

THE UNIVERSITY OF EDINBURGH

BUSINESS FOR MEETING OF THE UNIVERSITY COURT to be held in Raeburn Room, Old College on Monday 18 February 2013 at 2.00 p.m.

A buffet lunch will be available in the Playfair Library, Old College
from 1.00 p.m.

This meeting of Court will be preceded by a presentation from Vice-Principal Professor Jonathan Seckl on REF2014 readiness.

A FORMAL BUSINESS

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| 1. | Minute of the meeting held on 10 December 2012 | A1 |
| 2. | Minute of meeting of Court Sub-Group held on 22 January 2013 | A2 |
| 3. | General Council Assessor | A3 |

B PRINCIPAL'S BUSINESS

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| 1. | Principal's Communications | B1 |
| 2. | Designation of Assistant Principal | B2 |

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. | 2013-14 Draft Outcome Agreement with SFC | C3 |
| 4. | Finance Strategy | C4 |
| 5. | Widening Participation - update | C5 |
| 6. | Student Experience - update | C6 |
| 7. | International Student Fees | C7 |
| 8. | Report from Estates Committee | C8 |
| 9. | Report from Nominations Committee | C9 |
| 10. | Deaconess House Development | C10 |

D ITEMS FOR FORMAL APPROVAL OR NOTE

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| 1. | Academic Report | D1 |
| 2. | Guidelines for Consultation between the General Council and the University | D2 |
| 3. | Resolutions | D3 |
| 4. | Report from Expeditions Committee | D4 |
| 5. | Estate of Sylvia Hyde | D5 |
| 6. | University Regents | D6 |
| 7. | Donations and Legacies | D7 |
| 8. | Court meetings 2013/2014 | D8 |
| 9. | Use of the Seal | |

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 21st 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.

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING of a Sub-Group of the University Court of the University of Edinburgh held in the Lee Room, Old College on Tuesday 22 January 2013.

- Present:** Professor S Monro, Vice-Convenor (in chair)
Mr D Bentley (via conference call)
Dr R Black
Mrs E Noad (via conference call)
- In attendance:** Mr P McNaull, Director of Finance
Ms E Welch, Assistant Director of Finance
Mr M Rowley, External Auditor
Mr G Bailey, Senior Financial Accountant
Ms C Partridge, External Auditor (via conference call)
Dr K J Novosel, Head of Court Services

1 INTRODUCTION

It was confirmed that Court at its meeting on 10 December 2012 had agreed to the establishment of this Sub-Group and had delegated to it approval on its behalf, of the final US GAAP Accounts and Letter of Representation taking cognisance of the recommendations of the Audit Committee Sub-Group. It was noted that Court at its meeting on 10 December had also considered and approved the Reports and Financial Statements for the year ended 31 July 2012 prepared in accordance with the UK Statement of Recommended Practice: Accounting for Further and Higher Education (SORP 2007) and applicable accounting standards and that these approved Reports and Financial Statements formed the basis for the preparation of the US GAAP Accounts.

There was confirmation that Mr Bentley and Mrs Noad were participating as members of this Sub-Group via conference call and that Mrs Noad had been a member of the Audit Committee Sub-Group.

2 REPORT FROM AUDIT COMMITTEE SUB-GROUP

Paper 1

The Sub-Group considered the Report from the Audit Committee Sub-Group which included the draft minute of the meeting of the Audit Committee Sub-Group held on 15 January 2013 and the External Audit Highlights Memorandum. It was confirmed that the Audit Committee Sub-Group had considered the US GAAP Accounts and associated papers in detail including the Highlights Memorandum and based on its consideration of these papers recommended approval of the US GAAP Accounts and Letter of Representation to Court.

The Sub-Group was assured that the queries on pension liabilities and external audit fees had no impact on the ability of the Sub-Group to sign off the US GAAP Accounts and that the Audit Committee would be taking these forward. The External Auditor confirmed the satisfactory nature of the audit process, that all outstanding issues had now been satisfactorily resolved and that the format of the Accounts was fully compliant with the requirements of the US GAAP; although consideration would be given to voluntarily including comparative information and additional notes in next year's US GAAP Accounts.

The Court Sub-Group noted the report of the Audit Committee Sub-Group and the

assurances provided.

3 RECONCILIATION BETWEEN UK GAAP AND US GAAP ACCOUNTS Paper 2

The key adjustments made to the UK GAAP accounts and the main differences between UK and US accounting requirements were noted by the Sub-Group of Court with the most material difference being in respect of the treatment of mergers.

4 CONSOLIDATED FINANCIAL STATEMENTS, JULY 31 2012 (US GAAP ACCOUNTS) Paper 3

The Court Sub-Group considered and approved the Consolidated Financial Statements for the year to 31 July 2012, welcoming the unqualified audit opinion and noting the retained surplus recorded in accordance with US GAAP treatment of £59m. The Sub-Group on behalf of Court authorised the submission of these Accounts to the US Department of Education in time for the 31 January 2013 deadline.

5 LETTER OF REPRESENTATION Paper 4

The Court Sub-Group considered the Letter of Representation and on the recommendation of the Audit Committee Sub-Group approved the document which incorporated the amendments suggested by the Audit Committee Sub-Group and authorised the Vice-Convenor of Court to sign the Letter on behalf of the Court.

6 ANY OTHER COMPETENT BUSINESS

The Court Sub-Group thanked all staff in the Finance Department and External Audit involved in preparing these papers and drafting and auditing the US GAAP Accounts.

The University of Edinburgh

The University Court

18 February 2013

General Council Assessor

The Court will wish to note that at its Half-Yearly Meeting on 9 February 2013, the General Council confirmed the appointment of Ms Doreen Davidson as General Council Assessor on the University Court with effect from 1 August 2013 until 31 July 2017. Ms Davidson was a recent member of the General Council Business Committee and Convener of the Finance and Services Standing Committee and has a background in Human Resources.

Dr Katherine Novosel
February 2013

Principal's Report

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

International

Korea

South Korea has been prioritised as a key focus for future partnership building. The University will host a symposium on 5-6 March 2013 to celebrate Korean President Yun Posun's connections with Edinburgh and promote the longer-term understanding and growth of contemporary Korean studies in Scotland and the rest of the UK.

A full two-day programme of social, cultural and academic events will include:

- a welcome reception with musical recitals by both Korean and Scottish musicians;
- a Student Exchange awareness raising session for students, by students;
- Korean Culture Show organised by Edinburgh University Korean Students' Society covering traditional music and dances to contemporary K-pop;
- a formal networking dinner;
- the launch of a publication on the life of Yun Posun by Dr Myungkoo Kim;
- a tour of Korean artefacts held in the National Museum of Scotland;
- a Korea arts and culture presentation (The University of Edinburgh will host an exhibition of Nam June Paik's work at the Edinburgh International Festival August 2013.)

As part of the programme Universities Scotland will host a pan-sector symposium to which all universities in Scotland and South Korea will be invited. At this event it is intended to sign a memorandum of understanding between Universities Scotland and the Korean Council for University Education (KCUE).

Events will be attended by staff and students from top universities in South Korea and the UK as well as the British Council, Korean Council for University Education, Universities Scotland, consular staff, Scottish Government, Scottish Development International, Korea Britain Society, UK-Korea Forum for the Future, Korean Culture Centre, London, British Association for Korean Studies and other key stakeholders.

China

In early December, Professor Zhu Shanlu, Chair of the Peking University Council (PKU), led a delegation to Edinburgh and I subsequently met him in Beijing where we agreed an expanded co-operation between UoE and PKU. This will include joint PhD programmes and the signing of a more detailed MoU will take place in Edinburgh in 2013.

Also in December I attended the Assembly of the Council of the Confucius Institute Headquarters and for the sixth year running, the University's Confucius Institute was awarded the title of Confucius Institute of the Year.

North America

The Fulbright Visiting Professor 2013 will be Harold Varmus, American Nobel Prize winning scientist and Director of the National Cancer Institute.

Further work is being undertaken to establish a North America Office, possibly in New York and/or Toronto.

Latin America

Planning is well advanced for the Office of the Americas launch events in Brazil, Mexico and Chile over the week commencing 11 March 2013. There will be a series of high-level events in the three countries with additional events also taking place in Uruguay and Argentina.

India

I will be in India from 13th to 17th February to host a series of awareness raising events organised by the College of Science & Engineering including:

- An announcement of an alliance with the University and the Institute of Stem Cell Biology and Regenerative Medicine (inStem) in Bangalore.
- Particle Physics Workshop (Delhi)
- Sustainable Chemistry (Poona)
- Renewable Energy workshop (Chennai)
- Informatics teaching workshop.

Visits to Edinburgh

International high level delegations were received from:

- Donghua University, PR China
- Peking University
- Higher School of Economics, Moscow
- University of Copenhagen

Related meetings

Just before Christmas I was thrilled to head a University delegation, which included Professor Peter Higgs, to the site of the Large Hadron Collider at CERN. It was a fascinating visit and an excellent opportunity to meet the team at CERN which includes a number of young researchers from the University.

I was delighted to welcome Mr Robert Jan-Smits, Director General of Research & Innovation the European Commission, to the University at the end of January for a very successful high level conference on Horizon 2020 the new EU programme that supports research and innovation.

I was also the guest of the Japanese Ambassador, the Chairman of the Nippon Foundation and the Chairman of the Great Britain Sasakawa Foundation at a reception to celebrate the success of the Sasakawa Lectureship Programme for Japanese Studies.

It was also good to meet with the American, Spanish and German Ambassadors as part of my regular catch up meetings.

UK

Pension Auto Enrolment

Court may be aware of the changes to UK pensions legislation that require the University to auto-enrol all employees into a qualifying pension scheme with effect from 1st March 2013. The University has been working on the implementation of these changes and has been communicating these to staff in a variety of ways. Whilst the majority of staff are already contributing to one of the University's pension schemes (which are 'qualifying schemes') and are therefore unaffected, all staff will be written to in March advising of their individual position in respect to the legislation.

Support for Science

In late January the Rt Hon David Willetts, Minister of State for Universities and Science, gave further details on the increased government support for science in the order of £600 million which was originally announced in the Government's Autumn Statement. As Edinburgh has strengths in all of the eight key technology areas identified there should be opportunities for us to take advantage of the increased support.

Scotland

Professor Susan Manning

A sad note to start as I wanted to mention the unexpected passing of Grierson Professor of English Literature and Director of the Institute for Advanced Studies of the Humanities, Professor Susan Manning. Professor Manning will be sadly missed for her scholarship, friendship and her warm support of colleagues. She was respected by so many people across the University, and in the wider academic community, and it was heartening that so many of her friends and colleagues were able to come together for a very moving funeral service.

Massive Open Online Courses (MOOCs)

The success of the University's activity in developing MOOCs is particularly pleasing with over 300,000 people registering for our six MOOCs. Interest in the courses is coming from a very wide variety of places and it is fantastic to note the interest from school students particularly for our *Introduction to Philosophy* course. The registered numbers for each course are Introduction to Philosophy 97,862; Critical Thinking in Global Challenges 75,580; E-learning and Digital Cultures 42,640; Astrobiology and the Search for Extra-terrestrial Life 39,608; Artificial Intelligence Planning 29,848 and Equine Nutrition 23,013.

Senior Team Appointments

Court will be aware of the appointment of Sarah Smith as the new University Secretary and we are delighted that Sarah is able to start on March 18th leaving only a week between Kim's departure and Sarah's start date. I am also delighted with our appointment for Director of Planning as Ms Tracey Slaven will be joining the University on the 6th May. Tracey is currently Deputy Director for Higher Education and Learner Support at the Scottish Government and was Chief Executive of the Student Awards Agency from 2009 to 2011.

I have also agreed with the Vice Principal and Head of College of Humanities and Social Science Professor Dorothy Miell that we will appoint Vice Principal Public Policy and Impact Professor Charlie Jeffery as Associate Head of College with special responsibilities for key stakeholders.

Post 16 Education Bill Evidence Session

I was invited, along with three other Principals, to give evidence as part of a series of sessions on the Post 16 Education Bill at the Scottish Parliament last month. It was an interesting meeting with some good discussion and I worked hard to accurately represent the University's position particularly with regard to widening access. I am aware that Vice Convener of Court Professor Stuart Monro will also be giving evidence, I believe tomorrow, as part of the session involving Scottish Chairs.

Student Forum

I was pleased to attend an Open Forum event organised by EUSA to allow students to hear an update on the University's plans and to take questions on anything that they were particularly concerned about. It was a good event and I was happy to answer a variety of questions which included queries about support for Syrian students and Postgraduate employment opportunities and training.

Speakers for Schools

I participated in the Speakers for Schools initiative in December and spoke to 15-18 year old pupils at Forrester High School in Edinburgh on the subject of the "*History of Computing the First 100 years 1950 – 2050*". The programme is designed to widen horizons for pupils by giving them the opportunity to hear a knowledgeable, and I hope, inspirational speaker.

Scottish Studies Archive

Court may have seen recent publicity around the University's plans for the Scottish Studies Archive. I would like to take this opportunity to reassure Court of the University's commitment to the archive and to Celtic and Scottish Studies in general. Members of Finance and General Purposes Committee will already be aware of the confirmation of some £350,000 to enable improved access to 29 George Square and I note the additional information in the Estates Committee paper.

General Council half yearly meeting

I was pleased to provide an update on the University's current position with reference to another very positive Annual Review publication at the half yearly meeting. The meeting was well attended and there was an engaging and productive question and answer session.

Easter Bush and Midlothian Council

Myself and colleagues including Professor David Hume, Professor David Argyle and Mr Angus Currie had a very productive and positive meeting with members of Midlothian Council to discuss developments around Easter Bush.

Scholarship and Bursary Dinner

The Chancellor kindly hosted a lovely event at Buckingham Palace in support of the University's Scholarships and Bursaries. It was most rewarding to see both generous donors, and students in receipt of support, at the dinner.

Related meetings

I was delighted to welcome Cabinet Secretary Russell to the University for the launch of the Eric Liddell Saltire Scholarships and also Cabinet Secretary Swinney in January for a dinner of the Climate 2020 group following an excellent lecture by Professor Lassiter of Harvard Business School.

In late December I represented the University at a special Service of Thanksgiving at St Paul's Cathedral to commemorate the University of St Andrews' 600th Anniversary.

It was very rewarding to be able to welcome attendees at the first event to mark the Peter Higgs Centre, The Higgs Symposium, a meeting of over 120 physicists which took place in January. I also attended a reception in the Scottish Parliament with Professor Peter Higgs to mark the contribution of Scotland to the Large Hadron Collider success in Geneva.

I took part in the Russell Group Board Meeting and dinner at the end of January and spoke at a breakfast session in the House of Commons organised by the Higher Education Policy Institute on the subject "*Different ways of doing things - opening up Higher Education*".

I was a guest of Lord Drayson and the Rt Hon David Willetts at a House of Commons dinner to discuss openness in animal research.

As part of our Top Table Suppers, myself and members of the Senior Team, had a very interesting and informative dinner with the Permanent Secretary to the Scottish Government Sir Peter Housden.

I was also delighted to host two events in London in late January to thank those that generously support the University, the Carlyle Circle for those who have pledged a legacy and a reception for those that have given support for access bursaries.

University News

The Chancellor, HRH the Princess Royal, visited the Vet School and Roslin Institute in early January, and also presented Lord Putnam, Scott Hastings, Tommy Smith, Mel Young, and Nosheena Mobarik with their Doctor honoris causa degrees at a 'Celebration of Achievement' ceremony attended by students, staff and guests in the McEwan Hall.

The First Minister has launched a prize for Scottish school students in the name of renowned University physicist **Professor Peter Higgs**. Professor Higgs has had the prize created in his honour after his work in predicting the Higgs boson particle, which was confirmed by scientists last year. Winners will travel to the CERN facility in Switzerland, where scientists discovered the tiny particle and are continuing to research how it gives rise to all mass.

A year of events to mark the **School of Chemistry's Tercentenary** started in great style in January with a Ceilidh. It was a really excellent evening bringing together staff, students and supporters a great way to start the celebrations around this important milestone.

Research from across the University has been showcased in a series of short films. More than 400 one-minute movies have been produced featuring researchers from a range of disciplines talking about their work. The initiative, named Research in a Nutshell, was designed to encourage collaboration between staff from different backgrounds.

Research in the News:

- **Protein triggers stem cell development.** A natural trigger that enables stem cells to become any cell-type in the body has been discovered by scientists. University researchers have identified a protein that kick-starts the process by which stem cells can develop to into different cells in the body, for instance liver or brain cells. Their discovery could help scientists improve techniques enabling them to turn stem cells into other cell types in the laboratory.
- **Scientists develop artificial bone** Artificial bone, created using stem cells and a new lightweight plastic, could soon be used to heal shattered limbs. Scientists at the Universities

of Edinburgh and Southampton are developing the use of bone stem cells combined with a degradable rigid material that inserts into broken bones and encourages real bone to re-grow.

- **Men miss social cues** Researchers have shown that women outperform men in tests of their social cognition - the way we understand and respond to cues in other people's behaviour. The results showed that both groups of men involved in the experiment experienced increased blood flow to frontal areas of the brain responsible for social function compared with the group of women. The team says its findings suggest that men's brains have to work harder when making social decisions to make up for the fact that their brains are naturally less efficient at the tasks.
- **Bones reveal prehistoric ocean predator** Prehistoric remains have been identified by Edinburgh scientists as a new species of marine super-predator. Researchers say the animal, whose remains were discovered more than a century ago, is distantly related to modern-day crocodiles.
- **Call for better end-of-life support** University researchers are calling for improved emotional care for patients approaching the end of their life. A new study by the researchers found that these patients often do not receive adequate care for their emotional needs. Most people who die from illnesses other than cancer never have a conversation with medical staff about how they might be cared for in their last months, they discovered. This lack of planning and support can place unnecessary stress on the patients' families, according to the study.

