils issue an annual Accounts Direction specifying minimum requirements; (HEFCE, HEFCW, Scottish Funding Council , Funding Council for Northern Ireland follows HEFCE)

#### *Internal Control and Risk Management*

Institutions are required to publish details of their systems of internal control and how such a system is linked to institutional objectives and implemented across the organisation. Specifically it is the responsibility of the governing body to maintain a sound system of internal control and to review the effectiveness every year.

Further, institutions must provide a statement that their risk management arrangements have been operating effectively for the financial year and up to the approval date of the financial statements. Institutions should provide information consistent with Turnbull guidance issued by the Financial Reporting Council.

#### *Voluntary Codes for Governing Bodies*

Institutions should also consider the detailed code of practice from the Committee of University Chairmen issued in November 2004 '*Guide for members of Higher Education Governing Bodies in the UK*'. Institutions are required to state they have had regard to the code and whether their practices are consistent with the code. This detailed guidance provides detailed principles on the operation of the governing body.

Furthermore institutions should have regard to the Combined Code on corporate governance issued by the Financial Reporting Council, which although intended for the private sector, forms the basis of good practice guidance for institutions.

## Framework for Responsibilities and Corporate Governance Statement

|   |   |
|---|---|
| <p>Responsibilities of the Governing Body</p>               | <p>Explain where the responsibility rests for the administration and management of the institution's financial affairs, including preparation of financial statements.</p> <p>Explain the governing body's responsibilities in this regard. Consider responsibilities in respect of; maintaining proper accounting records, compliance with institution's charter or statutes, compliance with the SORP and funding council financial memorandum, safeguarding assets and prevention and detection of fraud</p> <p>Explain institution's responsibilities in terms of corporate governance, refer to codes of practice (funding councils, CUC, Turnbull and Combined Code</p> |
| <p>Principles and ethos of institution</p>                  | <p>Relevance of Nolan Committee Standards in Public Life to the institution and general principles adopted for decision making and accountability. Consider reference to any register of interests</p>  |
| <p>Institution constitution and structural organisation</p> | <p>Explain legal constitution of governing body, key committees and their terms of reference. Explain who the trustees of the institution are. Consider the position of the de facto chief executive and reporting framework for decision making.</p> <p>Consider the membership and attendance, and the effectiveness of the governing body and its key committees.</p>  |
| <p>Statement on Internal Control</p>                        | <p>Explain responsibilities of the governing body in this regard. Consider the principles of such an internal control and risk management process. Explain what system is in place, how it is linked to organisational objectives and embedded across the institution. Consider how such a system is reviewed.</p>  |

The University of Edinburgh

The University Court

5 November 2012

## **Widening access for Scottish-domiciled students**

### Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper provides an update on widening access for Scotland-domiciled students, highlights new SFC funded places for widening access and provides early notice of areas that will require investment to support a successful enhanced widening access agenda.

### Action requested

Court is invited to note the paper.

### Resource implications

Does the paper have resource implications? Firm proposals and details on resource implications will be brought to a future meeting.

### Risk assessment

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

### Equality and diversity

Does the paper have equality and diversity implications? The widening access agenda supports equality and diversity.

### Freedom of information

Can this paper be included in open business? No, the paper should remain closed until the Outcome Agreement 2013-14 has been approved.

### Originator of the paper

Peter Phillips  
Deputy Director of Planning  
15 October 2012

The University of Edinburgh

The University Court

5 November 2012

## **Progress in addressing feedback scores in NSS**

### Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper presents a progress report on work agreed through senior management channels to identify issues contributing to our NSS scores and remediate these.

### Action requested

Court is presented with this information as an update. Suggestions and discussion are welcome.

### Resource implications

Does the paper have resource implications? Yes

Please see table of actions.

### Risk assessment

Does the paper include a risk assessment?

NSS scores are already on our Risk Register.

### Equality and diversity

Does the paper have equality and diversity implications? No

### Freedom of information

Can this paper be included in open business? No

Its disclosure would substantially prejudice the effective conduct of public affairs

### Originator of the paper

Sue Rigby  
24 October, 2012

**Report from Estates Committee held on 19 September 2012**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

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

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

Action requested

Court is invited to note that CMG and FGPC noted and endorsed the EC report at their respective meetings on 10 October and 22 October 2012.

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

Resource implications

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

Risk Assessment

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

**General:**

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

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

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

Equality and Diversity

Does the paper have equality and diversity implications? No

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

Any other relevant information

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

Freedom of information

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

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

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

Originator of the paper

Angela Lewthwaite - Secretary to EC  
Paul Cruickshank – Estate Programme Administrator  
26 October 2012

The University of Edinburgh

The University Court

5 November 2012

## **Audit Committee Report**

### Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

Attached is the draft Minute of the Audit Committee meeting held on 27 September 2012.

### Action requested

The Court is invited to note the draft Minute, particularly the satisfactory outcome of the internal audit service appraisal 2011/2012.

### Resource implications

The resource implications are detailed in the paper.

### Risk assessment

Internal Audit reports are prepared using a risk-based approach.

### Equality and diversity issues

There are none.

### Freedom of Information

Can the paper be included in open business? Yes.

### Originator of the paper

Dr Katherine Novosel  
October 2012

**Minute of the Meeting of the Audit Committee  
held at 5.00 pm on 27 September 2012  
in the Lord Provost Elder Room, Old College**

**Present:** Ms A Richards (Convener)  
Mr A Johnston  
Mrs E Noad  
Mr M Sinclair  
Mr A Trotter

**In attendance:** Mr P McNaull, Director of Finance  
Vice-Principal Mr N Paul, Director of Corporate Services  
Dr K Waldron, University Secretary  
Ms E Welch, Assistant Director of Finance  
Mr H McKay, Chief Internal Auditor  
Mr M Rowley, KPMG, External Auditor  
Mr P Gough, Internal Audit  
Vice-Principal Professor J Haywood, Head of ISG (for item 2.2 only)  
Ms S Gupta, Director of HR (for item 2.5 only)  
Dr K Novosel, Head of Court Services

**Apologies:** Mr P Budd  
Mr S Reid, KPMG

**1 MINUTE OF THE MEETING HELD ON 31 MAY 2012**

**Paper A**

The Minute of the meeting held on 31 May 2012 was approved as a correct record.

The Committee welcomed Mr Phil McNaull the new Director of Finance and thanked him for his initial observations.

**2 MATTERS ARISING**

**2.1 Review of Higher Education Governance in Scotland**

It was noted that Court at its meeting on 2 July 2012 had agreed that its approved position statement in respect of the recommendations within the Report on the Review of Higher Education Governance in Scotland should be circulated to the Cabinet Secretary and shared with union colleagues, students and members of Senate. It was further noted that the Cabinet Secretary had announced in the Scottish Parliament on 28 June 2012 his acceptance of the majority of the recommendations within the Report, the establishment of an advisory forum on higher education and had welcomed the approach to develop a Scottish Code of Good Governance. This Scottish Code will be taken forward in consultation with the sector by a Steering Group of the Committee of Scottish Chairs with Lord Smith of Kelvin, the Chancellor of the University of the West of Scotland chairing the Steering Group; the task is expected to be completed in May 2013.

**2.2 Password Policies**

There had been some concern at the last meeting of the Audit Committee on the recommendations contained within the Internal Audit assignment on password policies. The Head of ISG had indicated that he would welcome the opportunity to attend a meeting of the Audit Committee to provide further information.



