

**MINUTE OF A MEETING** of the University Court of the University of Edinburgh held in the Dining Room, Teviot Row House, Bristo Square, Edinburgh on Monday 10 December 2012.

**Present:** Rector (in chair)  
The Principal  
Sheriff Principal E Bowen  
Mr A Johnston  
Professor A M Smyth  
Mrs M Tait  
Professor J Ansell  
Professor D Finnegan  
Professor S Monro, Vice-Convener  
Mr D Bentley  
Dr R Black  
Dr C Masters  
Mr L Matheson  
Mrs E Noad  
Ms A Richards  
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 C Jeffery  
Vice-Principal Professor D Miell  
Vice-Principal Dr S Rigby  
Vice-Principal Professor J Seckl  
Vice-Principal Professor L Yellowlees  
Dr K Waldron, University Secretary  
Vice-Principal 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  
Mr D Montgomery, Deputy Director of Finance  
Ms F Boyd, Head of Stakeholder Relations and Senior Executive Officer  
Dr K J Novosel, Head of Court Services

**Apologies:** The Rt Hon D Wilson, Lord Provost of the City of Edinburgh  
Dr M Aliotta  
Professor A Harmar  
Mr P Budd  
Mr D Brook

Court received a presentation from Ms Hazel Marzetti, EUSA Vice-President Societies and Activities and Ms Hilary Wardle, Volunteering Development Manager on 'EUSA Volunteering: Helping our Community'.

## **A FORMAL BUSINESS**

### **1 MINUTE OF THE MEETING HELD ON 5 NOVEMBER 2012**

**Paper A1**

The Minute of the meeting held on 5 November 2012 was approved as a correct record subject to the following amendment to item 3 of section C: Substantive Items:

Line 7 amend sentence to read: Going forward the Alliance would offer further liaison opportunities in a range of teaching, academic, student and support areas and promote dialogue between staff.

## **B PRINCIPAL'S BUSINESS**

### **1 PRINCIPAL'S COMMUNICATIONS**

**Paper B1**

Court noted the items within the Principal's report and the additional information on: the successful carol service; the November graduations; student issues; the University's successes in securing income from research councils and future constitutional considerations; recent events hosted by the Chancellor; and encouraging student application figures for 2013/2014.

### **2 VICE-PRINCIPAL-EXTENSION OF TERM OF OFFICE**

**Paper B2**

Court, on the recommendation of the Principal, approved the extension of Professor Waterhouse's term of office in the role of Vice-Principal, Equality and Diversity until 31 July 2013.

## **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 meeting of 12 November 2012

**Paper C1.1**

The report on the activities of the Staff Committee was welcomed, particularly discussion on academics for the 21<sup>st</sup> century. Court noted the outcome of a staff appeal against dismissal and approved the revised terms of reference of the Staff Committee with immediate effect. It was confirmed that work had commenced around modelling international undergraduate fee levels and that challenges identified in respect of the implications for IT systems were being resolved: Court noted that proposals would be presented to the Central Management Group in the new year and then presented to Court and that these proposals would be in respect of future international undergraduate students.

#### Report on Other Items

**Paper C1.2**

Court welcomed and approved the proposal that the University become a signatory to the UN Principles of Responsible Investment which would provide a helpful framework in future consideration of the University's investments. Court further approved the Subsidiary Companies' Financial Statements 2011/2012 and noted the current position in respect of the Holyrood development funding scenarios.

### **2 EUSA PRESIDENT'S COMMUNICATIONS**

**Paper C2**

Court noted the items within the EUSA President's report and the additional information on: the appointments of new Finance and Commercial Directors and the process to identify three new lay Trustees of EUSA; the development of a new facility to exhibit student art; the creation of guidance for societies on holding events which will be shared with Court; various campaigns being taking forward around international student fees and government education reform; and the launch of the 2013 EUSA Teaching Awards.