External Recognition:

- Professor Richard Morris, Royal Society/Wolfson Professor of Neuroscience, has been named as the co-recipient of this year's Fondation Ipsen Prize for Neuronal Plasticity. He shares the prize with Dr T V P Bliss of the MRC National Institute for Medical Research and Professor Yadin Dudai of the Weizmann Institute, Israel.
- Kathryn Whaler, Professor of Geophysics, has been awarded a prestigious prize from the Royal Astronomy Society. Professor Whaler is 2013's recipient of the Price Medal, awarded for investigations of outstanding merit in solid earth geophysics, oceanography or planetary sciences.
- Husband-and-wife art historians Richard and Belinda Thomson have been honoured by the French government. Richard Thomson, Watson Gordon Professor of Fine Art, has been made Officer dans l'Ordre des Arts. Belinda Thomson, an Honorary Professor with History of Art, has been made Chevalier dans l'Ordre des Arts et des Lettres.
- A number of University staff and associates have been recognised in the New Year's Honours List.
 - Peter Higgs, Emeritus Professor of Theoretical Physics, was made a Companion Of Honour in recognition of his services to physics.
 - David Porteous, Professor of Human Genetics and Molecular Medicine, was awarded an OBE for services to science.
 - Peter Buneman, Professor of Database Systems, was awarded an MBE for services to data systems and computing.
 - Alan Walker, honorary fellow in the School of Physics and Astronomy, has been awarded an MBE for services to science engagement and science education in Scotland.
- The University has won the Soil Association's bronze Food For Life Catering Mark for the quality of the food served to students at our main Halls of Residence.

The University of Edinburgh

University Court

18 February 2013

B2

Assistant Principal Designation

Assistant Principal Researcher Development

The University continues to develop programmes to enhance the early researcher experience and to share expertise internationally in this area through organisations such as the League of European Research Universities and Universitas 21. Professor Jeremy Bradshaw is increasingly active in this field and I wish to consolidate his role by appointing him Assistant Principal Researcher Development.

The broad aim will be to have institutional oversight of research training at postgraduate and postdoctoral/early career researcher levels. This includes convening the Senatus Researcher Experience Committee and the Postgraduate Student Appeals Committee and, together with these committees, to be responsible for:

- Formulation and promotion of strategic initiatives which enhance the early researcher experience and which contribute to and support attainment of the University's objectives;
- Offering strategic advice to appropriate bodies on the University's provision of postgraduate research programmes in order to support continued growth and development;
- Supporting the creation and development of a high level research skills and employability training culture;
- Promotion and promulgation of specific innovations, embracing new pedagogies and technologies, in support of the enhancement of the research experience;
- Consideration of any specific developments or initiatives which could have substantial implications for University strategy or policy or for University level services and/or operations;
- Proactively engaging with any high level issues or themes arising from the Postgraduate Research Experience Survey, the International Student Barometer, the Careers in Research Online Survey and other relevant internal and external satisfaction surveys;
- Respond to any changes, initiatives and developments in the external environment which relate to postgraduate research student education and/or the training of early career researchers, including the internationalisation agenda;
- Liaising with relevant University Committees and with specific managers and offices in respect of issues or instances where matters of academic policy intersect with management issues;
- Representation of the University on appropriate external bodies.

I therefore wish to recommend to Court that Professor Jeremy Bradshaw is designated Assistant Principal Researcher Development on the basis of 0.4 FTE with immediate effect for a period of three years until 31st July 2016.

I seek Court's approval for this recommendation.

TMMO'S
February 2013

The University of Edinburgh

The University Court

18 February 2013

C1.1

**Report of the Finance and General Purposes Committee
(Comments on the Report from the Central Management Group meeting of 23 January 2013)**

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 4 February 2013 from the Central Management Group of its meeting of 23 January 2013. Comments made by the F&GP Committee are incorporated in boxes within the report at relevant points.

Action requested

The Court is invited to note the 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.

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
February 2013

Central Management Group

23 January 2013

1 UNION FACILITY TIME

It was noted that this statement had been prepared as a result of difficulties being experienced by some union colleagues when requiring time off from normal duties to undertake union work. The University greatly valued the work of union colleagues and CMG was very supportive and approved this statement subject to a minor amendment to paragraph 3.

2 CONTRIBUTION REWARD BUDGET PROPOSAL (Appendix 1)

There was discussion on the background to the review of the Contribution Reward Policy and CMG approved the proposals subject to, in respect of the new trial voucher scheme, the ability of recommendations to be proposed between Colleges and Support Group and for an equity and transparency of the budget allocations.

The Committee welcomed and fully endorsed the revised Contribution Reward Policy including the revised budget arrangements, the shift in balance between incremental and lump sum awards and the introduction of the voucher scheme.
--

3 POLICY FOR THE AWARD OF HONORARY STATUS

CMG approved the new policy for the award of Honorary status by the University. It was suggested that consideration should be given to automatically enabling senior colleagues to continue to have access to University facilities such as library access on retirement.

4 PENSIONS AUTOMATIC ENROLMENT – DRAFT POLICY (Appendix 2)

It was noted that a number of road shows had been held to inform staff of the changes being introduced as a result of the Pension Act 2008. CMG approved the University Policy on Auto Enrolment which will take effect from 1 March 2013. The various operational issues around the introduction of this Policy were noted and the cost to the University depending on the option taken forward by staff.

5 EQUALITY IMPACT ASSESSMENT

It was noted that a draft of the Policy Statement had been previously approved in principle and that further consultation with a number of stakeholders had now been completed. CMG formally approved the final Equality Impact Assessment Policy Statement noting that the only substantial change was in respect of responsibility for recording and publishing submitted Equality Impact Assessments which now rested with HR rather than Records Management. CMG further noted the revision to coversheets of Court, Senate and Committee papers to be implemented with effect from 1 February 2013.

6 FEES: CONVENER'S ACTION AND ROUTINE FEES (CLOSED)

7 HEALTH AND SAFETY REPORT (Appendix 3)

CMG noted the report and in particular the safety issues around the area adjacent to the Informatics Forum which were being discussed to ascertain a suitable solution.

While noting the actions taken to identify near misses the Committee asked that further consideration be given to numerical reporting of such incidents.
--

8 THE UNIVERSITY'S ATHENA SWAN BRONZE RENEWAL APPLICATION

CMG noted the final version of the University's Athena SWAN Bronze award renewal application which had been submitted in November 2012; it was anticipated that the outcome of the application would be known in March or April 2013.

9 PROPOSAL TO CHANGE THE NAME OF THE REGIUS CHAIR OF FORENSIC MEDICINE

CMG approved the proposal to seek consent to amend the name of the Regius Chair of Forensic Medicine to the Regius Chair of Medical Science.

Contribution Reward Policy: Current Review Outcomes and Proposal for Budget in Respect to University Grades 01 to 09 and Equivalent Staff

Introduction

The Contribution Reward Policy for employees on UE01-UE09 and equivalent eligible grades has been reviewed and revised through a cross-University working group of senior managers, HR and trade unions and formally approved through the University's joint negotiating process. It is now anticipated that the fundamental principles agreed in the new policy will not be subject to any significant change for the foreseeable future. As part of the discussion regarding the application of the policy the overall annual sum available for awards was felt to be insufficient. However, on analysis this is largely attributed to the balance between expenditure on increments and lump sum payments being the wrong way round. This paper proposes a small increase to the overall annual sum available for contribution reward but more significantly proposes a reversal in the way in which awards are allocated between increments and lump sum payments. In addition, a voucher scheme, primarily to reward employees in lower grades is proposed. Lower graded employees have comparatively very low success rates in achieving contribution reward as it is harder for them to demonstrate the impact of their contribution in the context of the University.

This review has taken place in the context of some Contribution Reward panels reporting that their allocation was insufficient to make awards to deserving cases and trade union pressure to find ways to mitigate below inflation pay increases.

A number of proposals and further actions are detailed and summarised which CMG is asked to approve. Background information relating to the Contribution Reward Policy review, the analysis of the current distribution of contribution reward by grade, key principles of contribution reward, the way in which the budget for contribution reward has been allocated previously and some benchmark information has been included as an appendix for reference.

Proposals Regarding the Annual Allocation and Management of Contribution Reward

1. It is proposed that the annual cost budget of 0.2% of gross basic pay for the **award of increments** is reduced for 2012/2013 to 0.1% with a view that over time the number of employees in receipt of contribution increments, and the associated recurrent cost, is both reduced and distributed without such bias towards higher graded employees. Improved clarity of wording within the revised Contribution Reward Policy that is currently being negotiated aims to explain more precisely what would need to be demonstrated to receive more than one increment in the contribution increment range above the normal grade maximum.
2. The number of contribution increments available above the grade maximum varies between grades. Further consideration will be given to the number of contribution increments, to ensure that an appropriate number is available for each grade.
3. Further it is proposed that the non-recurrent cost budget of 0.1% of gross pay for the **award of lump sum payments** is increased for 2012/13 to 0.2%. Non-recurrent costs enable greater flexibility in the University's overall expenditure on staffing and are cheaper as these

are one-off costs and do not attract significant employer pension costs¹. For University employees, non-recurrent or lump sum awards are currently available in different denominations from £100 to £2,000 which for the highest salaries represents an award of about 4% of salary. This is less than some other Universities where 5% is the maximum.

4. In addition, the support of the joint trade unions has been secured to introduce a voucher scheme to recognise exceptional effort, on a two-year trial basis. In denominations of either £50 or £100, the voucher scheme will try to address the lack of additional reward being made to employees at lower grades and enable quick recognition. The agreement with the trade unions is that the vouchers will be for the four main supermarkets, in regards to this being 'as close to cash' as possible and the variety of goods available could be more suited to those on a lower income e.g. food, children's clothing etc. The administrative processes are being finalised, however, it is clear that vouchers will need to be purchased in advance (Procurement have advised no tendering process is required). To this end it is proposed that approximately £45K of supermarket vouchers are allocated for the first year's trial implementation which would represent 0.1% of the gross salary budget for all employees graded UE01 to UE05 and equivalent.
5. The proposed expenditure would represent an overall approximate increase on the annual contribution reward budget of 7.5% representing additional gross pay of circa £68K and a further £18K employers' tax liability. However, annually recurrent costs would be expected to reduce by an estimate of £35K.

Summary Proposals

In summary, for 2012/13 the proposed budget and associated reviews for contribution reward are as follows:

1. Reduce the budget for contribution reward **increments** (in-scale and above scale) from 0.2% to 0.1% of gross basic pay.
2. Increase the budget for **lump sum awards** from 0.1% to 0.2% of gross basic pay.
3. Allocate £45K for the purchase of vouchers (any surplus would be carried forward to 2013/2014) and a further £18K should be allocated for tax purposes. £45K represents 0.1% of gross pay for employees graded at UE01 to UE05 and equivalent, although the voucher scheme would be applicable to all grades except Grade 10.
4. Review of the budget for the voucher scheme to be held by the end of 2013/2014
5. Review of the overall budget allocation for different contribution reward mechanisms and relevant statistics, at minimum, every five years

As stated within this paper a number of other actions will be considered/ undertaken (as appropriate) as soon as possible, as follows:

6. Review of paperwork, ranking system and management information provided to Contribution Reward Panels and those who Chair these panels.
7. On-going monitoring and analysis of the distribution of contribution reward across grades.

¹ USS and SBS contributions are not paid on lump sum payments. Employer contributions of 3% will be payable for NEST (National Employees Savings Trust) members for whom contributions are based on earnings rather than salary.

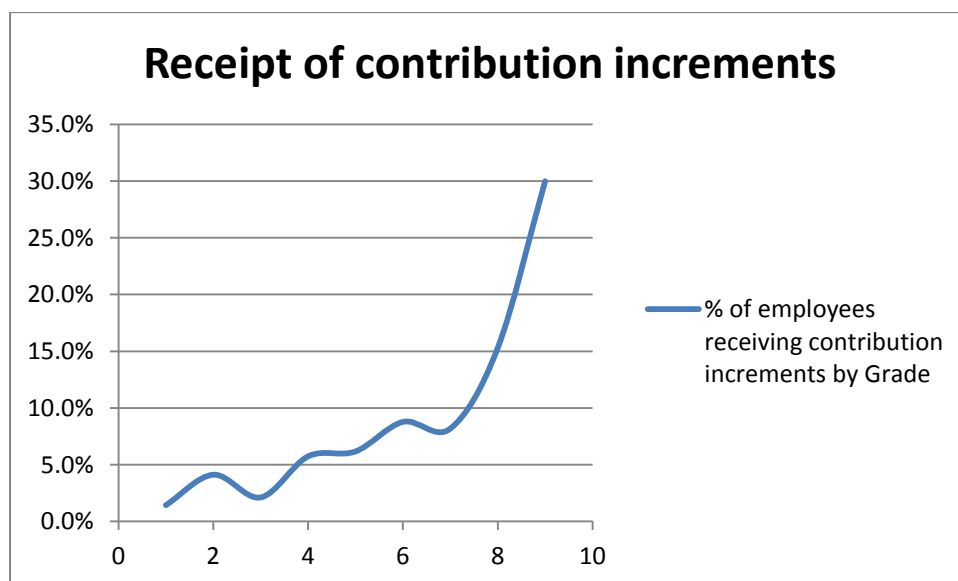
8. On-going monitoring of the distribution of contribution reward increments versus lump sum payments and voucher awards.
9. Review of the number of contribution points above the maximum of each grade.

Background to the Review

The Contribution Reward Policy for UE01-UE09 employees has recently been published following a review of the policy that was introduced in August 2011. The new policy is effective from August 2012. The key reasons behind the decision to review the 2011 policy so soon after implementation were that, in spite of full consultation, the move to quarterly panels has proved to be too time consuming for all concerned and the objective to introduce an improved recognition mechanism for those on lower grades had not been achieved.

Distribution of Contribution Reward Success Across the Grades

Scrutiny of the distribution of contribution reward success has revealed that 9.1% of eligible² employees are in receipt of contribution increments that are on-going³. However, the percentage distribution across the grades of employees in receipt of contribution reward shows that as grades increase so does the likelihood of success with only 1.4% of all UE01 employees to 30.0% of all UE09 employees in receipt of this type of contribution reward. That increases in the proportion of employees in receipt of contribution pay links to higher grading is not surprising – on the basis that a higher graded post has more scope for an employee to develop beyond the prescribed remit and possibly could relate to employees in higher grade having greater skill to prepare a case. However, the difference between the lowest and highest grades was far greater than expected and the data is illustrated below.



Basis for ‘Normal Salary’ and Basis for Contribution Reward

All employees on UE01 to UE09 and equivalent grades are paid a salary on the expectation that they will perform their job well. Within higher education national pay bargaining operates and therefore,

² Eligible employees for contribution increments are those employees on UE01-UE09 grades and MC, MRC and ECA grades.

³ ‘On-going’ refers to additional increments above the normal maximum for the grade rather than accelerated increments within the normal grade range. There is an expectation that the employee is performing over and above the normal expectations for the grade for as long as they remain an employee in the same grade AND that therefore, in perpetuity, the employee receives additional pay in this respect.

excluding extremes in performance, there is no distinction made between the level of pay increase awarded to employees who are considered to be 'just satisfactory' and those considered to be 'good'. Within the sector it is generally understood that contribution reward is based upon the principle of providing extra reward only to those employees who demonstrate a contribution that is considered to be 'exceptional' *relative to the grade*. To distinguish between varying levels of performance, rather than extremes of performance, the University would need to introduce performance-related pay structures which in the context of current national pay bargaining arrangements would be unrealistic on the grounds of affordability and feasibility. A small number of Universities⁴ have left the national bargaining arrangements provided for under JNCHES⁵ and have, or are intending to, introduce performance related pay, however, this would represent a significant shift in employee relations and reward strategy that is not currently being considered by the University. This paper is therefore based on the assumptions that the University provides additional reward for exceptional contribution only, that current remuneration levels are competitive within the context of local and national markets⁶ and that 'true' performance-related pay mechanisms are not applicable to the majority of University employees.

Analysis of Percentage Distribution By Grade

On the basis that employees are expected to demonstrate that their contribution really is 'exceptional' the numbers of employees in receipt of on-going contribution reward in UE09 seems contrary to the idea of only rewarding exceptional contribution i.e. can 30% of all employees in a grade really be 'exceptional' or well above average all of the time? UE09 is a relatively short grade and there is a perception that there are barriers to promotion to UE10, particularly for professional services staff, which could suggest that the contribution points are, to an extent, being used to recognise 'good' and long service and to compensate in some way for a lack of progression. There is also a possibility that there is a lack of proper understanding and/or practice of the principles of contribution reward amongst both employees and their supporting line managers. 15.3% of UE08 employees are in receipt of on-going contribution reward – this is the second highest percentage of employees in a grade receiving on-going contribution reward but is almost half of the UE09 figure. The comparison is even more significant if the fact that there are only two contribution points above UE09 but four above UE08 is taken into account.

Ideal Distribution of Contribution Rewards By Grade

Equal distribution across the grades of contribution reward is not being proposed as an ideal – this would require a degree of manipulation that would clearly result in some of those most deserving of reward losing out as a result of a requirement to equalise distribution. The current ranking system at College/Support Group panels may result in contribution reward cases from higher graded employees being inadvertently ranked more favourably than lower graded cases. The principles within the Contribution Reward Policy are clear that it is contribution relative to the grade requirements that should be assessed. Therefore, a review of the way in which information is

⁴ For example, Imperial College London and the University of Nottingham are not part of JNCHES pay bargaining; University College London anticipate moving away from national pay bargaining in the future.

⁵ JNCHES: Joint Negotiating Committee for Higher Education Staff

⁶ This paper does not address market pay issues which can arise in some specific cases – that is subject to separate policy arrangements.

presented and ranking systems used at local level will be undertaken with the Heads of HR, including management information provided by UHRS.