The Head of ISG confirmed the current policies and guidance provided to staff on password protection and other security issues. There were challenges in enforcing good practice particularly given the varying software being operated across the University. The Committee endorsed the proposal to make available a robust password checker. It was intimated that the University's security systems effectively repelled daily attacks and that work was on-going to strengthen the security of mobile devices now in use. The Committee further noted and welcomed the particular actions taken to strengthen security around highly sensitive and critical systems. The Committee however invited the Head of IS to consider even tougher ring-fencing and firewalls of sensitive data and systems in addition to a tougher password regime. It was also noted that a paper would be going to a future meeting of CMG setting out proposals on various IT security matters including incident reporting arrangements. The Audit Committee was encouraged by this information and noted that the Head of ISG would be happy to attend further meetings of this Committee.

**2.3 Edinburgh University Press - governance arrangements** **Paper B**

The Committee noted and was content with the governance arrangements in place and that the Edinburgh University Press undertook to adopt all key University policies.

**2.4 Anti-Bribery and Corruption Policy - update** **Paper C**

The activities undertaken by the University to raise awareness of the provisions of the Bribery Act 2010 and ensure compliance with the approved University's Anti-Bribery and Corruption Policy were noted and welcomed by the Committee. In particular the Committee was reassured by the focus on the high risks areas and that there would be arrangements put in place to annually review, and as required, update practices.

**2.5 UKBA – update report** **Paper D**

The Committee fully endorsed the proposal to initiate a review programme across academic and support areas to ascertain University compliance as a sponsor of international students and staff to be undertaken in a similar manner to that of UKBA visits. This constructive compliance framework model was commended and the proposed monitoring reports to CMG and the Audit Committee. To avoid compromising their independence, and for the avoidance of doubt, it was confirmed that Internal Audit could not be part of the routine management checking arrangements as suggested in the paper.

**2.6 Outstanding External Audit Fees**

The Committee noted that there was no external audit requirement this year in respect of Old College Capital Limited as there had been no material transactions and endorsed the external audit fee for 2011/2012 for the Andrew Grant Bequest of £3,590 plus VAT and recommended approval to the corporate Trustee.

**FOR DISCUSSION**

**3 DRAFT CORPORATE GOVERNANCE STATEMENT** **Paper E**

There were a number of helpful changes suggested by the Committee which would be incorporated as appropriate into the draft Corporate Governance Statement prior to it being considered at the next meetings of the Finance and General Purposes Committee and Court. It was further noted that consideration was being given to the ordering of the various sections within the final Reports and Financial Statements.

- 4 RUK FEES AND BURSARY SCHEME 2013/2014 Paper F**
- The Committee noted that Court at its meeting on 11 September 2012 had approved the proposed undergraduate student fee level and bursary scheme for RUK-domiciled students for the academic year 2013/2014 as set out in the paper. Of particular note was the Equality Impact Assessment undertaken in accordance with the University's obligations under the Equality Act 2010. The Committee noted, however, the residual risks and that there had been legal challenges in England which had been unsuccessful. There remained the possibility of legal challenges in Scotland at institutional and Scottish Government levels and the Committee noted the University's approach to mitigate these potential risks in respect of financial and reputational issues.
- 5 US GAAP – UPDATE REPORT Paper G**
- The proposed timetable to sign off the 2011/2012 Accounts prepared in accordance with US GAAP requirements was noted and that a Sub-Group of the Committee would be convened on 15 January 2013 to consider the final audited Accounts. Membership of this Sub-Group would be finalised at the next meeting of the Audit Committee.
- 6 VALUE FOR MONEY REPORT 2011/2012 Paper H**
- This annual report had been approved at the last meeting of the Central Management Group for onward transmission to the Audit Committee. The various activities undertaken to secure value for money across the University was commended. The Committee asked that future reports include baseline information and details of the resources required to achieve the efficiency savings.
- It was confirmed that paper I had not been circulated to External Audit and the External Auditor left the meeting and took no part in the discussion on item 7.**
- 7 EXTERNAL AUDIT PROVISION Paper I**
- The proposed timetable to take forward the tender for external audit provision for the 2013/2014 audit onwards was approved. It was noted that members of the Audit Committee would be involved in the presentations delivered by the top three short-listed suppliers on 14 March 2013. There was discussion on the proposed criteria to evaluate bids received and it was suggested that the fee rate structure and cost transparency criterion should be weighted at 20%. Subject to the proposed amendment the Committee approved the scope of work and evaluation criteria tender documentation.
- INTERNAL AUDIT**
- 8 INTERNAL AUDIT ANNUAL REPORT Paper J**
- The Committee formally noted the Internal Audit Annual Report and endorsed its onward transmission to Court as part of this Committee's Annual Report to Court which was prepared to assist Court in the process of approving the Reports and Financial Statements. In particular the Committee noted and endorsed the statement in the Report on the Internal Audit opinion on the adequacy and effectiveness of the University's arrangements for risk management, control, and governance.
- 9 INTERNAL AUDIT REPORTS Paper K**
- The Audit Committee considered the eleven Internal Audit assignments completed since its last meeting.

### UKBA legislation – students

The Committee took cognisance of the previous discussion on UKBA and noted that the recommendations in the report had either already been addressed or were due to be addressed within a short timeframe. In particular it was welcomed that the individual appointed to the International Student Support Manager position had been tasked with responsibility for the management of the overall international student sponsorship process.

### Feedback to Students on Course Performance (Interim Report)

It was noted that a paper had been presented to Court since this assignment had been undertaken which addressed a number of the issues raised and it was proposed to undertake a further review in this area once the actions in this Court paper had been progressed. It was also noted that it would be helpful to review the impact of the introduction of the Personal Tutor scheme. The intention was therefore to prepare a final report in 2013; the Committee was content with this approach.

### Equality Act 2010

The Committee noted the actions undertaken to date. It was further noted that proposals were being developed to amend the coversheet of papers for Court, Senate and Committee meetings to take account of the new requirements around equality impact assessments.

The Audit Committee noted the remaining Internal Audit assignments.

## **10 INTERNAL AUDIT FOLLOW UP REVIEWS Paper L**

The Committee welcomed the revised format of this report. It was noted that it was the responsibility of University management to take a view on those recommendations not being addressed to ascertain any risk and to determine if the recommendation remained appropriate. It was further suggested that the escalation process should be reviewed and perhaps further strengthened through involvement of Heads of Colleges and Support Groups and by naming the key member of staff tasked with taking forward each recommendation.

## **11 INTERNAL AUDIT PROGRESS REPORT Paper M**

It was noted that the 2011/2012 Internal Audit Plan was 96% advanced with eight assignments nearing completion and that the 2012/2013 Internal Audit Plan was 10% advanced after 7 weeks; the Committee was content with progress. The Committee further noted the other matters highlighted in the report and congratulated Mr Gough on his progress towards attaining the Advanced Diploma of the Chartered Institute of Internal Auditors.

## **12 INTERNAL AUDIT PERFORMANCE REVIEW**

### **12.1 Internal Audit Quality Benchmarking 2012 Paper N**

The Committee had previously agreed to reduce the frequency of participation in this benchmarking exercise and it was noted that Internal Audit had volunteered to support sector colleagues by participating in this year's exercise. The Committee welcomed the outcome of the exercise.

