



University Court
Videoconference
Monday, 27 April 2020

AGENDA

- | | | |
|----------|---------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 | Minute
To <u>approve</u> the minute of the meeting and note of the seminar held on 17 February 2020 | A1-2 |
| 2 | Matters Arising & Review of Action Log
To <u>raise</u> any matters arising and <u>review</u> the Action Log | A3 |
| 3 | Principal's Report
To <u>receive</u> an update from Peter Mathieson, Principal | B |

SUBSTANTIVE ITEMS

- | | | |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 4 | Covid-19: Mitigation and Renewal – Prioritisation and Management
To <u>consider</u> a paper presented by Sarah Smith, Vice-Principal Strategic Change & Governance; and University Secretary | C |
| 5 | Covid-19 Communications Reporting & Evaluation
To <u>consider</u> a paper by Theresa Merrick, Director of Communications & Marketing | D |
| 6 | Finance
To <u>consider</u> the following papers by Lee Hamill, Director of Finance: <ul style="list-style-type: none">• Director of Finance's Report• Covid-19 Short and Medium-term Funding Options | E1
E2 |
| 7 | Student Experience Update
To <u>receive</u> an update from Colm Harmon, Vice-Principal Students | Verbal |
| 8 | EUSA President's Report
To <u>receive</u> an update from Andrew Wilson, EUSA President | F |
| 9 | Gujarat Biotechnology University
To <u>approve</u> a paper presented by David Gray, Head of the School of Biological Sciences | G |

ITEMS FOR NOTING OR FORMAL APPROVAL

- | | | |
|-----------|--------------------------------------------------------------------------------|----------|
| 10 | Outcome Agreement 2020/21
To <u>approve</u> | H |
| 11 | Delegated Authority Schedule – Review & Update
To <u>approve</u> | I |

- 12 Awards of University Benefactor** **J**
To approve
- 13 Committee Reports**
- Exception Committee **K1**
 - Policy & Resources Committee **K2**
 - USS Sub-Group **K3**
 - Core IT Systems for HR & Finance Sub-Group **K4**
 - Audit and Risk Committee **K5**
 - Knowledge Strategy Committee **K6**
- 14 Donations and Legacies; Global Alumni Events** **L**
To note
- 15 Resolutions** **M**
To approve
- 16 Any Other Business**
To consider any other matters
- 17 Date of Next Meeting**
Monday, 15 June 2020



UNIVERSITY COURT

17 February 2020

[DRAFT] Minute

- Members Present:** Ann Henderson, Rector (in chair)
Anne Richards, Vice-Convener
Peter Mathieson, Principal & Vice-Chancellor
Alastair Dunlop, Chancellor's Assessor
Doreen Davidson, General Council Assessor
Jock Millican, General Council Assessor
Sarah Wolffe, General Council Assessor
Elizabeth Bomberg, Senate Assessor
Sarah Cooper, Senate Assessor
Claire Phillips, Senate Assessor
Alexander Tudhope, Senate Assessor
Frank Armstrong, Co-opted Member
Perdita Fraser, Co-opted Member
Caroline Gardner, Co-opted Member
Alan Johnston, Co-opted Member
David Law, Co-opted Member
Clare Reid, Co-opted Member
Susan Rice, Co-opted Member
Jo Craiglee, Non-Teaching Staff Assessor
Andrew Wilson, President, Students' Association
Oona Miller, Vice-President, Students' Association
- Apologies:** Frank Ross, Lord Provost of the City of Edinburgh
Angi Lamb, Rector's Assessor
- In attendance:** Sarah Smith, University Secretary
- Presenters & Observers:** Lewis Allan, Head of Court Services
Leigh Chalmers, Director of Legal Services
Gavin Douglas, Deputy Secretary Student Experience
Lee Hamill, Director of Finance
Colm Harmon, Vice-Principal Students
Gary Jebb, Director of Estates
Gavin McLachlan, Vice-Principal, Chief Information Officer & Librarian to the University
Dorothy Miell, Vice-Principal & Head of College
Dave Robertson, Vice-Principal & Head of College
James Saville, Director of Human Resources
Jonathan Seckl, Vice-Principal Planning, Resources & Research Policy
Tracey Slaven, Deputy Secretary Strategic Planning
Moira Whyte, Vice-Principal & Head of College

The meeting was preceded by a presentation of the Science Council Employer Champion award by Helen Gordon, Chief Executive of the Science Council.

1 Minute **Paper A1**

The Minute of the meeting held on 2 December 2019 was approved.

2 Matters Arising & Review of Action Log **Paper A2**

There were no matters arising and it was requested that all outstanding actions be reviewed in advance of the next meeting.