Annual Allocation of Contribution Rewards and Balance between Recurrent and Non-Recurrent Costs

In regards to the budget for contribution awards, there is general agreement within the working group reviewing the policy that the available budget for lump sum rewards is too low at 0.1% of the gross basic salaries for the eligible employees. In 2011, the budget enabled 1.72% of eligible employees to be awarded a lump sum payment. The view is that College/Support Group panels receive many more deserving applications than they are able to award a payment to and that the awards made for those who are successful are often diluted due to the limited funds available. An increase in the allocation for lump sum payments would enable more deserving cases to be rewarded. Whilst the trade unions are being fully consulted on policy they are not consulted on budget, however, the current climate of pay restraint and in the context of the University reporting a 2011/12 surplus of £42M such a move would be generally be helpful in terms of employee relations.

Lump Sum payments are non-recurrent costs as opposed to increments awarded within the contribution range above the grade maximum that are on-going. The benefit of in-scale increments recur until the receiving employee has been at the normal maximum for the grade for one year. The award of increments, aside from being longer term or indefinite, also cost more due to the fact that these will attract long term employer national insurance contributions and employer pension contributions. Contribution reward as a proportion of annual basic salary costs⁷ were approximately 0.1% for non-recurrent costs (£138K) and 1.2% for recurrent costs (£1.8M). The cost of accelerated increments within the normal grade parameters are excluded from the recurrent costs as these cannot be isolated; however the 2012 single year's allocation for contribution increments (which adds to the recurrent costs) was 0.2% (approx. £277K). If working to the basis that at any given point in time around 10% of eligible employees would be deemed exceptional then the current levels of contribution reward overall seem broadly acceptable. However, with low turnover and less movement between the grades (particularly UE09 to UE10 for professional services staff) then the recurrent costs build up. Ideally there would be greater balance between the non-recurrent and recurrent costs.

Introduction of a Voucher Scheme

The summary proposals state that £45K should be the initial allocation for the voucher scheme. This represents 0.1% of the basic salaries for employees in UE01 to UE05 and all equivalent grades. Per annum this could permit between 450 and 900 employees to receive a 'quick reward' under the voucher scheme. The voucher scheme expenditure would be in addition to the allocation made for Contribution Reward. The intention would be that a 'budget' would be allocated to each devolved area to indicate the maximum numbers of awards they may make, however, as allocations for contribution reward are part of the College/Support Groups existing budget any additional awards would need to be within budget. The initial expenditure for the voucher scheme was proposed on the same basis (0.1%) as current annual lump sum payments are determined. The initial sum is a

⁷ Basic Annual Salaries for Employees in UE01-UE09 at snapshot date of July 2012.

'best guess' and would require review following the trial period, assuming the scheme is successful and can continue. For 2013/14 it is proposed UHRS maintain a budget for the purchase of vouchers as for the trial period the scheme will be centrally managed, primarily for security because vouchers are essentially cash. However, for 2012/13, agreement with devolved budget holders to allocate a sum for vouchers will be required. It should also be noted that tax issues have been advised upon by the University Finance Department.

External Benchmarking

Practice at other Universities has also been considered. Strathclyde varies their budget for contribution reward in accordance with financial health, therefore for several years their budget has been zero or minimal but they are currently in discussion about a 'reasonable' budget for 2012/13. Imperial College London do not determine a central budget but faculties can allocate what they deem affordable on an annual basis – Imperial have a separate reward mechanism for academic staff linked to income generation. The University of Bristol have a contribution reward scheme but only staff at the normal maximum for their grade are eligible to apply for a lump sum payment of between £250 and 5% of salary. Annually around 50% of staff are eligible under the scheme of which around 50% participate and around 25% are successful, therefore approximately 6.25% of employees receive a lump sum each year. The total cost is 1.5% of paybill. Bristol only operates a lump sum scheme – they don't award increments for contribution. University College London do not have contribution reward policies but have a range of Award schemes e.g. Teaching and Learning Awards, Research Excellence Awards and intend to introduce an award scheme to recognise broader staff excellence on the basis of 'doing something good for UCL'. UCL, as a consequence only recognise a very small proportion of its employee, but publicly recognise them. The University of Nottingham has a scheme which is funded by School budgets and awards range from £100 to 5% of salary. In application, it is clear that the parity of the distribution of awards across the grades is forced, although this is not prescribed. At Nottingham, contribution reward is explicitly linked to appraisal and the credibility of decisions can be measured against ratings allocated under their performance related pay structure. In essence, Nottingham appear to be the leader in terms of progressive reward practice, however, they are further ahead in performance management structures than most of the sector.

University Policy on Automatic Enrolment

Introduction

The Pensions Act 2008 imposes duties on all employers relating to the provision of occupational pensions. From 1st March 2013 the University will be required to automatically enrol all workers who are not contributing to a qualifying scheme and who meet certain criteria (relating to age and earnings). For other employees the University must make such schemes available should they wish to join one.

The University has developed a policy which explains how compliance with the requirements of the Act is to be achieved. F&GPC were consulted for policy decisions at their meeting on 22nd October 2012 having already agreed the University's participation in the National Employment Savings Trust (NEST) scheme at their meeting in February 2012. The University will run NEST alongside existing schemes to provide employees with an option which may encourage some into saving for retirement for the first time.

The University approach and the policy decisions confirmed by F&GPC have been established by a group comprising officers from both the Finance department and Human Resources following consultation with representatives of the main Unions. All decisions have been made in the spirit of the legislation and the University has taken further steps (for example accelerating employer contributions and providing contributions to groups of workers where this is not required by the legislation) to encourage employees who do not participate in existing schemes to begin saving for their retirement.

Road shows have been organised throughout January across the University sites to compliment emails that have been issued to all staff to inform them of the legislative changes about to impact on the University.

Decision required by CMG

CMG is requested to approve the policy as included in Annexe 1. The employer duties required by the Pensions Act require the University to make these changes by the 1st March 2013.

Terry Fox
Assistant Director of Finance
12 September 2011

University of Edinburgh – University Policy on Auto Enrolment legislation

Background

The Pensions Act 2008 imposes duties on employers which require that employees who meet certain criteria are automatically enrolled ('auto-enrolled') into an occupational pension scheme. The Act further requires that under certain circumstances the employer must make minimum statutory contributions based on qualifying earnings in any given period. Employees have the right to opt out of the scheme in question, but not prior to actually being enrolled. Every three years employers must re-enrol employees who are not contributing to a pension scheme at that time.

Certain aspects of the legislation (such as 'safeguarding') affect all employers with effect from June 2012, but the main requirement to enrol employees according to their status is being phased in over a number of years with the largest employers affected first. The University must perform its duties in accordance with the Act after 1st March 2013, this is known as our 'Staging Date'.

It is important to remember that this change will only affect those employees who are not already members of one of the University's existing schemes. For employees that are members of SBS or USS or continue to be members of Schemes which the University participates in following mergers/transfers there will be no change to current arrangements. The University has confirmed that these schemes meet the requirements of the auto-enrolment legislation and are thus 'Qualifying Schemes'.

Every employee, whether they are auto-enrolled or are current members of existing schemes, have a legal right to opt out of the scheme, but employers are not permitted to encourage or facilitate this process, opt outs must be arranged with the schemes themselves.

This policy sets out the approach the University has agreed in order to comply with the requirements of the Act and to perform the employer duties in a manner which is consistent not only with the specifics but also the spirit of the legislation.

Definitions

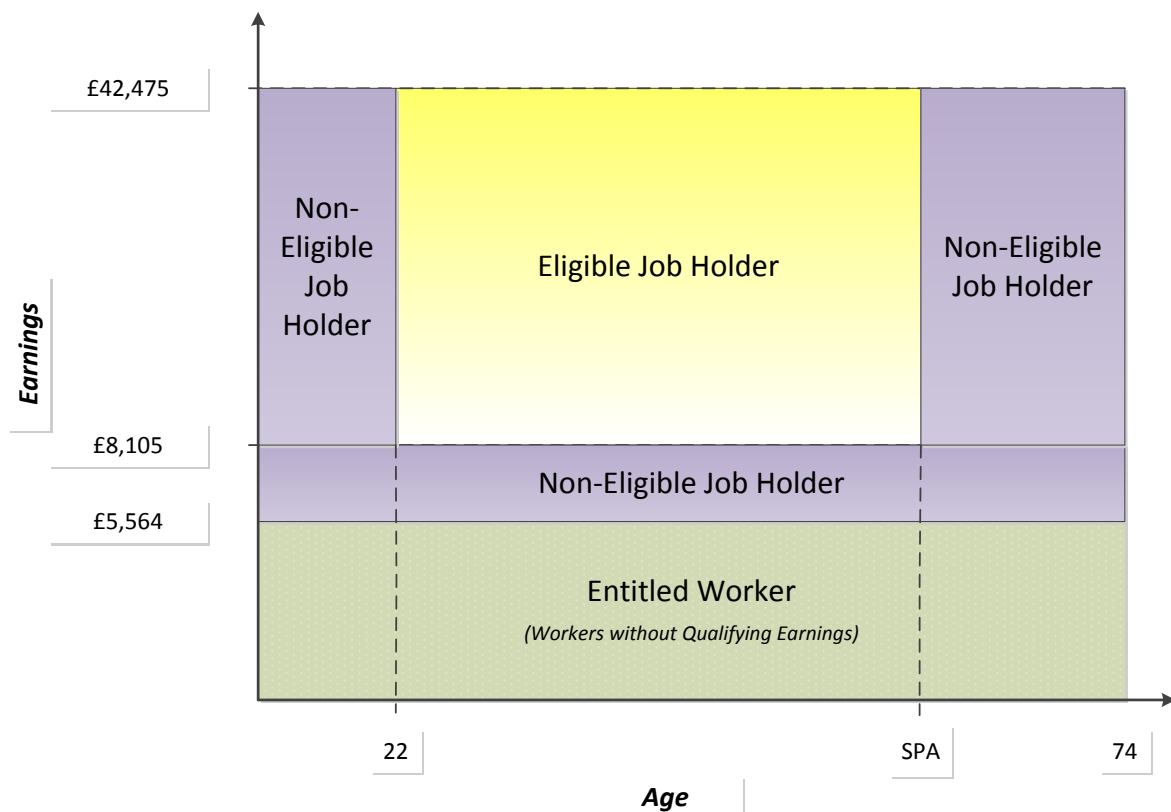
The Act categorises employees into three groups for the purposes of assessing auto-enrolment qualification, and each group is associated with differing employer duties:

Auto-Enrolment Status	Definition	Employer Duty
Eligible Job holder	Age between 22 and State Pension Age (SPA), earns more than the automatic enrolment earnings trigger (currently £8,105 per annum(or	Automatically enrol, unless already in a scheme or has opted out*. Employer must pay minimum statutory contributions.

	monthly equivalent).	
Non-eligible Job holder	Age between 22 and SPA and earns between the lower limit of the qualifying earnings band (currently £5,564) and the automatic enrolment earnings trigger (currently £8,105 per annum) OR is under 22 or over SPA (but under 75) and earns in excess of between the lower limit of the qualifying earnings band (currently £5,564 per annum or monthly equivalent).	Must allow employee to opt-in to a scheme, and must pay minimum statutory contributions where the employee elects to join.
Entitled Worker	Is aged below 75 and earns below lower limit of the qualifying earnings band (currently £5,564) per annum (or monthly equivalent)	Must make provision for an employee to opt into a scheme, but is not required to pay employer contributions on earning.

The following image presents these criteria pictorially:

Employee Assessment for Auto Enrolment



The thresholds used in the definitions are linked to Lower Earnings Limits and Tax thresholds which are updated annually by HMRC.

The Act allows for a phased level of contribution for both employer ('er) and employee ('ee), minimum compliance is as follows:

From October 2012: 'er contribution of 1%, 'ee contribution of 0.8%, 0.2% tax relief (total 2%) From October 2017: 'er contribution of 2%, 'ee contribution of 2.4%, 0.6% tax relief (total 5%) From October 2018: 'er contribution of 3%, 'ee contribution of 4.0%, 1.0% tax relief (total 8%)

Members of Existing Schemes

Employees who are members of the following schemes at the staging date (March 2013) will not be affected by the legislation:

Universities Superannuation Scheme (USS); Staff Benefits Scheme (SBS); MRC Scheme; NHS Scheme; STSS Teachers Scheme and Local Government Pension Fund (both Lothian Pension Fund & Strathclyde Pension Fund)

These employees will receive letters from the University on the staging date (and later at re-enrolment), which is a legal requirement, informing them of their status, rights and options. They need do nothing if they wish to continue making contributions in the normal way.

It is a further requirement of the Act that all employees, regardless of scheme membership, receive correspondence when their auto-enrolment status changes, even though for the vast majority this will not lead to a change in circumstance. The University will communicate with employees by post, to home addresses.

NEST

The University will be using the National Employment Savings Trust (NEST) scheme to assist in the fulfilment of duties under the Pensions Act 2008. NEST is a Government scheme which was established as part of the Act which is designed to target workers who are generally lower earners who may work frequently on temporary contracts or may have previously had limited access to occupational pension schemes.

NEST is a low cost scheme which is highly portable within the UK and can be contributed to by its members from any participating employer or even from self-employed status. It is a Defined Contribution (DC) scheme which provides members with a lump sum at retirement. It offers members several investment options with various risk profiles as well as ethical and Sharia funds.

NEST currently has some limitations, such as annual contribution caps and no options to transfer balances in or out of the fund. These are aspects which will be under constant review as NEST strives to maintain competitiveness in a growing market.

The NEST scheme is being used as an additional option for staff eligible for SBS. NEST may be more affordable or portable to some employees who have either previously elected to

leave existing University schemes or have never joined in the first place. SBS will remain open and employees on the appropriate grades can still join this defined benefit scheme at any time.

Joining NEST is not an option for Employees working on Grade UE06 or above, or equivalent grades for whom USS exclusivity requires participation to be through USS only.

The exception to this rule is for USS pensioners returning to employment having retired and drawn benefits from USS: for these employees NEST will be the only scheme available for either auto-enrolment or for opting in.

Employees who are not contributing to an occupational pension scheme

At the staging date, and every month thereafter, the University is required to assess the entire workforce to identify employees who meet the criteria for auto-enrolment but are not contributing to a scheme. The assessment will apply a number of sequential tests to establish those who are required, by law, to be enrolled into a scheme. The tests are as follows:

1. The employee is not currently a member of a qualifying occupational pension scheme.
2. The employee has not opted out of such a scheme (after having been enrolled from the appropriate criteria).
3. The employee is aged between 22 and the State Pension Age (SPA).
4. The employee has been paid above the relevant threshold in the period.

Those meeting the criteria will be automatically enrolled into one of two schemes depending on their grade.

Employees on grades UE01 to UE05 will be automatically enrolled into NEST. Following enrolment the University will assume that the employee wishes to continue in the Scheme regardless of future earnings levels and so will continue to take deductions and make contributions on a monthly basis. The Employee has 3 choices: stay in NEST; elect to join SBS (and therefore cease contributions to NEST); or elect to opt out of NEST and make no pension contributions.

Employees on grades UE06 to UE10 will be automatically enrolled into USS. The University currently has no choice in this situation as USS rules require exclusivity. In line with the approach outlined for employees on grades UE01-UE05 the University will assume continued membership regardless of earnings levels following enrolment, unless the employee elects to opt out of the scheme. The exclusivity clause means that for these employees there are only two options: stay in USS; or elect to opt out of USS and make no pension contributions.

Employees on non-UE grades. A number of employees are currently working within the University on non-standard UE grades, largely a result of mergers/transfers, and on clinical grades. Prior to the staging date the University will map all non-standard grades to one of two categories: the first category will result in auto-enrolment into NEST (with the option

to join SBS), the second into USS. This will be clearly communicated on the Pensions and HR websites and is included in Appendix A.

Staging, Monthly assessments and Re-enrolment

The University's staging date for automatic enrolment is 1st March 2013. In effect this means that the initial assessment of all employees is required as part of the March 2013 payroll process. The entire main payroll will be assessed against the criteria described earlier (current membership, age and earnings) so that individuals who meet the 'eligible worker' criteria who are not already members of a qualifying scheme can be identified and auto-enrolled. Appendix B shows what action will be taken in March 2013 depending on your situation at the time.

The legislation requires that at staging all employees are contacted to inform them of the changes taking place. For those employees who are already members of a scheme this communication will be purely for information, and will not require further action. For those who are to be automatically enrolled the letter will explain the reasons for this action and will outline the options available to them. Finally, for employees who are not currently members of a scheme and who do not meet the criteria for automatic enrolment the options available will be explained. The letters which will be used both in March and subsequently (where an employees' status changes month on month) are included in Appendix C for your information.

Following initial staging the assessment process will be completed monthly. Unlike at initial staging, only those employees whose auto-enrolment status changes from one month to the next will be communicated with. This is also required under the Act and for many will simply be for information rather than to alert of changes to take-home pay. For employees already in a scheme or who are not eligible for automatic enrolment no action is required, unless the employee wishes to change their own status.

The process associated with automatically enrolling eligible employees will be a new automated phase of the payroll process delivered through the Oracle HR system. The assessment for automatic enrolment will run once monthly and must be sequenced correctly (i.e. following the official payroll cut-off date and the production of output files). For this reason the payroll cut-off date must become absolute and requests for payment of employees which miss the deadline must either be dealt with using advances or must wait until the following month. Deviation from this approach may lead to the University failing to perform its duties under the Act.

The Act requires that every three years following initial staging the University must re-enrol all employees who (being eligible workers at that time) are not members of a qualifying scheme. This is effectively a re-run of the initial staging and is designed to re-engage those who have opted out of the process at any time since March 2013.

New Starters

For individuals joining the University after 1st March 2013 the following arrangements will be in place:

All new staff on grades UE01-UE05 will be offered membership of SBS or NEST. No response will result in default entry to the NEST scheme for eligible jobholders and no pension provision for non eligible/entitled workers.. If new entrants who are auto-enrolled into NEST do not wish to be members of an occupational pension scheme they will be required to opt-out following initial enrolment.