### **12.2 Internal Audit Performance Evaluation Questionnaires Paper O**

The Committee noted the satisfactory outcome of the evaluation questionnaires exercise.

**12.3 Appraisal of Internal Audit Service Paper P**

The Committee confirmed that it was in agreement with the comments contained in the paper.

In summary, the Audit Committee remained very satisfied with the overall performance of the Internal Audit Service as demonstrated by the three papers considered at this meeting.

**ANDREW GRANT BEQUEST**

**13 ANDREW GRANT BEQUEST – UPDATE REPORT Paper Q**

The position in respect of the change of constitution and name of the Edinburgh College of Art, Andrew Grant Scholarship Fund was noted. The Committee further confirmed that it was content to accept the specific delegated duties as set out in the paper at the request of the corporate Trustee of the Andrew Grant Bequest.

**14 ANDREW GRANT BEQUEST DRAFT TRUSTEE’S REPORT Paper R**

The Committee considered and endorsed the draft Trustee’s Report.

**EXTERNAL AUDIT**

**15 EXTERNAL AUDIT PROGRESS REPORT UOE**

The External Auditor confirmed that the external audit was progressing satisfactorily and that there were no issues which required to be raised with the Audit Committee at this time.

**FOR INFORMATION/FORMAL APPROVAL**

**16 AUDIT COMMITTEE SCHEDULE Paper S**

The 2012/2013 Audit Committee Schedule was approved. It was noted that other items could and would be brought to meetings of the Committee as required.

**17 DATE OF NEXT MEETING**

The next meeting of the Audit Committee would be held on Friday, 23 November 2012 at 2.30pm in the Lord Provost Elder Room, Old College. It was noted that this meeting would be preceded by a private meeting with Internal Audit at 1.30pm and a private meeting with External Audit at 2.00pm: both these meetings would also be held in the Lord Provost Elder Room.

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## **Report of the Nominations Committee**

The Nominations Committee at its meeting on 15 October 2012 considered a number of matters and wishes to make recommendations for approval and comment to Court as detailed below:

### **Membership of Committees**

#### Audit Committee

Ms Anne Richards' term of office and Convenership to be extended until 31 July 2014.

#### Finance and General Purposes Committee

Dr Marialuisa Aliotta's term of office to be extended by three years until 31 July 2016.

#### Knowledge Strategy Committee

Professor Stuart Monro's term of office to be extended by one year until 31 July 2014.

Professor Ann Smyth's term of office to be extended by two years until 31 July 2015.

#### Nominations Committee

Mr Alan Johnston to be appointed from 1 August 2013 for two years until 31 July 2015.

#### Remuneration Committee

Ms Anne Richards' term of office to be extended by one year until 31 July 2014.

#### Library Committee

Professor David Finnegan's term of office to be extended by one year until 31 July 2014.

Vice-Principal Dr Sue Rigby to be appointed with immediate effect until 31 July 2015.

#### University Collections Advisory Committee

Sheriff Principal Edward Bowen to be appointed from 1 August 2013 for two years until 31 July 2015.

### **Curators of Patronage**

Vice-Principal Professor Seckl to be appointed a Curator of Patronage with effect from 1 September 2013 until 31 July 2016.

### **Dr Margaret Stewart Bequest**

Dr Magdalena Midgley to be appointed with immediate effect until 31 July 2014.

Dr Robert Black to be appointed with immediate effect until 31 July 2015.

Dr Katherine Novosel  
October 2012

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# C10

## **Annual Report on Quality Enhancement, 2011/12**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

This paper is the second annual report on quality enhancement. Quality enhancement is relevant to a number of the strategic goals, enablers and themes in the University Strategic Plan, but in particular to “excellence in learning and teaching” and “enhancing our student experience”.

Action requested

Court is invited to note the report.

Resource implications

Does the paper have resource implications? No.

Risk assessment

Does the paper include a risk assessment? No. Specific risk assessments will be detailed in papers or proposals which arise from relevant activities.

Equality and diversity

Does the paper have equality and diversity implications? No.

Freedom of information

Can this paper be included in open business? Yes.

To be presented by

The paper will be presented by Professor Dai Hounsell, Vice Principal Academic Enhancement.

Originator of the paper

Dai Hounsell and Sue Rigby

24 October, 2012

## **Annual Report on Quality Enhancement, 2011-12**

## BACKGROUND AND INTRODUCTION

1. Over the last three years, the University has sought to develop and embed a strategic approach to enhancing learning and teaching and the wider student experience which is consonant with our mission, culture and devolved structure. The goal has been to put enhancement at the heart of Edinburgh's institutional processes. This has been pursued by four closely interrelated means:
  - articulating, agreeing and pursuing well-defined strategic priorities;
  - putting in place a robust structure of committees and task groups that work in synergy
  - ensuring that responsibilities for oversight, implementation and ongoing review of effectiveness are clearly assigned
  - developing an ethos and approach to enhancement which embraces all of our staff and students.
2. Underpinning Edinburgh's approach is a firm commitment to an inclusive view of all of the University's students in its policies, procedures and practices, together with full and active engagement with the student body, seen as significant partners in enhancement.
3. Strategic priorities in enhancement are closely aligned with the University's Strategic Plan for 2008-12, and particularly with the goals of "excellence in learning and teaching" and "enhancing our student experience", and are set out in the University's Learning-Teaching Enhancement Strategy (*LTES*), which can be found at :  
[www.ed.ac.uk/schools-departments/academic-Services/committees/learning-teaching](http://www.ed.ac.uk/schools-departments/academic-Services/committees/learning-teaching)
4. The chief aims of the University *LTES* are :
  - to strengthen and enhance the quality of students' experiences of university study wherever necessary, appropriate and practicable
  - to sustain an environment in which excellence in learning and teaching can thrive and where refinements and innovations in practices are prized and promulgated
  - to encourage everyone involved in teaching and supporting learning to play their part in enhancing as well as ensuring quality.
5. Each of the three Colleges also has its own *LTES*. These are contiguous with the University *LTES*, but set out complementary priorities which address the specific teaching-learning needs, challenges and opportunities of the College concerned.
6. For the period 2010-2012, the strategic priorities of the University *LTES* have focused on graduate employability, assessment and feedback, student guidance and support, and the enhancement infrastructure. In what follows, University-wide initiatives and activities on each of these priorities in 2011/12 are explored in turn.



## ENHANCING GRADUATE EMPLOYABILITY

*Within this strategic priority, the goal is to focus, coordinate and strengthen efforts to prepare students for the challenges of the 21st-century graduate workplace and to optimise their employability.*

### *Employability Strategy Group*

7. The Employability Strategy Group was set up in spring 2011 with the goal of 'formulating, promoting and leading strategic initiatives and institutional approaches which enhance the student experience as it relates to employability and graduate attributes and which contribute to, and support attainment of, the University's objectives in this area'. Reporting to the Learning and Teaching Committee, the Group has since drawn up and gained endorsement for an ambitious Employability Implementation Plan that seeks to embed the University's framework of Graduate Attributes within students' curricular and co-curricular experiences, and interconnects with the Scottish Universities' *Developing and Supporting the Curriculum Enhancement Theme*.
8. The Employability Implementation Plan also encompasses the ongoing development of the *Making the Most of Masters* project, the *Higher Education Achievement Report* and the *Edinburgh Award* (both outlined in the next paragraph below). In April 2012, the Employability Strategy Group convened the first meeting of its Student-Employability Employer Forum, through which the Group will engage annually with employer representatives to inform its strategic thinking.