**3 RISK MANAGEMENT COMMITTEE YEAR END REPORT Paper C3**

The Annual Report on the activities of the Risk Management Committee was noted and welcomed by Court and the statement that overall, the Committee was of the opinion that the University had satisfactorily managed its key risks during the year ended 31 July 2012. Court further noted the assurances on the University's procurement practices and the importance of this Annual Report in respect of enabling the Court to approve the Reports and Financial Statements for the year ended 31 July 2012 and the Letter of Representation.

**4 RISK MANAGEMENT – POST YEAR END ASSURANCE STATEMENT Paper C4**

Court noted that no new risks required to be drawn to the attention of Court since the completion of the Risk Management Committee's Annual Report which impacted on the ability of Court to approve the University's Reports and Financial Statements for the year ended 31 July 2012.

**5 AUDIT COMMITTEE ANNUAL REPORT Paper C5**

The Annual Report on the activities of the Audit Committee during 2011/2012 was noted. In particular Court welcomed and noted the opinion of the Internal Audit Service, endorsed by the Committee, on the adequacy of the University's control and governance arrangements. The inclusion of the External Audit Highlights Memorandum in respect of the audit for the year ended 31 July 2012 was also welcomed and it was confirmed that the matters raised within the action plan in the Memorandum were actively being addressed.

Court further noted the draft Minute of the last meeting of the Audit Committee and commended the Committee's actions around taking forward the tender for external audit provision; completion of the preparation of the accounts in accordance with US GAAP requirements; IT security matters; the Woolf Report; and discussion on risk management and risk appetite.

**6 REPORTS AND FINANCIAL STATEMENTS**

Reports and Financial Statements for year ended 31 July 2012 **Paper C6.1**

The Reports and Financial Statements for the year ended 31 July 2012 were considered in detail. Court welcomed the very positive financial performance recorded and the achievement of a £42.6m retained surplus against an income of just over £700m, an 8% increase from the previous year. Court further noted that the balance sheets confirmed group total net assets of £1.5760bn. The five-year summary provided information to Court on the positive financial trends.

Court approved the Reports and Financial Statements for year ended 31 July 2012, noting the External Auditor's report and unqualified opinion and authorised the Principal, Vice-Convener of Court and the Director of Finance to sign the Reports and Financial Statements for the year ended 31 July 2012 as appropriate on behalf of Court.

Letter of Representation **Paper C6.2**

Court approved this standard Letter of Representation and authorised the Principal to sign the Letter on its behalf.

Review of 2011/2012 Outturn versus Forecast **Paper C6.3**

The areas of movement between the quarter 3 forecast and the outturn achieved were noted and Court further noted the pattern of improving forecast surpluses during the

year across the University.

#### Draft US GAAP Accounts

**Paper C6.4**

Court noted the draft Reports and Financial Statements for the year ended 31 July 2012 prepared in accordance with the requirements of the US GAAP. It was noted that the audit of the final US GAAP accounts would be undertaken during December and would be considered by a Sub-Group of the Audit Committee in early January 2013. Court agreed to delegate to a Sub-Group of Court, the membership of which to include the Vice-Convenor of Court and two or three other Court members agreed by the Vice-Convenor of Court according to availability, to approve the final US GAAP Financial Statements taking cognisance of the recommendations of the Sub-Group of the Audit Committee to enable these audited Financial Statements to be lodged with the US Department of Education (USDE) by the 31 January 2013 deadline.

#### **7 STRATEGIC PLAN 2008/2012 – PROGRESS REPORT**

**Paper C7**

Court commended the success of achieving the majority of the targets set within the previous Strategic Plan particularly those associated with advancing internationalisation. Court further noted the challenging areas and welcomed that these would be followed up within the new Strategic Plan. There was discussion around the appraisal of staff and Court noted the actions being taken in this area and the importance of appraisal in respect of career development and progression.

#### **8 WIDENING PARTICIPATION – UPDATE**

**Paper C8**

Court was very supportive of the proposals as set out in the paper and endorsed the Scotland Accommodation Bursary Scheme as part of the University's actions to successfully deliver its enhanced widening access commitments. The Bursary would automatically be granted to 2013/2014 entrants in receipt of SAAS Young Student's Bursaries or Independent Student Bursaries and who were eligible for a place in the University's halls of residence in accordance with the University's Accommodation Guarantee. It was further noted that the award would be for the full period of the student's programme of study and could be used to fund non-University accommodation. Court asked that consideration be given to extending the scheme to those students with City of Edinburgh postcodes and it was agreed that this suggestion would be investigated.