The University is exercising its right to defer entry into NEST for new members to the first day of the first full month of employment after starting a new contract or triggering automatic enrolment during their employment. It is not possible to pro rate the monthly thresholds, so to assist administration and the assessment process this measure will ensure that an employee's status is assessed fairly. This does not apply to employees joining either SBS or USS, where the joining date will either be the contract start date or the opt-in date. For new staff on grades UE06-UE10 on full or part-time contracts enrolment into USS will be automatic. Should employees wish to opt out they may do so, see opt-out section of the policy.

For employees joining the University on an 'Hours to be Notified' (HTBN) basis, regardless of grade, enrolment into the relevant scheme will occur *either* when they become eligible through the monthly assessment process *or* when they opt to join the relevant scheme to their grade.

A flow chart is available in Appendix D which highlights the options available to new starters.

Multiple Assignments

Many employees at the University have more than one contract and are paid from more than one budget ('multiple assignments'). This process is currently managed in such a way that for each assignment a separate pay slip is issued, and although the university looks across all assignments for Tax and NI purposes, for automatic enrolment each assignment will be assessed individually. It would therefore be possible for an employee to be contributing to a scheme from one assignment but not another, or be automatically enrolled for one assignment but not another. It is also conceivable that such assignments may span grades and as a consequence result in contributions to both USS and NEST or USS and SBS.

The University will assist employees in understanding their position and will provide information relating to options and consequences, but will not offer financial advice.

Opting Out

Every employee has the right to opt out of the scheme to which they are contributing. The main difference that the Act introduces is the requirement to be actually enrolled before the election to opt-out can be made. Previously new starters could indicate that they did not wish to participate in a scheme and that was sufficient, following staging this is not an option.

Opting out is not something that the University can encourage or assist with (either directly or indirectly). To opt out the member must follow the procedures shown below for each scheme and this must be done in prescribed timetables or there are consequences for contributions already made.

Once an employee has opted out the University is not required to automatically enrol the employee again until either they opt back in or the re-enrolment exercise is undertaken. The employee has to have opted out whilst being an 'eligible worker' for this to take effect. If an employee had opted in (see below) and opted back out without having been 'eligible' then future eligibility would still prompt automatic enrolment.

Opting out of NEST:

- * Member would need to contact NEST on-line, by phone or by post to request opt out form
- * NEST would send pre-populated unique opt out form by 2nd class post to home address
- * Member must sign and return form either to NEST or the University

NB Timing is key in this process. If an employee is enrolled into NEST and decides to opt out and is seeking a refund of contributions, the opt out process defined above must be completed within a month. Delays beyond the permitted timeline will result in contributions being retained for them in NEST and carried forward for use at retirement.

Refunded contributions will be returned via Payroll once opt-outs achieved within the defined time limits are confirmed by NEST. Members may elect to cease making contributions at any time, but if this is outside the initial month then all contributions are retained in their NEST pot for future use.

Opting out of USS:

The employee must obtain an opt out form from the USS website, complete the form and return it to the University's pension department. Opt out forms must be completed within three months of joining the Scheme for the employee to receive a refund of his/her contributions.

Opting out of SBS:

The employee must obtain an opt out form from the University's pension department. The employee should complete and return the form to the University's pension department

within three months of joining the Scheme to enable him/her to receive a refund of his/her contributions.

Opting out of other Schemes:

Those employees currently in other legacy schemes (MRC, LGPS, STSS) should follow the opt out procedure for their own particular scheme. As these employees will all have more than three months pensionable service at the University's staging date it is not possible for members to receive a refund of contributions.

The University of Edinburgh is a Direction Body of NHS Scotland and as such new employees have the option to remain in NHS should they satisfy certain conditions. Those who wish to opt out of NHS should follow the guidelines noted on the NHS website. All new employees on grades UE06-UE10 will be auto enrolled into USS unless the employee specifically requests to continue membership of NHS.

Opting in

The legislation requires that all employees have access to occupational pension schemes and the University has agreed that those who fall into the categories which are not enrolled automatically (i.e. non-eligible jobholders and entitled workers) are treated in the same way as those who are. Where employees join NEST, SBS or USS the University and employee contributions will be at the agreed rates.

The process for opting in to NEST/SBS/USS for not eligible jobholders or previous opt outs is as follows: The employee should contact the University's pension department to request an opt in form. Opt in will be from the first of the month following application.

Contribution Rates

The contribution rates for the occupational pension schemes offered by the University are shown below. Employee contribution rates shown for NEST are linked to statutory minimum requirements, rates for SBS and USS may change in the future based on the outcomes of triennial reviews and subsequent funding negotiations.

	NEST		SBS		USS	
	Employee Cont.	Employer Cont.	Employee Cont.	Employer Cont.	Employee Cont. *	Employer Cont.
From 01/03/13	1%	3%	7.5%	20.3%	6.5%/7.5%	16%
From 01/10/17	3%	3%	7.5%	20.3%	6.5%/7.5%	16%
From 01/11/18	5%	3%	7.5%	20.3%	6.5%/7.5%	16%

** USS is divided into CARE and Final Salary sections, for those in the CARE section the employee contribution is 6.5%, Final Salary is 7.5%*

AVCs / Paying Additional Contributions

Members of all schemes have the opportunity to top up their pension benefit by making additional voluntary contributions, subject to tax rules. Any member who wants to

investigate this option should contact the University's pension department in the first instance.

Contractual Issues

The contract documentation for new staff, and the Conditions of Service, will be revised to reflect the University's policy on auto-enrolment, as set out in this document.

Communications

The University is required by the Act to communicate with employees when circumstances change. The following summarises the communications which are required as a minimum though clearly the University may wish to share additional information at other times as necessary:

At Staging: **All employees will receive a letter notifying them of their status**
Employees already in a scheme need do nothing if they wish to continue membership as normal.
Employees not in a scheme who are 'eligible jobholders' will be auto-enrolled.
Employees not in a scheme who are not 'eligible jobholders' will not be auto-enrolled, but will have the opportunity to opt-in to the appropriate scheme when they desire.
Letters to be received by employees are included in Appendix C

Monthly: **Employees whose status changes, regardless of whether or not they are in a scheme, will be notified of this change**
Employees already in a scheme need do nothing if they wish to continue membership as normal. Those previously auto-enrolled will continue membership even if their status changes, unless they elect to opt-out.
Employees not in a scheme who are 'eligible jobholders' will be auto-enrolled.
Employees not in a scheme who are not 'eligible jobholders' will not be auto-enrolled, but will have the opportunity to opt-in to the appropriate scheme when they desire.

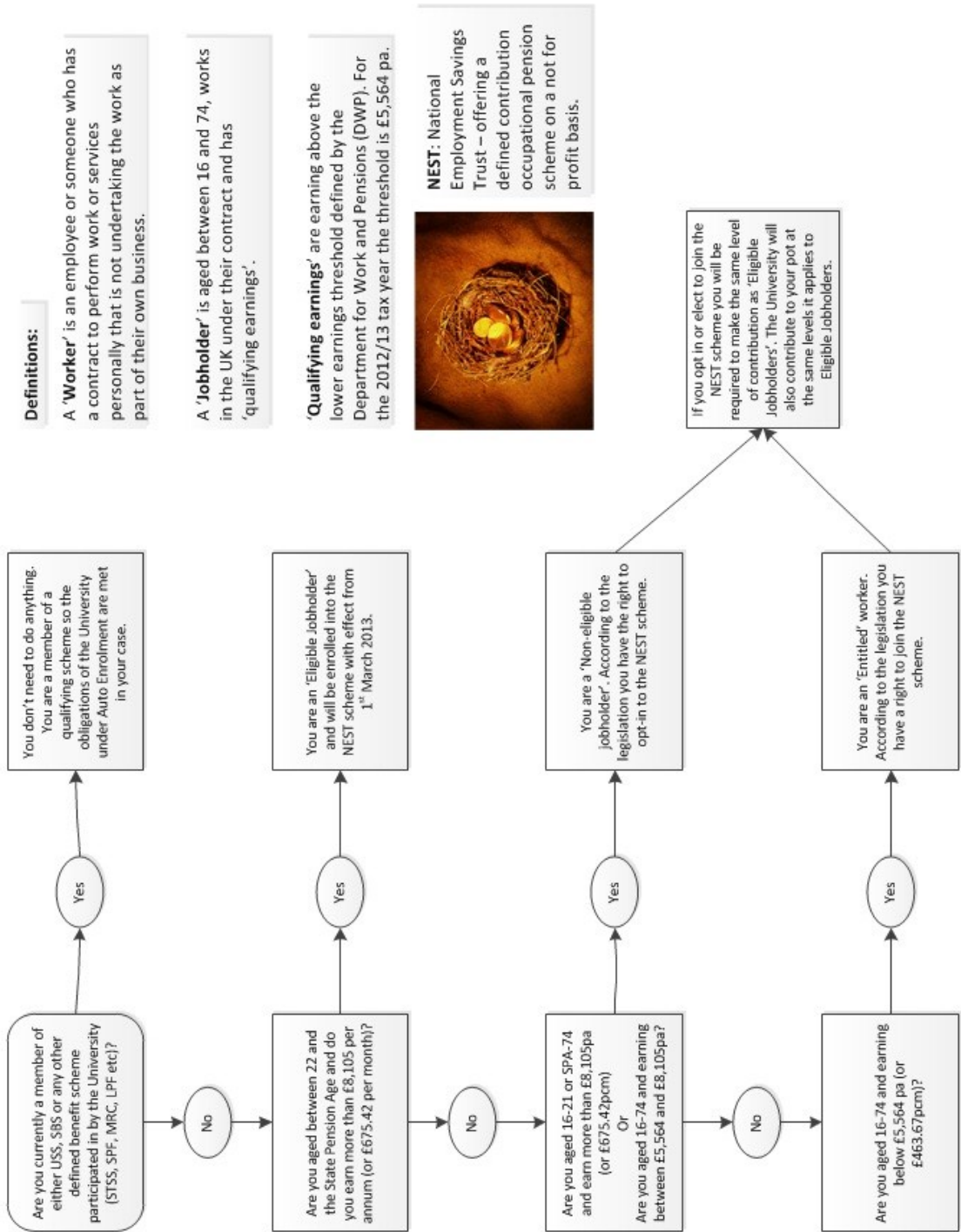
Re-enrolment: **This is a repeat of the staging date exercise. All employees will receive letters notifying them of their status, all previously notified opt-outs are invalidated.**
Employees already in a scheme need do nothing if they wish to continue membership as normal.
Employees not in a scheme who are 'eligible jobholders' will be auto-enrolled.
Employees not in a scheme who are not 'eligible jobholders' will not be auto-enrolled, but will have the opportunity to opt-in to the appropriate scheme when they desire.

Grade mapping to Pension Scheme Options

The table below indicates which pension schemes will apply for auto-enrolment purposes, for staff on different grade/pay scales in the University. Grades are listed in ascending order by salary.

Grade/Pay Scale description	NEST/SBS	USS
University of Edinburgh	UE01-05	UE06-10
Agricultural	All: MA1/3	
Clinical		All: ACN2-4, AMN2-4, ACT3-4, AMT3-4, AC2-4, AM2-4
FASIC	AFC5	AFC6-7
Legacy ECA	ECA1-4	ECA5-10
Legacy MRC	XM7A-XM5A	XM5B-XM1
Legacy Roslin Institute	RCB8-6	RCB5-2
Physiotherapy	MCO	MCA, MC1-3

What happens to me at the Staging date (01/03/13)?



Definitions:

A **'Worker'** is an employee or someone who has a contract to perform work or services personally that is not undertaking the work as part of their own business.

A **'Jobholder'** is aged between 16 and 74, works in the UK under their contract and has 'qualifying earnings'.

'Qualifying earnings' are earnings above the lower earnings threshold defined by the Department for Work and Pensions (DWP). For the 2012/13 tax year the threshold is £5,564 pa.



NEST: National Employment Savings Trust – offering a defined contribution occupational pension scheme on a not for profit basis.

If you opt in or elect to join the NEST scheme you will be required to make the same level of contribution as 'Eligible Jobholders'. The University will also contribute to your pot at the same levels it applies to Eligible Jobholders.



1 Letter for workers already in workplace pension

Confirmation of your membership of our pension scheme

Dear member

We will shortly be enrolling all workers who are not already members (and meet the criteria listed below), into our workplace pension schemes. A new law requires employers to do this for workers who:

earn over £8,105 a year;
are aged 22 or over; and
are under State Pension age.

I am writing to confirm that, as you are already in one of our workplace pension schemes, this change does not affect you.

A reminder about the pension scheme

The University of Edinburgh and you are paying into a pension which you get when you reach the scheme's pension age.

The government is also contributing to your pension through tax relief. (Tax relief means that some of your money that would have gone to the government as tax goes into your pension instead.) On your payslip, you can see your contribution. You don't see the tax relief – it is added to your pension separately.

You can increase the amount you put into your pension if you want by making Additional Voluntary Contributions. The amount contributed by the government in the form of tax relief would also increase.

For more information about increasing the amount you put into your pension scheme please visit the pensions website at www.ed.ac.uk/pensions.

I am pleased to confirm the Schemes to which the University currently participates (USS, SBS, LGPS, STSS, NHS & MRC) are all qualifying pension schemes, which means they meet or exceed the government's new standards.

Further information

For information on pensions and saving for later life visit:

<https://www.gov.uk/workplace-pensions>

If you have any questions about your current pension scheme membership please contact pensions@ed.ac.uk

Yours sincerely

Ann Banks
Pensions Manager

Why has government brought in this new law?

The government's aim is for more people to have another income, on top of the State Pension, when they come to retire. The full basic State Pension in 2012-13 is £107.45 a week for a single person.

Employers are enrolling their workers automatically into a scheme to make it easier for people to start saving.

Workers who are not already in a workplace pension but don't meet the criteria (listed on page 1 of this letter) can choose to join if they want to.

A commitment from us

If you are under 75, work or usually work in the UK, and earn over £5,564 a year (the amount set by the government for this):

- we must by law continue to maintain your membership of a scheme that meets certain government standards; and
- if your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

2 Letter for eligible jobholders

Pension entitlement within the University of Edinburgh – A change in the law that affects you

Dear employee

To help people save more for their retirement, the government now requires employers to enrol their workers into a workplace pension scheme. This applies to those who aren't already in one and who:

- earn over £8,105 a year (£676 a month);
- are aged 22 or over; and
- are under State Pension age.

We have therefore enrolled you into a pension scheme from 1 March 2013 (your automatic enrolment date). If you are employed on a grade between UE01-UE05 the scheme is provided by NEST, although you will have the option to join the Staff Benefits Scheme (SBS) should you wish. If you are employed on a grade between UE06-UE10 the scheme is provided by USS Ltd (unless you are a re-employed USS pensioner in which case the scheme will be provided by NEST).

- You can choose to opt out of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire.
- The University of Edinburgh and you will both pay into it every month.
- The government will also contribute through tax relief.
- Your pension belongs to you, even if you leave us in the future.

Why is this happening?

The government's aim is for more people to have another income, on top of the State Pension, when they come to retire. The full basic State Pension in 2012-13 is £107.45 a week for a single person. This is intended to be a foundation - you may want more.

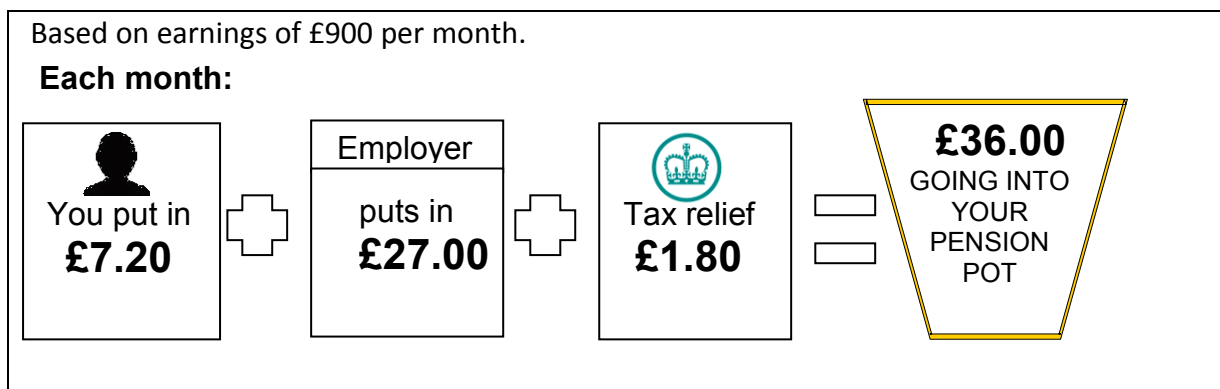
Employers are enrolling their workers automatically into a scheme to make it easier for people to start saving.

What does this mean for you?