### *Higher Education Achievement Report (HEAR)*

9. From this summer (2012) onwards, undergraduate and taught postgraduate students who graduate from Edinburgh get a Higher Education Achievement Report (HEAR), an expanded record of their achievement as an Edinburgh student that is maintained by the University's Registry. As well as providing information to employers and others about students' academic achievements that is richer than the traditional degree classification system, the HEAR also records significant extra-curricular activities such as service as a representative or office bearer in the Students' Association or Sports Union or their affiliated societies and clubs, student membership of University degree programme review teams, and sports prizes.
10. HEAR is a UK-wide initiative which is progressively being rolled out across the higher education sector, and stems from the 2007 Burgess Report, *Beyond the Honours Degree Classification*. From late 2012 onwards, Edinburgh students will be able to view and update their HEAR on the University's web portal, MyEd.

### *The Edinburgh Award*

11. The University is currently piloting a new scheme, the Edinburgh Award, to provide recognition for students' involvement in personal and professional development activities, and to help students gain the most from these opportunities. Students successfully completing the Edinburgh Award receive both a certificate of recognition from the University and an entry on their HEAR, as well as being formally invited to take part in an end-of-Award event, the first of which was held on 24 April 2012.  
([www.employability.ed.ac.uk/Student/EdinburghAward](http://www.employability.ed.ac.uk/Student/EdinburghAward))
12. Those receiving the Award in April had participated successfully in pilot schemes mounted in Accommodation Services (for students working as Resident Assistants), the Business School, the EUSA Volunteering Centre, and the School of Physics and Astronomy's peer-supported learning scheme:

#### *Employer engagement and the Wilson Report*

13. In response to the Wilson Report, which advocated an increase in the interactions between Universities and industry, the Employability Strategy Group recruited a set of employers to act as guides and 'wise heads' in our developing set of interactions in this sphere. A productive meeting raised several useful suggestions for ways in which useful links could be developed in future and these are being developed through the agency of the Employability Consultancy.

## **ENHANCING ASSESSMENT AND FEEDBACK**

*Within this strategic priority, the goal is to improve the quality and consistency of feedback to students, and to encourage and support the continuing evolution of assessment practices and policies to address 21<sup>st</sup>-century needs, challenges and opportunities*

14. The main components of the approach being taken to enhance assessment and feedback are setting standards and expectations, monitoring and review of provision, promulgating effective practices and promoting wider changes in assessment and curricula.
15. University-wide requirements and expectations for the provision of feedback are set out in the *Feedback Standards and Guiding Principles*, approved by Senatus in spring 2010. A bookmark summary of the core standards had been circulated to all students in October 2010, and this was followed up in October 2011 with a circulation to incoming first-year undergraduates.
16. In the course of 2011-12, Learning and Teaching Committee (LTC) also undertook a review of the Standards and Guiding Principles, which were then updated in May 2012, following consultation with College LTCs. The main changes were to give added emphasis to the need for feedback not only to be prompt, informative and helpful, but to be acted upon; to highlight the value of feedback on ongoing work, where it can most readily be made use of, and to underscore the expectation that feedback is routinely given on exams as well as coursework.

17. As far as monitoring and review of feedback provision is concerned, there were two important developments in 2011-12. The first was the communication of National Student Survey (NSS) results in a more systematic form, to aid scrutiny of the data and provide a more robust basis for decision-making and action, whether at School, College or University level. The analyses were undertaken by Governance and Strategic Planning, and presented comparative analyses for the University as a whole, as well as by School, subject and degree programme. The analyses used traffic-light shading to highlight results for each College and School in relation to University target scores, as well as to summarise changes in scores relative to the previous year. Comparisons were also given with other Russell Group universities on a range of NSS measures with inbuilt comparisons.
18. The second was to step up monitoring of the response to the NSS results in those Schools (seven in total) which had the lowest scores for assessment and feedback. A Task Group was set up under the convenorship of Senior Vice Principal Brown, its membership comprising the Heads of the three Colleges, Vice Principal Hounsell, and the President of EUSA. The Task Group held a series of face-to-face meetings with Heads and senior staff of each of the seven Schools. The meetings reviewed what action had been taken in each School in response to the NSS results, and what further steps would be called for in order to secure achieve a significant improvement in performance.
19. Efforts have also continued to promulgate good practices and support Schools in developing new approaches to providing feedback. The sharing of good practices is pursued through the University and College LTCs, through the Inspiring Teaching conferences jointly convened by EUSA and IAD, and through College and School seminars and workshops. Work also began in early 2012 on the compilation of an Inspiring Learning handbook and website, with the aim of identifying and recording in an accessible way innovations across the University's Schools in various key aspects of teaching and learning, including assessment and feedback.
20. At the same time, priority has been given within the Principal's Teaching Awards Scheme to funding School-based R & D projects on effective feedback. And the Enhancing Feedback website (judged a 'sector-leading' resource in the Quality Assurance Agency ELIR [Enhancement-Led Institutional Review]) continues to provide a ready gateway to global case-examples of innovations in feedback. Data from Google analytics in the course of 2012 showed that the website was being extensively consulted within the University (nearly 1200 hits in the 18 months following its launch) as well as from across the UK and internationally.

## **ENHANCING STUDENT GUIDANCE AND SUPPORT**

*Within this strategic priority, the goal is to strengthen the framework of academic and pastoral guidance and support to students*

21. A major development which has gone through the planning and resourcing phase in this year is the Enhanced Student Support Project, which will replace the existing Director of Studies with a Personal Tutor and Student Support Officer system for all undergraduate students.
22. Planning has been taken forward by the Student Support Implementation Group, under the leadership of Assistant Principal Ian Pirie. This planning has included developments of the student record system, to facilitate the recording

of meetings and appropriate sharing of information; the development of roles and responsibilities for Personal Tutors, Senior Tutors and Deans of Students at College Level; the definition of minimum standards for interactions between tutors and students, and the development of School plans for implementation; the development of job descriptions for Student Support Officers and the financial planning to facilitate their recruitment.

23. The personal tutor system is now in operation, and will be evaluated during the course of this year. Phases 2 and 3, which will allow undergraduate support to become mature, and extend the scheme to masters and doctoral students, will take place in academic years 2012/13 and 2013/14.

## DEVELOPING A SOUND ENHANCEMENT INFRASTRUCTURE

*Within this strategic priority, the goal is to develop structures and processes that support, facilitate and sustain the strategic enhancement of learning and teaching*

24. The most significant development against this strategic priority has been the growth and impact of the Institute for Academic Development. This section of the report focuses on this crucial element of University infrastructure, and then touches on developments to the English Language Teaching Centre and the developing role of Senate Committees.

### *The work of the IAD*

25. The work of the Institute for Academic Development is vital to the pursuit of enhancement. Formally launched in August 2011, its mission is to provide 'University level support for teaching, learning and researcher development, through leadership, innovation, collaboration and direct provision that benefits students, staff and the University's international reputation'. This mission is being taken forward through seven key aims:

- supporting the realisation of College/University strategic priorities and influence future strategy
- enabling the University to influence, anticipate and respond to key external policy and other developments in higher education
- working closely and collaboratively with Schools and support services
- establishing clearer routes to support and information (for students and staff) through a range of high quality workshops, courses, events, publications, resources and advice, addressing the full continuum of academic development needs (from undergraduate to experienced academics)
- encouraging and taking a scholarly and research-informed approach to educational and academic development
- creating space and an environment that provides opportunities for innovation, discussion, analysis and the sharing of practice across the University.