#### **9 STUDENT EXPERIENCE - UPDATE**

**Paper C9**

Progress to date in respect of the approved action plan to address feedback scores in NSS was noted and Court welcomed this helpful routine report. There was discussion on the activities underway to better identify the issues around improving the student experience particularly the internal surveys of students to be undertaken early next calendar year and on the range of teaching development initiatives which were fully endorsed by Court.

#### **10 ECA REVIEW**

**Paper C10**

Court had previously agreed to initiate a review of the merger between the Edinburgh College of Art and the University one year after the merger date and had appointed a review group with a wide representation to be convened by the then Senior Vice-Principal to undertake this task. Court welcomed the report prepared by the review group and was content with the appropriateness of the process undertaken to obtain information from stakeholders. The large number of meetings held was commended and it was recognised that all matters raised at these meetings could not be included in detail in this high level report which reflected the overall concerns and achievements. The report concluded that the merger had been successful with the aims and objectives

as set out in the merger proposal document being met particularly in respect of the academic vision although further significant estate challenges had now been identified which could require further funds and assistance being sought from the Scottish Funding Council.

Court considered the section on the lessons learned to be helpful, noting that this merger had been undertaken against a very tight timescale. The points raised around institutional memory and change management were considered particularly important. Court further noted the on-going activities still to be completed and the operational recommendations contained in the report. These recommendations would be addressed by the ECA management and monitored by the College of Humanities and Social Science; progress would be reported in due course to Court.

The report was adopted by Court and it was agreed that prior to this document becoming public that all those involved in the review process should be provided with a copy for information. Court further approved this document being shared with the Scottish Funding Council.

**11 REPORT FROM REMUNERATION COMMITTEE Paper C11**

The report on the activities of the Remuneration Committee over the last 15 months was noted and Court welcomed the actions being taken in respect of the impending REF, equality and diversity issues and the Principal's remuneration. Court was particularly supportive of actions around gender equality. There was discussion on the introduction of a 'living wage' and it was agreed that this should appropriately be considered further by the Staff Committee.

**12 REPORT FROM NOMINATIONS COMMITTEE Paper C12**

Court on the recommendation of the Nominations Committee approved the appointment of Mr Bentley to the Estates Committee with immediate effect until 31 July 2015.

**13 REPORT FROM KNOWLEDGE STRATEGY COMMITTEE Paper C13**

The report on the activities of the Knowledge Strategy Committee over the last 12 months was noted. Court welcomed the appointment of the Director of IT Infrastructure as the University's Chief IT Security Officer and the discussions on strengthening procedures in respect of IT passwords. Court further approved the revised IT Security Policy particularly noting the clarification on the responsibilities of Heads of Colleges, Support Groups, Schools and Support Units for ensuring IT security in their areas of responsibility and welcomed the introduction of Massive Open Online Courses (MOOCS).

**14 ANNUAL REVIEW 2011-2012 Paper C14**

Court approved the text of the articles to be published in the 2011/2012 Annual Review subject to any further comments. The published document would be presented to the statutory half yearly meeting of the General Council in February 2013 and widely used across the University.

**15 ELECTION OF NON-TEACHING STAFF ASSESSOR Paper C15**

The proposed arrangements as set out in the paper were approved including the regulations for the conduct of the election of a new Non-teaching Staff Assessor to be held in June 2013 and the appointment of the Chancellor's Assessor as the Returning Officer. Recommendations on the membership of the Scrutinising Committee for this election will be made to Court in due course.

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

### **1 UNIVERSITY OF EDINBURGH CROSS AND SALMON TRUST Paper D1**

Court noted the resignation of Mr Jon Gorringe as a Trustee of the University of Edinburgh Cross and Salmon Trust and approved the appointment of Mr Philip McNaull, Director of Finance as the replacement Trustee with immediate effect.

### **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 19 October and 28 November 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.