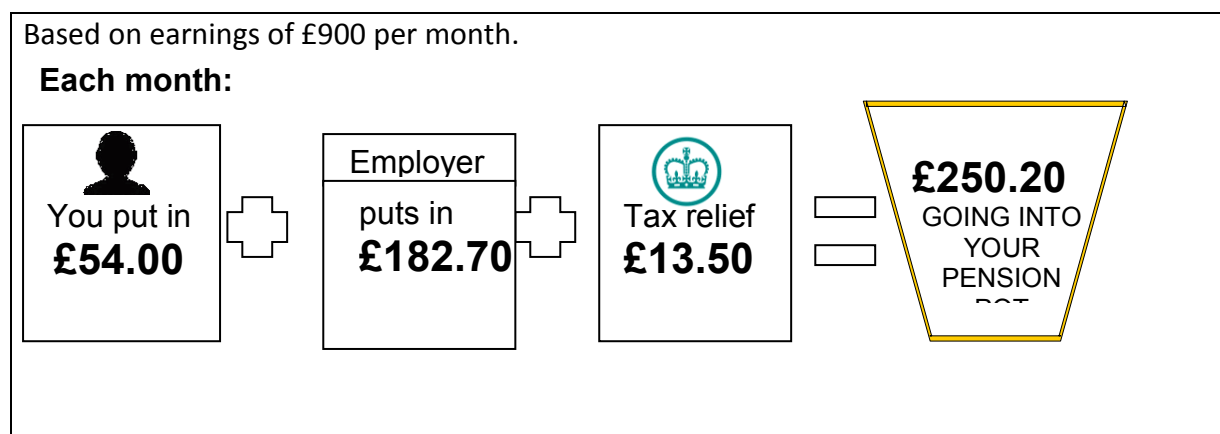
The payments into your pension will be:

	<i>Employee net contribution</i>	<i>Government contribution in the form of tax relief</i>	<i>Employer contribution</i>	<i>Total contribution to pension</i>
NEST	0.8%	0.2%	3%	4%
SBS	6.0%	1.5%	20.3%	27.8%
USS	5.2%	1.3%	16%	22.5%

Example of NEST contribution:



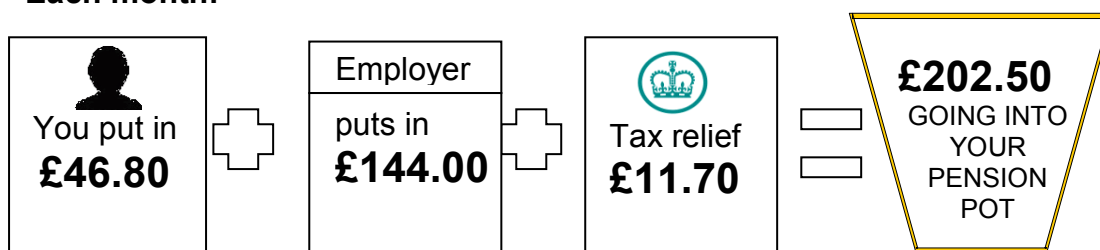
Example of SBS contribution:



Example of USS contribution:

Based on earnings of £900 per month

Each month:



Remember, if you earn more or less than £900 a month, the actual contributions for you will be higher or lower.

And please note: the percentage of tax relief might not be exactly as shown here, as other factors might affect it. For example, if your earnings are close to one of the tax band levels.

[How much will you get from this pension when you retire?](#)

Both USS and SBS are defined benefit schemes and more details of the likely benefit you could obtain at retirement can be found on the pensions website at www.ed.ac.uk/pensions.

NEST is what is called a defined contribution scheme. In this type of arrangement your money is invested and you can buy a pension with the money at retirement. The amount of pension you will get will depend on the amount of your total “pot” at retirement. More details of this can be found at the NEST website at <http://www.nestpensions.org.uk>

[What you need to do now](#)

If you want to opt out of the pension scheme, follow the instructions below.

If you want to stay in the pension scheme you don’t have to do anything. Your personal details have been passed to the appropriate pension provider, and your pension began building from 1 March 2013, when the first payments were made. You will be able to see this on your payslip.

Yours sincerely

Ann Banks
Pensions Manager

How to opt out

To opt out of NEST you will need to contact them direct to obtain an opt-out form. You will shortly receive your welcome pack from NEST and details of how to opt out will be included in that pack. Please be aware that the University of Edinburgh cannot give you an opt-out form. Once you have completed the opt-out form, please send it to Pensions Office, University of Edinburgh, Charles Stewart House, 9-16 Chambers Street, Edinburgh, EH1 1HT.

If your completed opt-out form is **received before the end of the one month “opt-out period”** you will be removed from the pension scheme. The start date of the one month “opt-out period” is the day the administration process for your becoming a member is complete. Any payments you have already made will be refunded, and you will not have become an active member of the scheme on this occasion.

If you want to stop making payments after the end of the one month “opt out period” you can do so. The payments you have made already will not be refunded.

If I opt out or stop making payments, can I re-join a workplace pension scheme at a later date?

Yes, you can re-join a workplace pension scheme. To do so, contact the Pensions Office at pensions@ed.ac.uk or fill in the “Pension Scheme application form” that can be printed from the pensions website at www.ed.ac.uk/pensions.

A regular reminder

Anyone who opts out or stops making payments will be automatically enrolled back into a pension scheme at a later date (usually every three years). This is because your circumstances may have changed and it may be the right time for you to start saving. We will contact you when this happens, and you can opt out if it’s still not right for you.

Questions you may have

[Will the amounts paid into my pension change?](#)

Yes, the amounts will automatically increase or decrease accordingly if your earnings go up or down.

Also, we are going to increase the amounts being paid into your pension over the next few years. This is to meet the government's minimum standards.

From October 2017 the employee contribution will rise from 1% to 3% (although you will still receive tax relief on this contribution)

From October 2018 the employee contribution will rise from 3% to 5% (again, you will receive tax relief on this contribution).

[What if I want to pay more into my pension pot?](#)

You can increase the amount you put in if you want by making Additional Voluntary Contributions. The amount contributed by the government in the form of tax relief would also increase.

[What is tax relief?](#)

The government takes tax off your income. You can see this on your payslip. Tax relief means some of your money that would have gone to the government as tax now goes into your pension instead.

In our pension scheme, the tax relief goes into your pension through the 'net pay arrangement'. This means you don't need to do anything to get the tax relief paid into your pension. It will happen automatically."

Information on how 'net pay' works can be found here: <https://www.gov.uk/income-tax-reliefs>

[Where can I get further information?](#)

If you have any questions about the pension scheme, your enrolment or contributions levels contact:

The Pensions Department, University of Edinburgh, Charles Stewart House, 9-16 Chambers Street, Edinburgh, EH1 1HT or by emailing pensions@ed.ac.uk

For information on pensions and saving for later life visit:

<https://www.gov.uk/workplace-pensions>

A commitment from us

If you are under 75, work or usually work in the UK, and earn over £5,564 a year (the amount set by the government for this):

- we must by law continue to maintain your membership of a scheme that meets certain government standards; and
- if your membership of such a scheme ends (and it is not because of something you do or fail to do), we must by law put you into another scheme that meets government standards straightaway.

3 Letter for non-eligible jobholders

University of Edinburgh pension schemes - A change in the law that affects you

Dear employee

The government has introduced a new law designed to help people save more for their retirement. It requires employers to enrol workers into a workplace pension scheme if they:

- are not already in one;
- earn over £8,105 a year (£676 a month);
- are aged 22 or over; and
- are under State Pension age.

Had you met all the criteria above we would have automatically enrolled you on 1 March 2013.

But, as you either,

- were not earning over £8,105 a year (£676 a month) on that date, or
- were under 22 years old on that date, or
- were State Pension age or older on that date,

you **have not** become a member of the scheme automatically. This is because you do not meet the criteria set by the government.

However, you have the right to join the pension scheme if you want to.

[Why is this happening?](#)

The government's aim is for more people to have another income, on top of the State Pension, when they come to retire. The full basic State Pension in 2012-13 is £107.45 a week for a single person. This is intended to be a foundation - you may want more. Employers are enrolling their workers automatically into a scheme to make it easier for people to start saving.

[What would joining the pension scheme mean for you?](#)

Every month both you and the University of Edinburgh would pay money into a pension, which you get when you retire.

Your pension would belong to you, even if you left us in the future.

[Where to go for further information](#)

- More information on our pension schemes can be found at:
www.ed.ac.uk/pensions
- More information on pensions and saving for later life can be found on:
<https://www.gov.uk/workplace-pensions>

[What to do if you want to join our pension scheme](#)

If you want to join a pension scheme you can complete the "Pension Scheme application form" which can be printed from the pensions website at www.ed.ac.uk/pensions or by email to pensions@ed.ac.uk.

You will then be sent further information on the scheme and will be enrolled into it.

Yours sincerely

Ann Banks
Pensions Manager

Q: I don't earn more than £8,105 a year (£676 a month): if I don't join the pension scheme now, what happens if I earn more than £676 a month in the future?

A: If you earn more than the minimum (currently £676 a month) in any month, you will be automatically enrolled into our workplace pension scheme, so long as you are aged 22 or over, are under State Pension age, and are working or usually work in the UK. If this happens, we will write to you again to give you all the information you need. You can choose to **opt out** of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. The University of Edinburgh and you will pay into it every month.

Q: I am younger than 22: if I don't join the pension scheme now, what happens when I reach 22?

A: If you earn more than the minimum (currently £8,105 a year, £676 a month) when you reach 22, you will be automatically enrolled into our workplace pension scheme. We will write to you again, around the time of your 22nd birthday, to give you all the information you need. You can choose to **opt out** of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. The University of Edinburgh and you will pay into it every month.

4 Letter for entitle workers

The University of Edinburgh pension schemes - A change in the law that affects you

Dear employee

The government has introduced a new law which requires employers to enrol workers into a workplace pension scheme if they:

- are not already in one;
- earn over £8,105 a year (£676 a month);
- are aged 22 or over; and
- are under State Pension age.

Had you met all the criteria above we would have automatically enrolled you on 1 March 2013.

As you were not earning over £676 a month on that date, we did **not** automatically enrol you into our workplace pension.

However, if you ask us to do so, we will enrol you into a pension scheme.

[What would joining a pension scheme mean for you?](#)

Each month you would put money into a pension directly from your pay.

We would also contribute.

You would get this pension when you retire.

[How much would you pay in?](#)

You would pay in the same amount as eligible workers and will be entitled to the same employer contribution and terms of membership as eligible workers.

This payment would be taken directly from your pay.

You would see this payment on your payslip.

[Where to go for further information](#)

- More information on pensions and saving for later life can be found on:
<https://www.gov.uk/workplace-pensions>

[What to do if you want us to enrol you into a pension scheme](#)

If you want to join a pension scheme you can complete the “Pension Scheme application form” which can be printed from the pensions website at www.ed.ac.uk/pensions or by email to pensions@ed.ac.uk.

You will then be sent further information on the scheme and will be enrolled into it.

Yours sincerely

Ann Banks
Pensions Manager

Q: If I earn more in the future, what will happen?

A: If you earn more than the minimum (currently £676 a month), you will be automatically enrolled into our workplace pension scheme, so long as you are aged 22 or over, are under State Pension age, and are working or usually work in the UK.

If this happens, we will write to you again to give you all the information you need. You can choose to **opt out** of the scheme if you want to, but if you stay in you will have your own pension which you get when you retire. The University of Edinburgh and you will pay into it every month.

Your pension will belong to you, even if you leave us in the future.

If you are aged under 22 or over State Pension age when you earn more than £676 a month then you will not be automatically enrolled, but you will have the right to join our workplace pension scheme if you want.

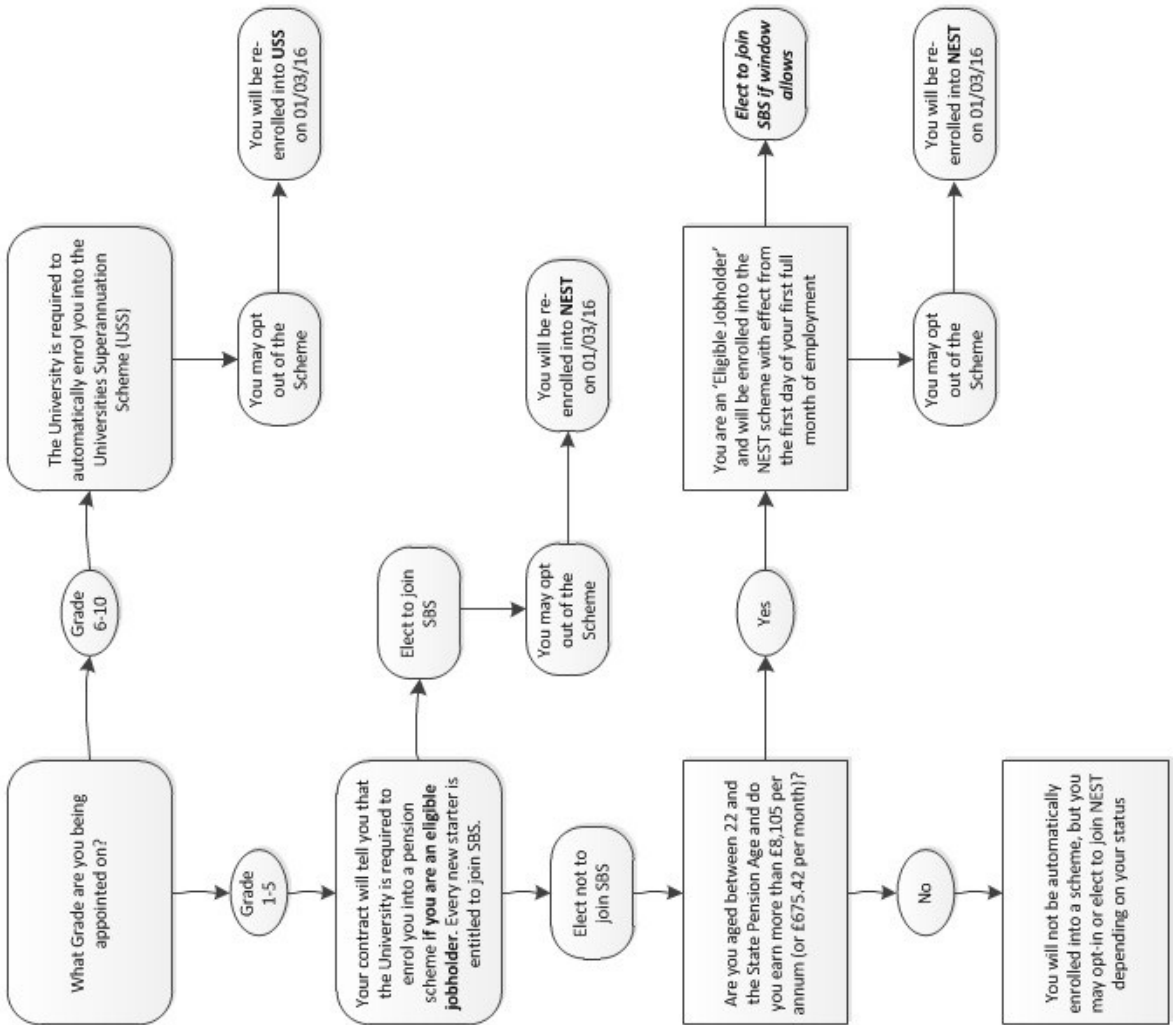
A: If you earn more than £464 a month but not more than £676 a month, you will not be automatically enrolled but you will have the right to join our workplace pension scheme if you want.

The University of Edinburgh and you will pay into it every month.

Your pension will belong to you, even if you leave us in the future.



What are the Pensions options for new starts from 01/03/13?



Health and Safety Quarterly Report 2012-2013

Quarterly reporting period: 1st October-31st December 2012 (Quarter One)

Accidents and Incidents

Type of Accident/Incident	Quarter 1 Oct-Dec 2012	Quarter 1 Oct-Dec 2011	Year to Date 1 Oct 2012 – 31 Dec 2013	Year to Date 1 Oct 2011 – 31 Dec 2012
Fatality	0	0	0	0
Specified Major Injury	0	1	0	1
7 day Absence (7 day injury)	1	1	1	1
Public to Hospital	4	4	4	4
Reportable Dangerous Occurrences	0	0	0	0
Disease	0	0	0	0
Total Reportable Accidents / Incidents	5	6	5	6
Total Non-Reportable Accidents / Incidents	113	116	113	116
Total Accidents / Incidents	118	122	118	122

Further information by College/Support Group is shown in Appendix One

Incidents Reported to the Enforcing Authorities during the quarter:

- The IP, a member of Security staff, and a colleague were preventing a student, who was drunk and aggressive, from accessing a University building at ECA. The student pulled and pushed the door violently in an attempt to gain access. The IP sustained pain in his right shoulder whilst pulling and holding the door closed. The police attended the incident and charges may be made. The University is considering disciplinary action against the student concerned. (*> 7 day injury*).
- A postgraduate student in MVM was using fine forceps to position a fish carcass. The IP's hand slipped and the fine forceps partially penetrated the skin of the left hand, between thumb and forefinger. The IP was taken to hospital where x-rays indicated an embedded small metal fragment, which was removed. Following this incident discussions have taken place with the student regarding procedural awareness and concentration. (***Public to Hospital***).
- An undergraduate student in MVM sustained a deep cut to her right thumb when removing a used scalpel blade from the handle, after completing a dissection. The IP was taken to hospital for treatment. The instruction was reinforced that scalpel blades should be removed in the correct manner as shown in the dissection demonstration, using scalpel blade removers which are provided in the dissection room. (***Public to Hospital***).
- An undergraduate student in ECA was opening a door for another student. The IP's hand was trapped between the door handle and the wall, resulting in pain and swelling to the thumb and hand. The IP attended hospital as a precaution. Remedial action is in hand to adjust the door stop, to prevent the door handle striking the wall. (***Public to Hospital***).

Incidents Reported to the Enforcing Authorities during the quarter (cont.):

- An undergraduate student in ECA was carving an impression into wax using a knife. The IP's hand slipped and the blade penetrated his left hand, at the base of the thumb. The IP attended hospital as a precaution. The IP has been advised of the appropriate wax carving tools to use. (***Public to Hospital***).