26. For reasons of space, the IAD's impressive and still-growing portfolio of

projects, activities and resource materials is only selectively highlighted here, with particular reference to IAD programmes for students and for staff and the IAD secondments initiative. The work of IAD can be more fully explored via its extensive website (<http://www.ed.ac.uk/schools-departments/institute-academic-development>).

### *IAD Programmes for Students*

27. IAD programmes for students in 2011/12 have been chiefly geared towards undergraduates, taught Master's students, and doctoral students. As far as **undergraduates** are concerned, the key objective is, by the end of academic year 2012/13, to have developed, run and evaluated a range of different approaches to study development, including support for Schools to embed study development in the curriculum. The intention is to provide evidence for the most effective and efficient way of providing this support and the role that the IAD can most usefully play. Activities in 2011/12 have included: one-to-one study skills support (self referral and referral from Disability Office); a programme of study skills workshops; training of proof-readers in support of the EUSA Peer Feedback initiative; support for the use of PebblePad to enhance student learning; development of enhanced online study development resources; launch of a "Talking 'eds" project to record students (and potentially staff) discussing key aspects of their teaching and learning experience at Edinburgh.
28. For **doctoral students**, the IAD has in AY 11/12 continued to provide its successful blend of central and devolved (School) training and support for doctoral students. This includes an extensive range of College and University short courses and workshops (incl. local GRADschools, PG Essentials, and Business & Enterprise Training workshops), with the aim of doubling the recorded number of training places taken; developing new on-line provision (e-writing; blogging; data management); exploring the use of social media for advertising and engagement; expanding COMPASS for international research students; and organising a range of activities linked to EPSRC entrepreneurship funding.
29. The academic year 2011/12 has also seen the launch of a new, sector-leading programme of support for **postgraduate taught** (mainly Master's) students, who make up a significant and still-expanding proportion of the overall student body. The initial focus of the programme has been on:
  - developing a strategy and plan for IAD work in support of PGT;
  - piloting specific areas of provision (including a major Scottish Funding Council funded Learning to Work Two project, 'Making the Most of Masters', which is expanding dissertation-linked placements for Master's students at Edinburgh, Aberdeen and Stirling Universities);
  - training and development activities linked to the University's Distance Education Initiative [DEI]); and
  - establishing a support and professional development network for directors of Master's programmes. A key element of the approach has been to work in partnership with Schools, with key bodies such as the English Language Teaching Centre and the Careers Service, and with IAD secondees.

### *IAD Programmes for Staff*

30. An equally varied range of activities for staff were mounted in 2011/12. These are specifically geared to the needs of staff in specific key roles: a Postgraduate Certificate in Academic Practice (accredited by the Higher Education Academy) providing a systematic orientation to teaching and research responsibilities; a mix of University-wide, College and School briefing and training activities for postgraduate and part time tutors and demonstrators; a similar blend of central and local provision of training and support for researchers, kitemarked under the European HR Excellence in Research Award scheme; design of a new programme of support for research managers; and continuing management of the Principal's Teaching Awards Scheme.

#### *IAD Secondments*

31. IAD's enhancement activities are also boosted by an innovative programme of secondments jointly funded by the Colleges and the Institute itself. Current secondment projects include:
- The Edinburgh Award. Development of a University-level award recognising extra-curricular activities (e.g. student volunteering, serving as a class rep) and linked to the Higher Education Achievement Report.
  - English language support for on-line distance Masters students. Understanding the English language and academic writing support needs of on-line distance masters students, particularly non-native speakers of English; signposting and developing appropriate support (Dr Sarah Henderson, Programme Director MSc Pain Management)
  - Development of peer learning opportunities. Supporting the roll out of Peer Wise to support online student peer learning, in collaboration with academic colleagues in CSE (Dr Judy Hardy, School of Physics)
  - Identifying and supporting at-risk students. Work with Schools in CHSS to consider approaches to monitoring student progress, supporting students at risk of drop out or poor performance, and identifying any significant issues in programme design or teaching (Dr Caroline Bamford, OLL)
  - Embedding graduate attributes. Using PebblePad to embed graduate attributes and make explicit links to employability in academic skills courses for Divinity (Dr Jessie Paterson, School of Divinity).

A short, more focussed and School-funded secondment is also being piloted to explore ways of embedding pro bono work within the undergraduate law curriculum (Dr Lynne Copson, School of Law).

#### *English Language Teaching Centre*

32. The English Language Teaching Centre has been refinanced, and a new model of delivery developed so that it will become the locus for English language support for our incoming students, rather than the provider of short courses for visitors to the University. This restructuring will support our ambitions to increase the number of International students who are able to study at the University and the development of new and innovative masters programmes, which is the level at which most international students study.
33. Although this restructuring is still in progress at the end of the academic year,

rapid increases in provision of support have been achieved, with a doubling of places on preessional residential courses and the provision of online support for English.

#### *Senate Committees*

34. The four Senate Committees with oversight of learning and teaching are the Learning and Teaching Committee (LTC), Quality Assurance Committee (QAC), Curriculum and Student Progression Committee (CSPC) and Researcher Experience Committee (REC). This new pattern of infrastructure in support of learning and teaching strategy is now three years old and continues to grow and develop.
35. Highlights from academic year 2011/12 include the development of the Student Voice project and successful completion of the ELIR reporting cycle from QAC, the revision of assessment regulations by CSPC, the endorsement and evaluation of Innovative Learning Week by LTC and the redesign of a framework for shared provision of PhD and masters programmes by REC.

## **Support for Court Members and the Operation of Court: Outcomes of discussions with Court Members**

Over the summer and early autumn the Vice-Convenor of Court, together with the University Secretary conducted a number of meetings with individual members of Court in accordance with the process agreed in December 2008. While all members of Court were invited to meet, members completing their first year on Court and those nearing the end of their terms on Court were particularly encouraged to participate.

Court members were asked the following questions:

- Are we adequately using your strengths?
- How do you think Court works for you (do you feel able to contribute to the work of Court)?
- How can we better support you in your role as a Court member?

Several specific operational observations will be taken into account by the secretariat. Suggestions from Court members regarding the match between their Committee assignments, interests and strengths will be considered by the Nominations Committee.

The main themes to arise from these meetings:

- Court meetings and Seminars
  - Holding Court meetings in different locations around the University is welcome and helps members learn about the work in these areas.
  - Members would appreciate more time during meetings for substantive discussion.
  - Court seminars are appreciated by members but it is important that seminars focus on major strategic issues.
  - There is a sense of collegiality on Court and it is a group that works well together.
- Court papers
  - Court members would appreciate papers being available further in advance of meetings.
  - Members expressed differing views on the length and content of papers, but agreed that while a move to electronic delivery of papers could be more efficient, they prefer reading and working from paper copies.
- Support for Court members
  - The secretariat provides excellent support.
  - Induction for new members of Court is good, but should be continuously evaluated with an eye towards maintaining and improving its effectiveness.

*Professor Stuart Monro  
Dr Kim Waldron*

*October 2012*



The University of Edinburgh

The University Court

5 November 2012

**Academic Report**

D1

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

The paper is the Academic Report to Court providing information on the discussion which took place at the most recent meeting of the University Senate on 3 October 2012, and of the business dealt with by the electronic Senate of 11 - 19 September 2012.

A copy of the full minute of the Senate meeting, together with related papers, can be found as always on the Senate webpages at:

<http://www.ed.ac.uk/schools-departments/academic-services/committees/senate/agendas-papers>

Copies of presentation slides are available upon request from the Senate Secretariat.

Action requested

No action is requested. The report is for information to update Court on Senate activities.

Resource implications

Does the paper have resource implications? No

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Does the paper have equality and diversity implications? No

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Anne Marie O'Mullane  
Senate Secretariat  
October 2012

## Senate Report to the University Court

### Summary Report of the Senatus Meeting on 3 October 2012

#### **Presentation and Discussion: Strengthening Academic Communities and Building Good Practice**

The strategic theme for the meeting was 'Strengthening Academic Communities and Building Good Practice'. Dr Rigby, Vice Principal for Learning and Teaching, explored why academic communities matter and the challenges facing them. Ms Jack, Director of the Student Experience, provided an overview of building academic communities through the Edinburgh Award in the School of Law. Professor Marshall, Director of the Postgraduate Programmes in the Business School, outlined how the Business School has built academic communities at undergraduate, postgraduate and PhD level. Professor Rhind presented how the Royal (Dick) School of Veterinary Studies has utilised space to build and strengthen academic communities. Dr Hossack, Director of Teaching at the School of Physics and Astronomy, outlines how the School of Physics and Astronomy unwittingly used Innovative Learning Week to build academic communities. Professor Mendelle, Director of the Scottish Documentary Institute, provided an overview of how the Scottish Documentary Institute created a community of film-makers who connect with the world. Ms Johnston, Estates and Buildings, outline how Estates & Buildings was utilising spaces, both formal and informal, to assist with the creation academic communities. Mr McAsh, EUSA President and Mr Burnie, Vice President for Academic Affairs, discussed opportunities for building an academic community through regular interaction.

There was a positive and valuable discussion of the presentations. Details are given in the Senate minutes, which are sent to Court members and are online at:  
[www.ed.ac.uk/schools-departments/academic-services/committees/senate/agendas-papers](http://www.ed.ac.uk/schools-departments/academic-services/committees/senate/agendas-papers)

#### **Formal Business**

##### **1. Summary of the Senatus Business Conducted Electronically**

The Senatus conducted electronic business between 11-19 September 2012. This included the consideration of the following items:

##### **Report of the Vacation Senatus**

The Senatus noted the report of the business conducted by the vacation Senatus which approved the addition of the Dean of Students in the College of Humanities and Social Sciences, Professor Peter Higgins, to the list of Authorised Officers in the College of Humanities and Social Science for student disciplinary cases.

##### **Membership of Senate**

The new professorial, non-professorial, ex officio and student associate members of Senatus were noted.

##### **Amendments to the terms of reference and composition of Senate Committees**

The Senatus approved changes to the composition of the following Senate Committees:

- Learning & Teaching Committee
- Curriculum and Student Progression Committee

## Senate Report to the University Court

The Senatus noted approved changes to the composition and terms of reference Senate Quality Assurance Committee.

### Conferment of the Title Professor Emeritus

The Senatus agreed to confer the title of Professor Emeritus on the Professors listed in paper e-S 12/13 1 D, requesting that the relevant Heads of College prepare the necessary Special Minutes for Senate.

### Communications from the University Court from its meeting on 2 July

The Senatus noted the content of the report from the Court on its meeting on 2 July.

### Report from the Central Management group

The Senatus noted the content of the report from the Central Management Group on its meetings on the 20 June, 6 July and 22 August 2012.

### Report from the Central Academic Promotions Committee

The Senatus noted the report from the Central Academic Promotions Committee informing it of the award of 5 out of cycle Personal Chairs.

### Court Resolutions

Court had presented to Senatus draft Resolutions in accordance with the procedures for the creation of new chairs, renaming of existing chairs and the process for personal chairs. Senatus, having considered the draft Resolutions below, offered no observations.

|                               |  |
|-------------------------------|--|
| Draft Resolution No. 59/2012: | Foundation of a Chair of History of Art                                      |
| Draft Resolution No. 60/2012: | Foundation of a Chair of Geochemistry  |
| Draft Resolution No. 61/2012: | Alteration of the title of the Chair of Child Protection                     |
| Draft Resolution No. 62/2012: | Alteration of the title of the Personal Chair of Children's Social Inclusion |
| Draft Resolution No. 63/2012: | Foundation of a Personal Chair of Strategy                                   |
| Draft Resolution No. 64/2012: | Foundation of a NES Personal Chair of Clinical Ophthalmology                 |
| Draft Resolution No. 65/2012: | Foundation of a Personal Chair of Chromatin Biology                          |
| Draft Resolution No. 66/2012: | Foundation of a Personal Chair of Political Science                          |
| Draft Resolution No. 67/2012: | Foundation of a Higgs Chair of Theoretical Physics                           |
| Draft Resolution No. 68/2012: | Foundation of a Personal Chair of Health and Social Science                  |

### Annual Subject Review Statement to the Scottish Funding Council

The Senatus approved the University's annual report to the Scottish Funding Council on internal subject review activity, including engagement with professional and statutory bodies (PSBs).

## **2. Conferment of the Title of Emeritus Professor**

The Senatus agreed to confer the title of Professor Emeritus on the Professor listed in paper S 12/13 1 B and requested that the relevant Heads of College prepare the necessary Special Minutes for Senate.

## Senate Report to the University Court

### **3. National Student Survey 2012-update**

Dr Sue Rigby, Vice Principal for Learning and Teaching spoke to this paper and outlined the University's current position. Figures have remained static in the areas of overall satisfaction and feedback and assessment over the last number years despite the significant effort to enhance and improve feedback and assessment. Members of Senate welcomed the proposed actions for 2012/13. These will include the establishment of a survey unit, the commissioning of research, new and existing work strands will be developed in a useful way for feedback improvements, schools will be asked to produce an Enhanced Learning and Teaching Strategy.

### **4. Report from University Court 11 September 2012**

The Senatus noted the content of the Court report of the meeting of 11 September 2012 and offered no observations on the following draft resolution:

Draft Resolution No. 69/2012: Institution of new postgraduate Degree: Doctor of Clinical Psychology by Research

### **5. Resolutions – Chairs**

Senate offered no observations on the following resolutions:

Draft Resolution No. 70/2012: Foundation of a Personal Chair of Theoretical Astrophysics

Draft Resolution No. 71/2012: Foundation of a Personal Chair of Sociology and Social Statistics

Draft Resolution No. 72/2012: Foundation of a Personal Chair of Molecular Haematology

### **6. Report from the Central Academic Promotions Committee**

The Senatus noted the report from the Central Academic Promotions Committee informing it of three out of cycle Personal Chairs.

### **7. Recommendations for Degrees and Diplomas**

Senatus approved the recommendations as presented in paper S 12/13 1 F.

### **8. Report of the Honorary Degrees Committee**

Senatus approved the recommendations as presented in paper S 12/13 1 G.