Other notable Non- Injury Incidents – not Reportable to the Enforcing Authorities

- The inappropriate disposal of two animal carcass bags within a waste store used by MVM, resulted in substantial blood / carcass contamination within a contained area. The contamination was reported to Estates and Buildings who arranged for appropriate clean-up and disposal of waste. An investigation took place, but was unable to identify the precise source of the waste or the person(s) who initially failed to follow the correct disposal route. Staff in relevant areas have been reminded of the correct disposal routes.
- Due to the malfunction of a piece of laboratory equipment, vials containing a small volume of a short-lived radioactive material (2 hour ½ life) were in the process of being manually retrieved, using a pair of tongs, when one of the vials was dropped. This resulted in contamination of the lab floor (MVM), as well as a shoe of a member of lab staff. Monitoring of the member of staff showed no personal contamination. The contaminated shoe was left in the lab and access to the lab was prohibited for 24 hours to allow the radioactivity to decay to a safe level.
- Two students narrowly avoided being struck by a vehicle in the area adjacent to the Informatics Forum. The traffic / pedestrian interface in this area is cause for concern and consideration is being given to commissioning an expert traffic assessment in the Informatics Forum / Appleton Tower / Charles Street Lane area, by external traffic management specialists.

Note: IP: Injured person

Other Developments and Issues

RIDDOR review/Westminster briefing

Proposed changes to injury and ill health reporting Regulations (RIDDOR) have appeared in an HSE Consultative Document, to which the University has responded. The current UK Government's view of our "national" health and safety performance has also been communicated by DWP at a recent Westminster Briefing. Both of these factors indicate that formal reporting of occupational ill health in the UK may be removed from RIDDOR, other than for illness due to infection by a biological agent at work.

Should this be the case in due course, the Health and Safety Department will ensure that the clearest possible picture of the University's own occupational ill health experience will continue to be recorded and analysed, and that the learning resulting from such events still contributes effectively to our prevention strategy for the future, irrespective of what transpires at UK level.

Other Developments and Issues (cont.)

ECA audit

A comprehensive three day health and safety management and compliance audit of the Edinburgh College of Art was carried out in October/November 2012, in partnership with Aon, as a follow-up to the less penetrating due diligence audit held at the time of merger. ECA scored firmly in the “Fair” range of scoring categories; however, the audit team were impressed with both senior management’s commitment and with the commitment, expertise and effort evident “at the coal face”. These factors should combine to ensure that ECA will be able to move into the “Good” category of audit score in due course. The Audit Report has been passed to ECA management and to other relevant colleagues for action, with the support of the Health and Safety Department.

Behavioural safety training

Members of the corporate Health and Safety Department and a number of School Health and Safety Managers attended a successful two day training course presented by the Keil Centre, a well reputed group of occupational and clinical psychologists, and ergonomists. The course concentrated on tools applicable to Human Factors Analysis, with particular reference to behavioural safety in accident and incident investigation. The balance of College and School health and safety professionals will be invited to an identical course in February 2013.

Validation and accreditation of BTI biosafety course

The Biosafety Training Institute’s (BTI) core 5 day Level One biological safety course has now received internal validation from the University at SCQF Level 11 (equivalent to a module on an MSc course), and has been accepted for continuing professional development (cpd) credit allocation by the UK Society of Biology. Attendance at our course accrues almost double the minimum number of cpd credits which a member of the Society needs to score in a calendar year. We are exploring the possibility of accreditation by the UK Institution of Occupational Safety and Health (IOSH) to further enhance the reputation of this professional training course.

IOSH accredited UoE training courses

The successful partnership training input involving the Health and Safety and Estates and Buildings Departments continues to expand, with a number of IOSH accredited Managing Safely, and Working Safely, courses being provided in the last quarter. A growing number of the University’s staff are therefore achieving health and safety qualifications to nationally recognised standards, and we are providing this valuable training in-house, where we previously used to rely upon external accredited training input.

Other Developments and Issues (cont.)

Scottish First Aid Award

The University's First Aid Trainer, John Nimmo, has won the inaugural Scottish First Aid Award for the Public/Non-profit Sector. The First Aid Trainer is responsible for all first aid at work and emergency first aid training throughout the University community - there are currently 501 trained first aiders and 127 emergency first aiders providing cover across the University's campuses.

Review of PAT Testing regime and Fume Cupboard Performance Testing regime

The Health and Safety Department has been working in liaison with E&B colleagues to carry out a review of our current PAT testing arrangements, in the light of new guidance from the Health and Safety Executive, and a review of our long standing laboratory fume cupboard performance testing scheme, with expert input from a leading fume cupboard manufacturer/installer.

EBVC review of campus arrangements

The corporate Health and Safety Department has assisted colleagues in the EBVC Executive with the occupational health and safety element of their comprehensive review of campus services at Easter Bush.

Mapping support for disabled staff

The Director of Health and Safety has participated in group discussions on mapping the University's current provisions for disabled staff, together with key colleagues from Occupational Health, Human Resources, and SASG, with a view to ensuring the provision of an effective focus for staff disability issues, together with a properly joined up approach to disability as a holistic issue within the organisation. These discussions began in late 2012 and will progress into 2013.

Alastair Reid
Director of Health and Safety
16th January 2013

Accidents & Incidents

Quarterly period: 01/10/2012 – 31/12/2012

Year to Date Period: 01/10/2012 – 31/12/2012

(First Quarter)

COLLEGE / GROUP	REPORTABLE (TO HSE) ACCIDENTS / INCIDENTS														TOTAL Non-Reportable Accidents / Incidents		TOTAL ACCIDENTS / INCIDENTS		
	Fatality		Specified Major Injury		>7 day injury		Public to Hospital		Dangerous Occurrences		Diseases		TOTAL Reportable Acc / Inc		Qtr	Ytd	Qtr	Ytd	
	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd	Qtr	Ytd					
Humanities & Social Science	-	-	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-
Science & Engineering	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medicine & Veterinary Med.	-	-	-	-	-	-	2	2	-	-	-	-	-	-	-	-	-	-	-
SASG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Corporate Services Group	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
ISG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Units	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
UNIVERSITY	-	-	-	-	1	1	4	4	-	-	-	-	5	5	113	113	118	118	

* Units noted below taken from organisational hierarchy report 03/08/11 - <http://www.ed.ac.uk/schools-departments/governance-strategic-planning/organisational-hierarchy/current-org-hierarchy>

SASG: Student and Academic Services Group: Biological Services, Communications and Marketing, Development and Alumni, Governance and Strategic Planning, Student and Academic Services, Student Recruitment and Admissions, Student Services

ISG: Information Services Group: Applications, Digital Curation Centre, EDINA & Data Library, Information Services Corporate, Infrastructure, Library and Collections, User Services Division

CSG: Corporate Services Group: Accommodation Services, Centre for sport and Exercise, Corporate Services Group, Edinburgh Research and Innovation, Edinburgh University Press, Estates and Buildings, Finance, Human Resources, Internal Audit, Procurement Office (inc. Printing Services)

Other: Students Association, Sports Union, Talbot Rice Gallery, Associated Institutions.

NB Reporting requirements for absence from work after an accident changed on 6th April 2012 to >7 day absence

C1.2

The University of Edinburgh

The University Court

18 February 2013

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 4 February 2013 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 proposal that a Sub-Group be set up to consider SBS pension issues at item 2 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 2-6

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

Originator of the paper

Dr Katherine Novosel
February 2013

University Court, Meeting on 18 February 2013
Report of the Finance and General Purposes Committee
4 February 2013
(Report on Other Items)

1 SUBSIDIARY COMPANY BOARDS - MEMBERSHIP CHANGES

The Committee approved the appointment of Dr Andrew Frost as Director of Research in Results Ltd.

DEVELOPMENTS IN EUSA

NEW MEMBERS OF STAFF

We are pleased to confirm that a new Commercial Director and Finance Director have been appointed.

Conrad Jones, the new Commercial Director, joined EUSA as of 7th January 2013. Conrad has extensive background in Operations Management at a senior level, mostly in the Brewery sector.

Euan Maclean, the new Finance Director, will be starting on 25th February 2013. Euan has worked as Head of Finance in Penumbra for the past 4 years, and previously held various roles at RBS, the Prince's Trust and Royal Mail Group.

INTERIM SUPPORT

We are currently between Chief Executive Officers so until a new Chief Executive is appointed, we have arranged for interim support to be provided to EUSA by Aidan Grills, Chief Executive of Leeds University Union. It is envisaged that the interim leadership will be provided from within EUSA with Aidan providing support to the management team, to the sabbatical officers and the trustee board. Aidan will be on-site one day per week, but additional support will be available by phone/email from Leeds. Aidan has significant experience in providing this type of support, which will additionally provide a great opportunity for EUSA to create a partnership with another union.

LAY TRUSTEES

We have just recruited our three lay trustees. We were remarkably impressed with the array of candidates so narrowing them down to three was very tricky. The successful candidates were:

Douglas Blackstock

As Director of Resources, Douglas Blackstock is responsible for the strategic management of QAA's resources, including business development, information management infrastructure, finance, planning, human resources and organisational development. He is the Company Secretary and responsible for legal affairs, office services, premises, funding negotiations and business continuity.

Douglas joined QAA in March 2002 from the University of Warwick, where he was the General Manager of the Students' Union. He is a graduate in public administration from Glasgow Caledonian University where he was President of the Students' Association. After graduation he held elected sabbatical posts with the National Union of Students in Scotland. He served as Honorary President of the University of Strathclyde for two terms of office. Prior to moving to Warwick in 1997, Douglas was the General Manager of the Students' Unions at the University of the West of England (1996-1997) and the University of Greenwich (1992-1996).

Douglas' early career before becoming a student was in local government and the betting industry.

Stewart Goldberg

Stewart Goldberg has spent more than 30 years working in the Technology, Media & Telecoms industries both as an executive and, in recent years, a Business Mentor.

He has held senior positions in a number of multinational technology companies and has vast international experience, having worked in Europe, North America, Australasia and South Africa. He is credited with introducing IBM compatible PCs into the UK.

Stewart studied Computer Science & Maths at Edinburgh University and was EUSA's first ever Ents Convener and its second Union President.

Originally from Leeds, he still puts himself through the stress of watching Leeds United as often as he can.

When he's not playing with new tech gadgets, Stewart is usually found either strumming one of his beloved Fender guitars or trying to improve his cooking skills.

Melissa Highton

Melissa Highton is currently employed as Director, Academic IT, with University of Oxford. She has previous experience in the following roles:

- 4 years as Head of the Learning Technologies Group with University of Oxford
- 6 years as Senior Academic Staff Development Officer at University of Leeds
- 8 years in various Development Officer roles at Royal Holloway (University of London) and Edinburgh Napier University
- Fellow of Kellogg College, Oxford
- Alumna of Edinburgh University (MSc Education)

We are confident that her excellent experience in the higher education sector will be of great value to EUSA!

STUDENT CAMPAIGNS

This semester has seen an impressive array of campaigns, involving huge number of students and touching upon a wide variety of issues. At least one of the sabbatical officers has been involved in all of these campaigns but they have been genuinely led by the student members of the Councils, so the great successes that we have had are down to their hard work. I am very impressed!

TEACHING AWARDS

We have already received over 2000 nominations for the Teaching Awards! A new addition for this year is the feedback champions awards for each school. We have also changed the format of the evening so that students give out the awards instead of sabbatical officers, making the event even more student-led!

ETHICAL INVESTMENT

Following on from discussions around the UN Principles of Responsible Investment, the student society People and Planet submitted a motion to External Affairs Council to run a campaign on the University's investment strategy. We are specifically focusing on the following issues

- Student representation on the investment committee and creation of a broader open committee of reference
- Ring fencing 25% of funds to an ethical fund manager
- Divestment from the arms trade and fossil fuels extraction

POLICY FOR A DEMOCRATIC CHANCELLOR ELECTION

At the beginning of January a motion was passed calling for a review of the regulations underpinning the election of the Chancellor, and for her resignation. Since then I have met with the General Council who are very open to input on ways to make the elections more accessible and democratic.

Of course, they are not so happy with the call for Princess Royal's resignation, as I envisage that some Court members are not either. I am happy to answer questions on this – I appreciate that it is very controversial.

HIDDEN COURSE COSTS

The Hidden Course Costs Campaign is surveying students to find out what costs there are in their courses, we've already seen some very high figures for transport for Medics, especially to placements and for materials for ECA students. Once we have a fuller picture we'll be pulling together something more rounded but it's likely these will be areas of focus.

FEEDBACK

Academic Council has launched a feedback campaign. It is looking into exam feedback, or the lack of it in many schools, and sharing the good practise found so students and representatives can push for their schools to do the same.

GUIDANCE FOR SOCIETIES HOLDING EVENTS

We have finished our guidance document for societies holding events, following the Israeli ambassador incident. Big thanks to our VP Societies and Activities, Hazel Marzetti, for doing this! It is appended to this document.

STUDENT REFERENDA

As I write this we are in the middle of our referenda period. By the time that Court comes around we will have the results in which I will report orally. The questions going forward are:

- Should EUSA amend its constitution to allow for the potential to increase the number of full time paid elected student officers from 4 to 7?
- Should EUSA work with the University, City of Edinburgh Council and any interested students to establish a student-owned housing co-operative project?
- Should EUSA support the 'Fund Education, Scrap Trident' Bloc on the upcoming National Demonstration against Nuclear Weapons in Scotland?

- Should EUSA review all of its catering menus to ensure that the quality of food is consistent across all venues at all times
- Should EUSA lower the price of sandwiches and hot food and drinks?
- Should EUSA campaign for the University and professional bodies to cap the weight of exams on any module at 40% where possible?
- Should EUSA prevent its full time paid elected student officers from standing for a second term of office?
- Should EUSA lobby the University of Edinburgh to provide free wifi to all rooms in University halls of residence?
- Should EUSA establish School Councils, change the position of School Representatives to Convenors of these councils and make building new Councils an organisational priority?
- Should EUSA lobby the university to provide student and staff parents with nursery care on their campuses?
- Should EUSA overturn the policy that "EUSA believes that all roles in the University should be filled through democratic selection processes"?
- Should EUSA play Fresh Air in at least one EUSA bar at all times?
- Should EUSA lobby the University to give Fresh Air a live channel on MyEd?
- Should EUSA allow elected representatives to go to events attended by Princess Anne in the role of University Chancellor?
- Should EUSA stop selling all bottled water apart from ONE Water and Belu?
- Should EUSA lobby the university to immediately cease all new investment in arms and fossil fuels, and invest at least 25% of its endowment in an ethical fund manager?
- Should EUSA only sell meat which is sourced locally and ethically from farms which provide high animal welfare standards, such as those accredited by the soil association?

Guidance for societies holding events:

As a society you are responsible for the safety and welfare of your members. In order to do so you must be aware of any risks that your event may pose both to your members, to the wider university community and to the local community. If a problem arises during the course of one of your society's events you must demonstrate that you considered potential risks and took steps to alleviate them. Therefore, we strongly advise that you keep a copy of all risk assessments for your own records.

This guidance aims to direct you to policies which societies are expected to adhere to, useful contacts who can assist you in the successful running of events and identify elements of events which may need further consideration.

How should we complete a risk assessment?

All events need risk assessment. Part of the risk assessment is working out if you are likely to need to take any steps to minimise those risks.

Venue Requirements:

1. Is it likely that more people will want to attend than your venue can accommodate safely? If not, you should use tickets to prevent capacity problems. You can do this through EUSA's MSL ticketing system. For help using this system please pop into the Connect Office (in Potterrow) and see a member of the Societies Team!
2. Is your room suitable for the purposes you need it for? If so please contact either university or EUSA room bookings to look for an alternative suitable space.
3. Will you be inviting an external speaker to your event? If so, you are obliged to give EUSA 14 days notice (in writing) as detailed in our room booking terms and conditions.

External Speakers:

1. Has this speaker previously spoken at other institutions and been documented to have intimidated students or staff?
2. Are they likely to cause harm to students or staff?
4. Are they generally considered to either be an extremist or more generically a controversial speaker?

General Questions:

1. Is this event likely to attract protest or serious disagreement?
2. Has there been disruption of events that address the same topic (either at Edinburgh University, other universities or in the wider community)?
3. Will this event focus on a topical issue which has been subject to recent controversy?

If you have answered yes to any of the above questions then you should consider:

The Chair:

- Who is your chair? If the event is likely to be controversial it is often helpful to select an experienced, confident chair.
- Ensure that the chair is briefed before the event to
 - ensure that they are confident to deal with hecklers or disturbances.
 - know when it is appropriate to ask audience members to leave the event.
 - know when to disband the event (in the case of extreme disturbance and/or when safety is compromised).
- Ensure that the chair takes a balanced approach so that all views in the room have the chance to be heard.

Safety:

- Security: if you believe that your event may face serious opposition then it is important that you contact the appropriate security team. For university security please contact security@ed.ac.uk and for EUSA security please contact EUSA room bookings anne.hunter@eusa.ed.ac.uk.
- Stewards: if it's a large event or there are likely to be security concerns then you might wish to consider the use of stewards who can provide safety information, guide people along a route and generally check that people are safe and comfortable.
- Observers: if there is likely to be public disorder, you might like to consider impartial, legal observers to oversee the situation and to be able to give thorough witness accounts.

Who can help us?

The Societies Team: In the first instance EUSA would encourage you to contact our Societies Team. The Society Team is here to support your committee and be a soundboard during your event preparation. We are here to facilitate the planning process, ensure you have considered the welfare of your society members and help you to communicate on matters surrounding the event. We will work with all societies in the lead up to and the fallout from a particular event when necessary.

Security: Security staff are present within the University 24 hours of every day. The control room at 13 Infirmary Street is staffed all the time and can be contacted by telephoning 0131 650 2257 or emailing security@ed.ac.uk We can offer impartial advice and assistance on what a society may be asked to mitigate disruption to their event and to keep their speaker safe.

The Chaplaincy: We can offer support, a safe space to talk, training in peaceful protest, and facilitation between groups, both before and after events. **Contact:** chaplaincy@ed.ac.uk.

The Advice Place: The Advice place offers impartial advice and support to all students, if you have been harassed or you are unhappy about something you have experienced but you are not sure what to do next you can come and speak with us in confidence. We support all students and should a conflict of interest arise, whereby one adviser is supporting students with conflicting interests we will always seek to resolve this immediately by providing an alternative adviser within our service for one of the students. **Contact: advice@eusa.ed.ac.uk**

Which policies do we need to be aware of?