# D2

The University of Edinburgh

The University Court

5 November 2012

**Draft Resolution**

The Court is invited to approve the following draft Resolution and to refer it to the General Council and to the Senatus Academicus for observations:

Draft Resolution No. 1/2013: Degree of Master of Divinity

Dr Katherine Novosel  
October 2012



**UNIVERSITY OF EDINBURGH**

**Draft Resolution of the University Court No. 1/2013**

**Degree of Master of Divinity**

At Edinburgh, Xxx-xx day of Xxx, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to institute the Degree of Master of Divinity (MDiv):

THEREFORE the University Court, on the recommendation of the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 2 of Part II of Schedule 2 to that Act, hereby resolves:

1. The degree of Master of Divinity may be conferred by the University of Edinburgh as a Degree with Honours.
2. Unless granted a concession or exemption, every candidate for the Degree of Master of Divinity must attend courses of instruction in the subjects prescribed by regulations as agreed by Senatus Academicus and pass the Degree examinations similarly prescribed.
3. The Senatus Academicus, with the approval of the University Court, may from time to time make regulations determining the subjects of study, the courses of instruction, the degree examinations, the conditions under which candidates may be exempted either from attendance or from examination, or both, in respect of any course of instruction, and all other matters relating to the award of the Degree.
4. A candidate who has satisfied the conditions prescribed by or under this Resolution shall be entitled to receive the Degree of Master of Divinity.
5. This Degree shall not be conferred honoris causa.
6. This Resolution shall come in to force with effect from the commencement of the 2013/2014 academic session on 1 August 2013.

For and on behalf of the University Court

K A WALDRON

University Secretary

The University of Edinburgh

The University Court

5 November 2012

## **Resolutions**

No observations having been received from the General Council, the Senatus Academicus or any other body or person having an interest and in accordance with the agreed arrangements for the creation and renaming of Chairs, the Court is invited to approve the following Resolutions:

- Resolution No. 59/2012: Foundation of a Chair of History of Art
- Resolution No. 60/2012: Foundation of a Chair of Geochemistry
- Resolution No. 61/2012: Alteration of the title of the Chair of Child Protection
- Resolution No. 62/2012: Alteration of the title of the Personal Chair of Children's Social Inclusion
- Resolution No. 63/2012: Foundation of a Personal Chair of Strategy
- Resolution No. 64/2012: Foundation of a NES Personal Chair of Clinical Ophthalmology
- Resolution No. 65/2012: Foundation of a Personal Chair of Chromatin Biology
- Resolution No. 66/2012: Foundation of a Personal Chair of Political Science
- Resolution No. 67/2012: Foundation of a Higgs Chair of Theoretical Physics
- Resolution No. 68/2012: Foundation of a Personal Chair of Health and Social Science
- Resolution No. 70/2012: Foundation of a Personal Chair of Theoretical Astrophysics
- Resolution No. 71/2012: Foundation of a Personal Chair of Sociology and Social Statistics
- Resolution No. 72/2012: Foundation of a Personal Chair of Molecular Haematology

Dr Katherine Novosel  
October 2012



**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 59/2012**

**Foundation of a Chair of History of Art**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Chair of History of Art:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act, 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. There shall be a Chair of History of Art in the University of Edinburgh.
2. The patronage of the Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

K A WALDRON

University Secretary

**Resolution of the University Court No. 60/2012**

**Foundation of a Chair of Geochemistry**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Chair of Geochemistry:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act, 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. There shall be a Chair of Geochemistry in the University of Edinburgh.
2. The patronage of the Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 61/2012**

**Alteration of the title of the Chair of Child Protection**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to alter the title of the Chair of Child Protection founded by Resolution 23/2012;

AND WHEREAS paragraph 5 of Part II of Schedule 2 to the Universities (Scotland) Act 1966, provides that the University Court may, after consultation with the Senatus Academicus and with the consent of the incumbent and patrons, if any, alter the title of existing professorships;

AND WHEREAS the Chair dealt with in this Resolution is in the patronage of the University Court itself:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Chair of Child Protection shall hereafter be designated the NSPCC Chair of Child Protection.
2. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 62/2012**

**Alteration of the title of the Personal Chair of Children's Social Inclusion**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to alter the title of the Personal Chair of Children's Social Inclusion founded by Resolution 31/2012;

AND WHEREAS paragraph 5 of Part II of Schedule 2 to the Universities (Scotland) Act 1966, provides that the University Court may, after consultation with the Senatus Academicus and with the consent of the incumbent and patrons, if any, alter the title of existing professorships;

AND WHEREAS the Chair dealt with in this Resolution is in the patronage of the University Court itself:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. The Personal Chair of Children's Social Inclusion shall hereafter be designated the Personal Chair of Childhood Inclusion.
2. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 63/2012**

**Foundation of a Personal Chair of Strategy**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Personal Chair of Strategy:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Strategy in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of Strategy together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 July Two thousand and twelve.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 64/2012**

**Foundation of a NES Personal Chair of Clinical Ophthalmology**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a NES Personal Chair of Clinical Ophthalmology:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a NES Personal Chair of Clinical Ophthalmology in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the NES Personal Chair of Clinical Ophthalmology together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 September Two thousand and twelve.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 65/2012**

**Foundation of a Personal Chair of Chromatin Biology**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Personal Chair of Chromatin Biology:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Chromatin Biology in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of Chromatin Biology together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 August Two thousand and twelve.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 66/2012**

**Foundation of a Personal Chair of Political Science**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Personal Chair of Political Science:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Political Science in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of Political Science together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 August Two thousand and twelve.

For and on behalf of the University Court

K A WALDRON

University Secretary



**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 67/2012**

**Foundation of a Higgs Chair of Theoretical Physics**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Higgs Chair of Theoretical Physics:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act, 1966, with special reference to paragraph 5 of Part II of Schedule 2 to that Act, hereby resolves:

1. There shall be a Higgs Chair of Theoretical Physics in the University of Edinburgh.
2. The patronage of the Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. This Resolution shall come into force with immediate effect.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 68/2012**

**Foundation of a Personal Chair of Health and Social Science**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Personal Chair of Health and Social Science:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Health and Social Science in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of Health and Social Science together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 September Two thousand and twelve.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 70/2012**

**Foundation of a Personal Chair of Theoretical Astrophysics**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Personal Chair of Theoretical Astrophysics:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Theoretical Astrophysics in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of Theoretical Astrophysics together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 January Two thousand and thirteen.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 71/2012**

**Foundation of a Personal Chair of Sociology and Social Statistics**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Personal Chair of Sociology and Social Statistics:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Sociology and Social Statistics in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of Sociology and Social Statistics together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 January Two thousand and thirteen.

For and on behalf of the University Court

K A WALDRON

University Secretary

**UNIVERSITY OF EDINBURGH**

**Resolution of the University Court No. 72/2012**

**Foundation of a Personal Chair of Molecular Haematology**

At Edinburgh, the Fifth day of November, Two thousand and twelve.

WHEREAS the University Court deems it expedient to found a Personal Chair of Molecular Haematology:

THEREFORE the University Court, after consultation with the Senatus Academicus and in exercise of the powers conferred upon it by Section 3 of the Universities (Scotland) Act 1966, with special reference to paragraph 5 of Part II of Schedule 2 to the Act, hereby resolves:

1. There shall be a Personal Chair of Molecular Haematology in the University of Edinburgh, which shall be established solely for the period of tenure of the Professor appointed, and on the Professor ceasing to hold office, the provisions of this Resolution shall cease to have effect, and the said Personal Chair shall thereupon cease to exist.
2. The patronage of the Personal Chair shall be vested in and exercised by the University Court of the University of Edinburgh.
3. Notwithstanding the personal nature of this Chair, the terms and conditions of appointment and tenure which by Statute, Ordinance and otherwise apply to other Chairs in the University shall be deemed to apply in like manner to the Personal Chair of molecular Haematology together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 1 March Two thousand and thirteen.

For and on behalf of the University Court

K A WALDRON

University Secretary

The University of Edinburgh

The University Court

5 November 2012

## **Investment Committee Terms of Reference**

### Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

The Principal is standing down from the Investment Committee and has nominated the Director of Corporate Services as an alternate. Court is asked to approve a small change to the Investment Committee's Terms of Reference to reflect this. It is proposed that section "2.2 The Principal and the Convener of the Finance and General Purposes Committee shall be ex officio members of the Committee" be amended to "2.2 The Vice-Principal and Director of Corporate Services and the Convener of the Finance and General Purposes Committee shall be ex officio members of the Committee."

In addition, subject to Court approval of the investment strategy, it is proposed to amend the remit as highlighted in 4.3 and 4.5, to allow the investment strategy to be implemented. The full text of the revised Terms of Reference of the Investment Committee is attached for information.

### Action requested

Court is asked to approve the proposed amendments to the Investment Committee's Terms of Reference.

### Resource implications

None

### Risk Assessment

No.

### Equality and Diversity

No

### Originator of the paper

Elizabeth Welch  
Secretary to the Investment Committee  
October 2012

### Freedom of information

This paper can be included in open business. Yes

# Terms of Reference:

## 1 Purpose

To consider the corporate governance and other related implications of the University's investments, in particular to consider strategic formulation and risk containment and to review and monitor both long and short term investments.

## 2 Composition

2.1 The Committee shall consist of not more than seven members.

2.2 **The Vice-Principal and Director of Corporate Services** and the Convener of the Finance and General Purposes Committee shall be ex officio members of the Committee.

2.3 The remaining five members may be lay members of Court, employees of the University or external to the Court and the University: at least three must be external members. All shall have expertise in finance and investment matters and in particular recent or current experience of the asset classes that the investments are presently invested in.

2.4 Court shall appoint members of the Investment Committee on the recommendation of the Nominations Committee.

2.5 The Nominations Committee shall consult with the Convener of the Committee, with ex officio members and with the Director of Finance on suitable external members.

2.6 The term of office of members shall normally be for a maximum of three years unless otherwise determined by Court.

2.7 Members are eligible for re-appointment up to a normal maximum of two consecutive terms of office.

2.8 Court on the recommendation of the Nominations Committee shall appoint the Convener of the Committee who shall be an external or a lay member.

2.9 All members of the Investment Committee are expected to comply with the University's Code of Conduct as set out in the University's Handbook and declare any interests which may conflict with their responsibilities as members of the Investment Committee.

2.10 Senior Officers of the University may be in attendance at Committee meetings and in particular the Director of Finance shall have a right of attendance at all meetings.

## 3 Meetings

3.1 The Committee shall meet as required to fulfil its remit and will meet at least twice in each academic session.

3.2 Minutes, agendas and papers will normally be circulated to members of the Committee at least five days in advance of the meeting. Late papers may be circulated up to two days before the meeting. Only in the case of urgency and with the agreement of the Convener will papers be tabled at meetings of the Committee.

3.3 Non-contentious or urgent matters not on the agenda may be considered at a meeting subject to the agreement of the Convener of the meeting and with the consent of the majority of members present.

3.4 Minutes, agendas and papers will also be circulated to those in attendance at meetings at least four days in advance of the meeting unless the originator of the paper otherwise determines. Any other person in attendance at the meeting will be issued with papers appropriate to their reason for attendance.

3.5 Papers will indicate the originator/s and purpose of the paper, the matter/s which the Committee is being asked to consider and any action/s required and confirm the status of the paper in respect of freedom of information legislation.

3.6 Three members of the Committee shall be a quorum. This number must include one Court member and two members who are either external members or lay members. In the absence of the Convener of the Investment Committee the majority of members present may appoint one of the external or lay members to act as Convener for the duration of the Committee meeting.

3.7 A formal minute will be kept of proceedings and submitted for approval at the next meeting of the Committee. The draft minute will be agreed with the Convener of the Committee prior to circulation and in the case of the absence of the Convener at a meeting the Committee member appointed to act as Convener for the duration of that specific meeting.

#### **4 Remit**

4.1 To propose and agree with the Court, investment objectives and to recommend through the Finance and General Purposes Committee an investment strategy appropriate to meet these objectives.

4.2 To keep under review the investment strategy.

4.3 To appoint *investment and fund managers or equivalent*, agree their remuneration and to monitor their performance against agreed benchmarks.

4.4 To monitor the performance of the Finance Department Treasury function against an agreed benchmark.

4.5 To directly invest in property up to approximately **20%** of the total value of the endowment fund.

4.6 To follow guidance from the Court to implement any restrictions on investments required on ethical or socially responsible grounds.

4.7 To ensure all funds held in trust by the University of Edinburgh Endowment Fund are operated within the relevant legislation and the specific terms of each trust.

4.8 To inform the Finance and General Purposes Committee of the future income projections from endowment investments.

#### **5 Other**

5.1 The Committee will undertake from time to time a review of its own performance and effectiveness as part of the overall review of Court and its Committees and report thereon to Court.

5.2 In order to fulfil its remit the Committee may obtain external professional advice as necessary.

5.3 Reports on the main points discussed at each meeting will be provided to the subsequent meeting of the Finance and General Purposes Committee and thereon reported to Court.

5.4 The membership of the Committee will be published on the University's internet in accordance with the University's agreed publication scheme.

5.5 An Annual Report will be prepared and submitted to Court through the Finance and General Purposes Committee.



The University of Edinburgh

The University Court

5 November 2012

## **Deposit Account Authorisations for the Endowment Fund and the General Reserve Fund**

### Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

The paper details the changes requested to the Deposit Account Authorisations for fund manager, Baillie Gifford's approved banks. Court approval is required to open bank accounts in the University's name.

### Action requested

Court is requested to approve the change and to authorise the Director of Finance on behalf of the University Court to take forward the arrangements to action these proposals.

### Resource implications

None

### Risk Assessment

No

### Equality and Diversity

N/A

### Freedom of information

Can this paper be included in open business? No.

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

### Originator of the paper

Lynne Ramsay  
Financial Accountant

The University of Edinburgh

University Court

5 November 2012

D6

**Donations and Legacies to be notified**

Brief description of the paper, including statement of relevance to the University's strategic plans and priorities where relevant

A report on legacies and donations received by the University of Edinburgh Development Trust from 28 August 2012 to 19 October 2012, prepared for the Meeting of Court on 5 November 2012.

Action requested

For information

Resource implications

None

Risk Assessment

n/a

Originator of the paper

Mr Alex Hyde-Parker  
Deputy Director of Development / Acting Secretary, University of Edinburgh Development Trust

Freedom of information

Can this paper be included in open business?

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