We advise that you read (in full) the applicable University and Students' Association policies and familiarise yourself with them in relation to conduct and activities held in University and EUSA buildings, as detailed below:

EUSA's Good Conduct Regulations: Members of the Students' Association are expected to conduct themselves in a legal and orderly manner, and respect the right of all Association members and staff to enjoy EUSA as a safe space environment. A EUSA safe space is welcoming and safe and prohibits the use of discriminatory language and actions. The guidelines can be found in full at www.eusa.ed.ac.uk/pageassets/.../Good-Conduct-Regulations.doc. It is important to note that if these regulations are violated you may be denied access to a single EUSA service outlet, or all EUSA outlets depending upon the violation.

EUSA Room Bookings Terms and Conditions: The hirer of a EUSA room is exclusively responsible for the behaviour of those attending their event and their compliance with EUSA policy. In the event of damage to EUSA's property, the hirer will be liable to incur those charges. Full EUSA room bookings terms and conditions can be found at: <http://www.eusa.ed.ac.uk/societies/venuehire/>

Edinburgh University Dignity and Respect Policy: All members of the University community can be expected to be treated with dignity and respect, and in turn are expected to do the same for others. The university defines treating others with dignity as recognising and esteeming everyone's worth as people, and treating other with respect as treating others with due consideration. This policy can be found at: <http://www.docs.csg.ed.ac.uk/HumanResources/Policies/Dignity and Respect Policy.pdf>.

Boycotts: it is worth noting that EUSA has several boycott policies. Should your event be held in a EUSA building it is important that you comply with these policies. They can be found at << insert link >>

The University of Edinburgh

The University Court

18 February 2013

C3

Outcome Agreement with SFC 2013-14

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

This paper sets out the University's Outcome Agreement with SFC for 2013-14. The Outcome Agreement is complementary to our Strategic Plan.

Action requested

Court is invited to approve the University's Outcome Agreement for 2013-14.

Resource implications

Having a signed agreement in place for 2013-14 is a requirement of 2013-14 SFC funding. The indicative allocations for 2013-14 issued in December by SFC, could change depending on the shape of the final Outcome Agreement.

Risk assessment

The risks inherent in outcome agreements are addressed in the University Risk Register.

Equality and diversity

Equality and diversity is a horizontal theme which runs across all outcomes and embedded across all themes. Equality of opportunity is also promoted through specific actions in the draft Outcome Agreement.

Freedom of information

The paper should not be included in open business. Its disclosure would substantially prejudice the effective conduct of public affairs.

The paper should be withheld until the Outcome Agreement is approved by Court and the Agreement receives formal endorsement from the Scottish Funding Council in March 2013.

Originator of the paper

Dr Alexis Cornish, Director of Planning & Deputy Secretary, 12 February 2013

18 February 2013

Finance Strategy

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

The University's strategic plan (period 2012-2016) has an overarching aim, to maintain and enhance its overall financial strength in order to deliver our strategic goals and enhance the University's competitive position. This document provides a framework to ensure financial sustainability, develop effective financial governance, develop the financial forecasts and budgets, and enable delivery of the University Strategic Plan 2012-2016 – integrating other strategies to ensure that the University has sufficient key resources and the deliverance of value for money whilst achieving the University strategic objectives.

The Finance and General Purposes Committee endorsed the strategy at its meeting on 4th February 2013.

Action requested

Court is invited to approve the Finance Strategy.

Resource implications

Does the paper have resource implications? No specific implications as these are managed through the annual planning process.

Risk assessment

Does the paper include a risk assessment? Yes, located Bullet 4.5

Equality and diversity

Has due consideration been given to the equality impact of this paper? N/A

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

Freedom of information

Can this paper be included in open business? No

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

The paper must be withheld until publication of the 2013/14 financial statements.

Originator of the paper

Phil McNaull, Director of Finance
11th February 2013

To be presented by

Phil McNaull, Director of Finance

Widening Participation - Update

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

Widening Participation is a high priority in the Strategic Plan and part of the Outcome Agreements.

Action requested

Court is invited to note the paper.

Resource implications

Does the paper have resource implications? Yes, Staff time.

Risk Assessment

Does the paper include a risk assessment? No

Equality and Diversity

Has due consideration been given to the equality impact of this paper?

Yes – We can't disadvantage people from low income families.

Freedom of information

Can this paper be included in open business? No

Originator of the paper

31 January 2013

Professor Mary Bownes
Senior Vice Principal

Kathleen Hood
Head of Widening Participation

To be presented by

Professor Mary Bownes
Senior Vice Principal

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 invited to note the paper.

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

Has due consideration been given to the equality impact of this paper? N/A

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

Dr Sue Rigby, Vice Principal Learning & Teaching
26 January 2013

To be presented by

Vice-Principal Dr S Rigby

The University of Edinburgh

C7

The University Court

18 February 2013

International Fees

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

The paper presents a proposal for setting 'fixed' international fees for 2014/15 for UG programmes and PGT programmes of greater than one year duration.

Action requested

Court is invited to endorse the recommendations.

Resource implications

Does the paper have resource implications? Yes. See section 4 of the paper.

Risk Assessment

Does the paper include a risk analysis? Yes. See section 4 'Risks'.

Equality and Diversity

Has due consideration been given to the equality impact of this paper? Yes

Freedom of information

Can this paper be included in open business? No

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

For how long must the paper be withheld: Until we publish the 2014/15 international fee rates.

Originator of the paper

Vice-Principal Professor Jonathan Seckl

To be presented by

Vice-Principal Professor Jonathan Seckl

Report from Estates Committee held on 6 December 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 6 December 2012.

The issues in this report relate to the Strategic Plan enabler 'Quality Infrastructure' in terms of achievement of core strategic goals contained in the University's Strategic plan 2012-2016.

In pursuing quality infrastructure we need to provide an estate which is capable of supporting world class academic activity in order to meet our business needs. The strategy for achieving this is set out in the Estate Strategy 2010-20 and our target is to implement this over the period of the plan.

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) 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 EC report was presented to CMG on 23 January 2013 and FGPC on 4 February and approve the recommendations contained in the EC report including approval of minor revisions to the Terms of Reference of the Committee.

In addition, Court is invited to approve proceeding with the Stage Two bid proposal re the Scottish Funding Council - University Carbon Reduction Programme.

Resource implications

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

Risk assessment

Does the paper include a risk analysis? No 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

Financial Commitments – mitigated by tracking via the Group Estate Development Programme 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 Project Boards who in turn report significant programme/cost issues to EC etc.

Equality and Diversity

Has due consideration been given to the equality impact of this paper? Yes

Consideration of E&D is an integral part of the project management process. This is overseen by the Project Board and the Estates Committee.

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

Originator of the paper

Graham Bell, Deputy Director Estate Development
Paul Cruickshank – Estate Programme Administrator
Angela Lewthwaite - Secretary to Estates Committee
11 February 2013

To be presented by

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

The University of Edinburgh

The University Court

18 February 2013

Report of the Nominations Committee

The Nominations Committee at its meeting on 8 February 2013 considered a number of matters and wishes to make recommendations for approval and comment to Court as detailed below:

Membership of Committees

Risk Management Committee

Dr Robert Black to be appointed from 1 August 2013 until 31 July 2015.

University Research Ethics Committee

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

SBS Trustees

Dr Robert Black to be appointed Trustee with effect from 1 April 2013 until 31 July 2015.

Non-Teaching Staff Assessor's Election

The following to be appointed members of the Scrutinising Committee:

Mrs Janet Philp
Vice-Principal Professor Jeff Haywood
Ms Sheila Gupta

Governance issues

The Committee recommended a cautious approach to taking forward any proposed amendments to the governance arrangements of the University pending the outcome of the work to develop a Scottish Code of Good Higher Education Governance and the passage of the Post-16 Education (Scotland) Bill while recognising that changes to improve the current terms of reference of Committees should continue to be considered as appropriate.

Dr Katherine Novosel
February 2013

Deaconess House Update / Memorandum of Understanding

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

This paper is to update the Court on recent developments relating to Deaconess House, and to seek approval for a Memorandum of Understanding which has been drafted to provide guidance and manage expectations relating to governance issues.

Action requested

Court is invited to note the progress on the Deaconess House development and to approve the Memorandum of Understanding attached to this paper.

Resource implications

Does the paper have resource implications? Not beyond those already agreed at previous meetings

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Has due consideration been given to the equality impact of this paper? Yes

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

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

Terry Fox, Assistant Director of Finance
7th February 2013

To be presented by

Phil McNaull, Director of Finance

The University of Edinburgh

The University Court

18 February 2013

Academic Report

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 6 February 2013 and of the business dealt with by the electronic Senate of 15 – 23 January 2013.

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

Has due consideration been given to the equality impact of this paper? Yes

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Anne Marie O'Mullane
Senate Secretariat
February 2013

Summary Report of the Senatus Meeting on 6 February 2013

Presentation and Discussion: Accessibility, Inclusivity and Sustainability in the Curriculum

The strategic theme for the meeting was 'Accessibility, Inclusivity and Sustainability in the Curriculum.' Dr Harrison, Assistant Principal Academic Standards and Quality Assurance, provided an overview of the different conceptions of the curriculum, focusing on the 'curriculum as process' as the optimum model. Professor Bownes, Senior Vice Principal External Engagement discussed incorporating social responsibility and inclusivity in the curriculum, particularly in relation to community engagement.

Dr David Reay, School of Geosciences, spoke about the positive outcomes and challenges of incorporating sustainability into the curriculum of the MSc Carbon Management programme. Ms Olga Bloemen, PhD candidate, provided an overview of a quantitative analysis project, undertaken as an Institute of Academic Development (IAD) intern, which involved the analysis of courses in the College of Humanities and Social Science and the College of Science and Engineering to ascertain whether they contained social responsibility and sustainability content. Ms Justina Adomoviciute, Sustainability Office, provided an overview of findings from a Summer Internship project at the IAD undertaken in collaboration with Ms Olga Bloemen, which examined sustainable research practice.

Ms Daphne Loads, IAD, provided examples of good practice involving inclusivity in the classroom. Ms Hazel Marzetti, EUSA Vice President Societies and Activities, provided feedback on students' perspectives of how inclusive are the curricula. Dr Sheila Williams, Director Student Service and Dr Tina Harrison, Assistant Principal Academic Standards and Quality Assurance discussed mainstreaming learning adjustments. Dr Donna Dalgetty, School of Health in Social Science, illustrated through a pre-recorded presentation how to make lectures accessible using recorded lectures.

There was a positive and valuable discussion of the presentations. Details are given in the Senate minutes and will be online in due course at:

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 15 - 23 January 2013. This included the consideration of the following items:

Conferral of the Title Professor Emeritus

Senatus agreed to confer the title of Professor Emeritus on Professors I Poxton and J McCulloch, requesting that the relevant Heads of College prepare the necessary Special Minutes for Senate.

Special Minutes

The Senatus adopted the Special Minutes for the three Professors listed:

Professor N Brown

Emeritus Professor of Molecular Microbiology

Professor D C Heggie
Professor N Douglas

Emeritus Professor of Mathematical Astronomy
Emeritus Professor of Respiratory and Sleep Medicine

Communications from the University Court

Senatus noted the content of the report from the University Court on its meetings of the 5 November and 10 December 2012.

The following comment was received from Dr Suzanne Trill, College of Humanities and Social Science, in relation to Appendix 2 of the *Report of the review of the merger between Edinburgh College of Art and the University of Edinburgh*:

The report makes interesting reading but raises a number of questions:

1) under 2) the report mentions consultations with staff but only provides a summary analysis of these: why didn't the University use a more structured survey in order to provide some verifiable data?

2) the membership of the review group contains some overlap with those involved in driving the merger: did the University not consider an independent review process?

3) under 4) the report indicates the need to learn from this experience: how will the lessons learned be taken forward to assist with any future merger?

4) given the importance of academic vision aspect of the merger, why has this report been circulated for an electronic senate rather than having been tabled for a full, physical, meeting?

In accordance with Electronic Senate procedures the comment was mounted on the senate website at: <http://tinyurl.com/36revsy>.

Report from the Central Management group

Senatus noted the content of the report from the Central Management Group on its meetings of the 10 October and 12 November 2012.

Report from the Central Academic Promotions Committee

Senatus noted the report from the Central Academic Promotions Committee informing it of the award of 8 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. 6/2013:	Alteration of the title of the Anne Rowling Chair of Tissue Regeneration
Draft Resolution No. 7/2013:	Alteration of the title of the Chair of Dental Primary Care
Draft Resolution No. 13/2013:	Alteration of the title of the Chair of Translational Imaging
Draft Resolution No. 14/2013:	Alteration of the title of the Chair of Livestock Immunology
Draft Resolution No. 12/2013:	Alteration of the title of the Personal Chair of Electrical Generation Systems
Draft Resolution No. 2/2013:	Foundation of a Personal Chair of Accountancy and Popular Culture

Draft Resolution No. 3/2013:	Foundation of a Personal Senior Research Chair of Automated Reason
Draft Resolution No. 4/2013:	Foundation of a Personal Chair of Government
Draft Resolution No. 5/2013:	Foundation of a Personal Chair of RNA and Gene Expression
Draft Resolution No. 8/2013:	Foundation of a Personal Chair of European Politics
Draft Resolution No. 9/2013:	Foundation of a Personal Chair of Veterinary Clinical Pathology
Draft Resolution No. 10/2013:	Foundation of a Personal Chair of Genetic Endocrinology
Draft Resolution No. 11/2013:	Foundation of a Personal Chair of Gene Regulation and RNA Biology
Draft Resolution No. 15/2013:	Foundation of an Arup Personal Chair of Structure and Fire
Draft Resolution No. 16/2013:	Foundation of a Personal Chair of Synthetic Biological Engineering

2. New Members

New members of Senate were noted and were welcomed to Senate.

3. Conferment of the Title of Emeritus Professor

The Senatus agreed to confer the title of Professor Emeritus on Professor Nigel Osborne, Edinburgh College of Art and Professor David Howarth, Edinburgh College of Art.

4. Special Minutes

Senatus adopted the Special Minute for Professor O O'Donovan, Emeritus Professor of Christian Ethics and Practical Theology.

5. Enhancement Led Institutional Review 2011-12 Year on Response

Senate endorsed the Enhancement Led Institutional Review 2011-12 Year on Response for onward transmission to University Court.

6. Report from Central Management Group

Senate noted the report of the Central Management Group which took place on the 23 January 2013.

7. Resolutions

Court 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. 18/2013: Foundation of a Chair of Tomographic Imaging
 Draft Resolution No. 19/2013: Foundation of a Chair of Synthetic Biology
 Draft Resolution No. 20/2013: Foundation of a Chair of Design Informatics

Senatus noted in particular:

Draft Resolution No 17/2013: Alteration of the title of the Regius Chair of Forensic Medicine to Clinical Medicine

and offered no observations.

CLOSED BUSINESS

8. Higher Degrees

Professor Bradshaw spoke to paper S 12/13 2 F. Following a lengthy discussion, Senate decided that a working group led by Dr Rigby, Vice Principal for Learning and Teaching should be established to look at the issues raised at Senate with a view to revising criteria to ensure transparency. It was agreed that benchmarking should take place. It was also agreed that the suitability of the fee should be examined. Senatus approved Professors Charlotte Clarke, Lesley McAra, Jeremy Bradshaw; Drs Tina Harrison and Sophia Lycouris to be members of the working group.

9. Recommendations for Degrees and Diplomas

Senatus approved the recommendations as laid out in paper S 12/13 2 G.

The University of Edinburgh

The University Court

18 February 2013

D2

Guidelines for Consultations between the General Council & the University

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

The General Council's effectiveness review recommended clarification of the process and substance of consultations with the University Court. The proposed guidelines cover both formal and informal consultations and feedback between the General Council and the University. They are not intended to be comprehensive or overly prescriptive, and they recognise that the informal exchange of comments and suggestions are often most productive. The guidelines were drafted by the Secretary to the General Council and the University Secretary and were approved by the General Council Business Committee at its meeting of 13 December, 2012.

Action requested

Court is asked to endorse these guidelines.

Resource implications

Does the paper have resource implications? No

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Has due consideration been given to the equality impact of this paper? Yes
The guidelines are not thought to have any differential impact on protected groups.

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Dr Kim Waldron, University Secretary
Dr Michael Mitchell, Secretary of the General Council
25 January, 2013

To be presented by

Dr Kim Waldron, University Secretary

Guidelines for Consultations between the General Council & the University

Purpose: These guidelines are intended to provide general guidance to both parties. They cover both formal and informal consultations and feedback between the General Council and the University. They are not intended to be comprehensive or overly prescriptive, and they recognise that the informal exchange of comments and suggestions are often most productive.

1. Formal Consultations

The University Court is obliged to consult the General Council on all Resolutions and Ordinances and consider any representations.

2. Consultations between Court and the General Council

- a. Court may from time to time wish to consult the General Council on any relevant topic, as set out in the relevant Ordinances and Resolutions. It should be kept aware of the possibility of utilising the Business Committee as a trusted and knowledgeable reference group for this purpose.
- b. The General Council has the statutory right to make formal representations to Court on any matter affecting the wellbeing and prosperity of the University. It will usually be the responsibility of the Business Committee of the General Council to determine when or whether such representations are appropriate.
- c. Court and its sub-Committees may from time to time consider briefing the Business Committee on topics of relevance, as determined by Court. Such information will often be useful to the General Council when it has the opportunity to assist with the reliable communication of the University's position to the wider community, especially the local community.

3. Other consultations between the University and the General Council

The University's senior management may from time to time see benefit in seeking the views of the General Council through the Business Committee on a range of issues. It is expected that these matters will include:

a. University Strategic Plan

The University will consult the General Council as part of the process for developing new or revised Strategic Plans. Draft versions will be made available for comment and suggestions by the University in good time. Communication will be through the General Council Secretary.

b. Alumni Engagement Strategy

The University will consult the General Council in the development or revision of its Alumni Engagement Strategy. Draft versions will be made available for comment and suggestions by the University in good time. Communication will be through the General Council Secretary. The Public Affairs Standing Committee will be involved in this process.

4. Information and feedback to/from University staff.

There are other valuable occasions on which the General Council and its Business Committee receive information from and can give feedback to University officers:

- a. Principal's Report at Half-Yearly meetings. The format of these meetings allows all General Council members to participate, including distant members through email questions etc.
- b. The General Council meets with members of University staff from time to time, usually receiving presentations from them. These are normally to standing committees of the Business Committee (principally the Academic and the Finance and Services committees) and occasionally to the Business Committee as a whole. Presenters will be alerted to the fact prior to their appearance that they should feel able to seek opinion from committee members as a trusted and knowledgeable reference group. This clarification will be the responsibility of the Secretary as part of the information provided to all presenters prior to a meeting. It will be the responsibility of the Convener of the relevant meeting to guide discussion accordingly. Occasionally the Convener and the Secretary may send written comments to the University following such presentations.

5. Approvals

Approved by the General Council Business Committee at its meeting of Thursday 13th December 2012

Kim Waldron, University Secretary

Mike Mitchell, Secretary of the General Council

25 January, 2013

The University of Edinburgh

The University Court

18 February 2013

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. 1/2013: Degree of Master of Divinity
- Resolution No. 2/2013: Foundation of a Personal Chair of Accountancy and Popular Culture
- Resolution No. 3/2013: Foundation of a Personal Senior Research Chair of Automated Reason
- Resolution No. 4/2013: Foundation of a Personal Chair of Government
- Resolution No. 5/2013: Foundation of a Personal Chair of RNA and Gene Expression
- Resolution No. 6/2013: Alteration of the title of the Anne Rowling Chair of Tissue Regeneration
- Resolution No. 7/2013: Alteration of the title of the Chair of Dental Primary Care
- Resolution No. 8/2013: Foundation of a Personal Chair of European Politics
- Resolution No. 9/2013: Foundation of a Personal Chair of Veterinary Clinical Pathology
- Resolution No. 10/2013: Foundation of a Personal Chair of Genetic Endocrinology
- Resolution No. 11/2013: Foundation of a Personal Chair of Gene Regulation and RNA Biology
- Resolution No. 12/2013: Alteration of the title of the Personal Chair of Electrical Generation Systems
- Resolution No. 13/2013: Alteration of the title of the Chair of Translational Imaging
- Resolution No. 14/2013: Alteration of the title of the Chair of Livestock Immunology
- Resolution No. 15/2013: Foundation of an Arup Personal Chair of Structure and Fire
- Resolution No. 16/2013: Foundation of a Personal Chair of Synthetic Biological Engineering

Dr Katherine Novosel
February 2013

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 1/2013

Degree of Master of Divinity

At Edinburgh, Eighteenth day of February, 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

UNIVERSITY OF EDINBURGH

Resolution of the University Court No. 2/2013

Foundation of a Personal Chair of Accountancy and Popular Culture

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to found a Personal Chair of Accountancy and Popular Culture:

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 Accountancy and Popular Culture 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 Accountancy and Popular Culture 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 October 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. 3/2013

Foundation of a Personal Senior Research Chair of Automated Reason

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to found a Personal Senior Research Chair of Automated Reason:

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 Senior Research Chair of Automated Reason 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 Senior Research Chair of Automated Reason 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 October 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. 4/2013

Foundation of a Personal Chair of Government

At Edinburgh, the Thirteenth day of February, Two thousand and thirteen.

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

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 Government 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 Government 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 February 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. 5/2013

Foundation of a Personal Chair of RNA and Gene Expression

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to found a Personal Chair of RNA and Gene Expression:

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 RNA and Gene Expression 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 RNA and Gene Expression 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 October 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. 6/2013

Alteration of the title of the Anne Rowling Chair of Tissue Regeneration

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to alter the title of the Anne Rowling Chair of Tissue Regeneration founded by Resolution 14/2011;

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 Anne Rowling Chair of Tissue Regeneration shall hereafter be designated the Chair of Tissue Regeneration.
2. This Resolution shall come into force with effect from 1 November 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. 7/2013

Alteration of the title of the Chair of Dental Primary Care

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to alter the title of the Chair of Dental Primary Care founded by Resolution 39/1998;

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 Dental Primary Care shall hereafter be designated the Chair of Restorative Dentistry.
2. 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. 8/2013

Foundation of a Personal Chair of European Politics

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

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

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 European Politics 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 European Politics together with all other rights, privileges and duties attaching to the office of Professor.
4. This Resolution shall come into force with effect from 6 April 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. 9/2013

Foundation of a Personal Chair of Veterinary Clinical Pathology

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to found a Personal Chair of Veterinary Clinical Pathology:

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 Veterinary Clinical Pathology 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 Veterinary Clinical Pathology 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. 10/2013

Foundation of a Personal Chair of Genetic Endocrinology

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

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

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 Genetic Endocrinology 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 Genetic Endocrinology 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 October 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. 11/2013

Foundation of a Personal Chair of Gene Regulation and RNA Biology

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to found a Personal Chair of Gene Regulation and RNA 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 Gene Regulation and RNA 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 Gene Regulation and RNA 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 November 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. 12/2013

Alteration of the title of the Personal Chair of Electrical Generation Systems

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to alter the title of the Personal Chair of Electrical Generation Systems founded by Resolution 49/2012;

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 Electrical Generation Systems shall hereafter be designated the Personal Chair of Electrical Machines.
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. 13/2013

Alteration of the title of the Chair of Translational Imaging

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to alter the title of the Chair of Translational Imaging founded by Resolution 48/2008;

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 Translational Imaging shall hereafter be designated the Chair of Neuroradiology.
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. 14/2013

Alteration of the title of the Chair of Livestock Immunology

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to alter the title of the Chair of Livestock Immunology founded by Resolution 12/2011 as amended by Resolution 51/2011;

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 Livestock Immunology shall hereafter be designated the Chair of Virology.
2. This Resolution shall come into force with effect from 1 October 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. 15/2013

Foundation of an Arup Personal Chair of Structure and Fire

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to found an Arup Personal Chair of Structure and fire:

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 an Arup Personal Chair of Structure and Fire 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 Arup Personal Chair of Structure and Fire 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 April 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. 16/2013

Foundation of a Personal Chair of Synthetic Biological Engineering

At Edinburgh, the Eighteenth day of February, Two thousand and thirteen.

WHEREAS the University Court deems it expedient to found a Personal Chair of Synthetic Biological Engineering:

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 Synthetic Biological Engineering 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 Synthetic Biological Engineering 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 December Two thousand and twelve.

For and on behalf of the University Court

K A WALDRON

University Secretary

The University of Edinburgh

The University Court

18 February 2013

Annual Report from the Expeditions Committee Meeting

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

This paper describes the student expeditions that were endorsed by the University and took place in the summer of 2012.

Action requested

This paper is for information only.

Resource implications

Does the paper have resource implications? No

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Has due consideration been given to the equality impact of this paper? Yes

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Dr Simon Beames
Convener of the Expeditions Committee

Report by the Expeditions Committee of the University of Edinburgh

Feedback on 2012 Expeditions

The Expeditions Committee reports its decisions to Court for homologation. This paper sets out brief reports of University of Edinburgh expeditions in 2012, drawing on information submitted by individual expeditions.

Geo scientific, Mountaineering and Photographic Expedition to Cordillera Blanca and Cordillera Huayhuash of Peru

Expedition background, members, team and partners: A group of three Romanian climbers, (one of which studying BSc Environmental Geoscience at the University of Edinburgh formed this year's National Geographic Young Explorers team to carry a scientific and mountaineering expedition in Peru. The expedition was comprised of three members: Sorin Rechitan (expedition photographer), Aurel Salasan (mountaineering and safety) and Sergiu Jiduc (logistic leader). It was funded in part by the National Geographic Society through a Young Explorers Grant as well as private companies and individuals from Arad, Romania. Other organizations with whom we collaborate includes: The National Snow and Ice Data Center, Boulder, Colorado, USA (NSIDC), The Mountain Institute, Deutcher Alpenverein Club and Austrian Alpine Club.

Expedition aims: 1) to reproduce older photographs made by the 1932, 1936 and 1939 Alpenverein Expeditions to Cordillera Blanca and Cordillera Huayhuash of Peru. 2) to compare the old and new photographs and interpret the landscape changes that occurred in the last 80 years. 3) to identify such changes in glacial, vegetation cover as well as human impact evolution 4) to film and photograph the entire expedition, focusing on field activities such as research method, video interviews with local people, climbing etc. in order to create a high quality documentary and photographic exhibitions 5) to provide interested organizations such as the NSIDC and Mountain Institute with updated photographic and video material.

Brief Description of research/activities conducted during expedition: After our arrival in Huaraz, we met with our contact in Peru, Mr Christian Silva, mountain guide, with whom we identified the photo locations more precisely using his knowledge of the area, GPS coordinates and Alpenverein maps. After sorting out logistics we spent three days climbing above 4000m in Cordillera Negra to reproduce six panoramas. Next, we visited a few valleys such as Cohup, Yanganuco and Paron, where we looked at flooding, glacial and vegetation characteristics reproducing more Alpenverein photographs. We stopped the field research for a few days as Aurel Salasan and Sergiu Jiduc climbed Artensonraju 6025m via the South East Face, D+, 800m, 45-75°. The climb has been video recorded. Next, we moved to Cordillera Huayhuash, where we hired four donkeys, a horse and a donkey driver and trekked around Jirishanca, Yerupaja and Sula Grande for six days and reproduced a limited number of photographs. After two days of rest, Aurel Salasan and Sergiu Jiduc attempted a serious climb on Yerupaja 6617m, via the West Face 1000m level difference, the second highest mountain in Peru. This proved to be a very dangerous and demanding climb and due to the high objective hazards (avalanches, bergschrunds, overhanging seracs) we were forced to hide in a crevice for seven hours at 6200m. Eventually, we abseiled the west face using V-threads and snow picks. Back to safety, we left Cordillera Huayhuash and moved to Santa Cruz valley in Cordillera Blanca. Here, we reproduced more photographs and climbed the beautiful Alpamayo mountain 5947m via the French Direct Route 600m D+/TD, 65-90°. In Huaraz, we were involved in a social program with "Changes for New Hope" an organization preoccupied with the improvement of the lives of children living in the

Peruvian Andes. During the last week, we visited Lima, Cuzco, Machu Picchu, Puno and Lake Titicaca with the Los Uros floating islands. On the 19th of September we left Peru and after 20 hours of travelling, we arrived in Arad, Romania

Expedition outcomes and benefits: The expedition has been a great success, managing to reproduce around 23 Alpenverein photographs, and taking hundreds more with great scientific importance. Interviews with local people have pointed out serious problems regarding the illegal mining and contamination of the areas visited. Preliminary comparison of photographs shows great changes especially those related to glacial characteristics. The expedition material is being processed by National Geographic Society and our team and will be transformed into scientific papers, travel journal, photographic exhibitions and probably a TV documentary. The NSIDC and the Mountain Institute are interested to update their database with our photographic material and last but not least, all expedition members have learned a lot about running a scientific research project and collaborating with science based institutions as well as people from a different country.

Survey of modern flora and insect fauna surrounding Norse Ruins in Qassiarsuk, South West Greenland

Expedition aims: Survey modern composition of plant and insect life surrounding the remains of the settlements and investigate how it may have changed since the time of the Norse. By comparing our survey results with fossil evidence from the Norse period the intention is to build a picture of environmental change.

Brief description of research/activities conducted during the Expedition: Two ruin sites from the Norse Eastern settlement were the focus of our field work – Ø34 and Ø2. These sites were chosen as research on palaeoecological data from the Norse period is known to be available. We used ecological survey methods in the field. Two separate survey techniques were used for the vegetation and insect sampling, respectively: stratified vegetation sampling and invertebrate pitfall/ flying traps.

Expedition outcomes/benefits: We have gained essential experience in: project planning, research design and independent fieldwork. Technical skills gained: designing and constructing invertebrate traps, conducting quadrat sampling, development of plant and invertebrate identification skills and using GPS technology. The expedition has also helped us with our orientation skills and the use of maps.

We have had a unique opportunity to become immersed in the culture of Greenland. By visiting the local museum and talking to local people we have gained better understanding of the heritage of the area.

Dr Simon Beames
Convenor of the Expeditions Committee

The University of Edinburgh

The University Court

18 February 2013

University of Edinburgh Regents

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

Court at its meeting on 20 February 2012 agreed to the establishment of University of Edinburgh Regents: individuals who significantly support the University either financially or with their expertise or by sharing their networks in taking forward the Universities fundraising campaign. It was further agreed that Court would be provided with information on an annual basis on the University of Edinburgh Regents.

Action requested

Court is invited to note the current list of University of Edinburgh Regents and to approve the appointment of three new Regents.

Resource implications

Does the paper have resource implications? Yes

There are costs associated with stewardship which will be met from within existing budgets.

Risk assessment

Does the paper include a risk assessment? No

Equality and diversity

Has due consideration been given to the equality impact of this paper? Yes

Freedom of information

Can this paper be included in open business? Yes

Originator of the paper

Professor Mary Bownes, Vice Principal External Engagement

University of Edinburgh Regents

2012

Mr John Allan CBE
Dr Armeane M Choksi
Mr John Clare CBE
Dr Michael Cross
Dr Neil Cross
Mr George A David OBE
Mr Roger Dye
Mr Simon Fennell
Dr Roualeyn Fenton-May
Dr Edwin Feulner
Mr Ian A Godden
Dr Allan Little
Mr Gregor R Logan
Mrs Bridget Macaskill
Mr David A McCorquodale
Dr Sheena McDonald
Mr Alan McFarlane
Mr Malcolm I Offord
The Rt Hon Sir Malcolm Rifkind QC MP
Mr Ian Russell CBE (Chair)
Mr Kenichi Shoji
Dr Jack Watters
Mr William Webb

2013

Mr Crawford W Beveridge CBE
Dr Alan Brown
Dr George Gunn

Mr Crawford Beveridge

1968 BSc (Social Sciences), The University of Edinburgh
1969 MSc Industrial Administration, The University of Bradford
1995 Dr hc, The University of Edinburgh

Crawford Beveridge has over 40 years' experience in the technology industry, including 16 years at Sun Microsystems, most recently as Executive Vice President and Chairman, EMEA, APAC and the Americas. He worked with regional governments to influence public policy to ensure a level playing field in technology policy. Crawford retired from Sun in January 2010. His business background also includes roles with Hewlett-Packard, Digital Equipment Corp. and Analog Devices. He served as Chief Executive of Scottish Enterprise from 1991 to 2000.

Mr Crawford now acts as advisor to the Scottish Government in his role as Chair of the Economic Advisory Group. His current board roles include Chair of the Investment Advisory Board, Scottish Equity Partners and non-executive Chair, Autodesk Inc. He is a non-executive Director of the technology companies Iomart Group plc, Hitachi Global Storage Technologies and eSilicon. He is also a Network member of GBN, Global Business Network, part of the Monitor Group that works around the globe with corporations, governments and non-profits that aspire to world-class leadership and that seek to harness the power of new ideas and sustainable practices.

Dr Alan Brown

1963 MB ChB, the University of Edinburgh

Dr Brown is a former Consultant in Obstetrics and Gynaecology who has worked at hospitals in Edinburgh, London and Manchester. He is an Honorary Senior Lecturer in the Department of Obstetrics and Gynaecology at the University of Edinburgh and he still teaches and examines. He is a medico-legal expert witness and undertakes consultancy work for medical equipment manufacturers.

From 1986-1990 Dr Brown was on the Council of MPS (Medical Protection Society) Dr Brown is a former Convenor of the Business Committee of the General Council of The University of Edinburgh and is a supporter of the General Council's Scholarship and African Scholarships at the University.

Dr George Gunn

1973 BVM&S, The University of Edinburgh

2008 Hon DMV&S, The University of Edinburgh

Head of Corporate Social Responsibility at Novartis CEO of Novartis Consumer Health Division and of Novartis Animal Health Business Unit George Gunn is Head of Corporate Social Responsibility at Novartis and Division Head, Novartis Animal Health. He is a member of the Executive Committee of Novartis. Before joining Novartis in 2003, Mr Gunn was president of Pharmacia Animal Health, based in the United States. Previously, he spent more than 15 years in positions of increasing responsibility in healthcare companies, including leadership roles for Johnson & Johnson (1986-2000) and senior posts for the McNeil Consumer Nutritional Business including Vice President of Animal Health Europe.

He worked as a veterinary surgeon for nine years before joining the industry. He is a past President of the International Federation of Animal Health (IFAH) which represents manufacturers of veterinary medicines, vaccines and other animal health products in both developed and developing countries across five continents.

The University of Edinburgh

The University Court

18 February 2013

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 29 November 2012 to 31 January 2013, prepared for the Meeting of Court on 18 February 2013.

Action requested

For information.

Resource implications

Does the paper have resource implications? No

Risk assessment

Does the paper include a risk assessment? No, not applicable.

Equality and diversity

Has due consideration been given to the equality impact of this paper? No, not applicable.

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

Ms Kirsty MacDonald
Executive Director of Development & Alumni Engagement / Secretary, University of Edinburgh
Development Trust.

The University of Edinburgh

The University Court

18 February 2013

**Schedule of Dates of Meetings in Session 2013-2014
of the University Court**

The following dates have been set for meetings of Court during the academic session 2013-2014:

16 September 2013

4 November 2013

9 December 2013

17 February 2014

12 May 2014

23 June 2014

In addition, there will be two Court Seminars held during the 2013/2014 session:

16 September 2013

24 March 2014

There will also be an induction event held on 2 September 2013.

Dr Katherine Novosel
Head of Court Services
February 2013