3 Principal's Report **Paper B**

Court noted the contents of the report and additional information on:

- the coronavirus outbreak, noting that the University is monitoring the situation closely, with mitigating actions under development;
- the appointment of Hugh Edmiston as Senior Vice-President at Singapore Management University; the appointment of Jonathan Seckl as Senior Vice-Principal and Senior Responsible Owner for the University's involvement in the City Region Deal; and, the planned recruitment of a new Vice-Principal for Research and Commercialisation. A two year fixed term secondment opportunity will be created for an Interim Director of Corporate Services while an external review of the University's professional services is undertaken;
- a £20m partnership with Legal & General to improve understanding of care in later life through the Advanced Care Research Centre, the largest industry investment received by the University to date;
- industrial action relating to the Universities Superannuation Scheme and pay, scheduled for 14 days across three weeks beginning on 24 February;

SUBSTANTIVE ITEMS

4 Communications and Engagement on Student Experience **Paper C**

An update on how communications are supporting activities within the Student Experience Action Plan to improve the student experience was reviewed. The following points were raised in discussion:

- the importance of communicating potentially disruptive building works;
- working in partnership with the Students' Association to develop Teviot Row as the heart of the Central Area;
- uniting disparate projects under a common theme when communicating progress, e.g. using a single hashtag or strapline;
- considering alumni volunteers as a channel of communication, e.g. alumni from widening participation backgrounds sharing experiences with current students from similar backgrounds;
- enabling students to act in implementing actions in addition to a consultative 'student voice' role; and,
- the interaction between staff and student experience activities, e.g. designing a new curriculum with the support of staff and students and empowering professional services staff in their work with students to the benefit of all.

The update and examples in the paper of the communications approach for major projects was welcomed.

5 EUSA President's Report

Paper D

The Students' Association President reported on recent developments including a student referendum on ceasing the sale of all beef products in Students' Association venues. The motion was defeated, with 2,439 votes for and 3,378 against. Other recent developments included activities around National Student Money Week from 3-7 February, with many ideas received to make the city more affordable and a request from the Students' Association that the University's rent guarantor scheme is reviewed to improve flexibility. It was noted that rent guarantor scheme is sector-leading and is due for review having been in operation for four years.

6 Director of Finance's Report

Paper E

The Director of Finance provided an update on the Quarter One forecast position, the latest iteration of the Ten Year Forecast, early results from a Russell Group financial benchmarking exercise and a summary of the second report from the Universities Superannuation Scheme Joint Expert Panel. In discussion, it was noted that the next Planning Round document and Ten Year Forecast will incorporate new assumptions resulting from the size and shape project, the Quarter Two forecast position is uncertain but is hoped to be improved on the Quarter One projections and scenario planning in relation to key areas of overseas recruitment is underway.

7 Edinburgh BioQuarter: Route to Formalising Partnership Arrangements

Paper F

A proposal to formalise the partnership between the University, Scottish Enterprise, the City of Edinburgh Council and NHS Lothian at the BioQuarter site at Little France was reviewed. Court approved in principle the formation of a company limited by shares split between the partners and associated actions subject to conditions set out in the paper.

8 World Class Data Infrastructure IT Equipment Procurement

Paper G

Procurement of Information Technology (IT) equipment for the City Region Deal's World Class Data Infrastructure (WCDI) programme to be located at the newly named Edinburgh International Data Facility was considered. Incorporating quantifiable sustainability measures within future proposals with potential climate impacts was discussed, with work underway led by Sandy Tudhope, University Lead on Climate Responsibility & Sustainability, and Dave Gorman, Director of Social Responsibility & Sustainability. Court approved the procurement for the IT equipment for the WCDI programme, using an open procedure through the Official Journal of the European Union. Court agreed that, following the successful conclusion of the procurement process, contract signature (for an initial period of 5 years) is delegated to Professor Peter Mathieson, Principal and Vice-Chancellor. Subsequent to contract signature, authority is delegated to Professor Mark Parsons, EPCC Director and WCDI Senior Responsible Officer, under the governance of City Deal Executive Governance Group, to issue Purchase Orders against the IT Building Block price list,

the key output of the procurement. An annual expenditure update was also requested.

9 Estates

• Capital Prioritisation 2019

Paper H1

The outcome of a further capital prioritisation process undertaken during autumn 2019 by the Senior Leadership Team was noted. The following points were raised in discussion:

- whether the Old Kirk Postgraduate Study Centre may be prioritised in future – this will likely be dependent on securing philanthropic support for the project;
- sustainability considerations for new and existing buildings – with the key consideration being achieving a long term sustainable approach to heating the estate – the high standard of insulation planned for new buildings will assist in mitigation;
- ensuring there is sufficient high quality teaching space for Schools in the Central Area that have potential to grow – the Edinburgh Futures Institute building and decant of some Edinburgh Medical School staff and facilities to the BioQuarter site will generate or free up significant space in the Central Area; and,
- constraints on office space for academic staff in the Central Area and considering unintended consequences for both the staff and student experience of increasing shared offices.

• Usher Institute for Population Health Sciences

Paper H2

A funding request to deliver a new building for the Usher Institute for Population Health Sciences as one of the five innovation hubs funded by the City Region Deal was reviewed. An anticipated future funding request for car parking was discussed, noting that this a City of Edinburgh Council requirement. Ensuring that newly available space in the Central Area is reconfigured to an equivalent standard to new facilities at the BioQuarter site was discussed, with funding provisionally set aside in the capital prioritisation plan for Central Area redevelopment.

Court:

- approved funding from City Region Deal sources and University Resources to deliver the Usher Institute, in addition to the previously approved funding from University Resources for design team fees;
- noted that this does not include a Usher allocation to University car parking which will be requested as part of a separate project; and,
- noted the proposal to incorporate 1200sqm of shell space for future fit-out.

• Queen's Medical Research Institute (QMRI) – including BioResearch and Veterinary Services (BVS) Estates Strategy

Paper H3

Court:

- noted the interdependency of the QMRI refurbishment project with the Institute for Regeneration & Repair Expansion as part of the overarching co-location strategy;

- approved funding from University Resources to deliver the QMRI Biomedical Research Facility refurbishment project at the BioQuarter campus;
- noted that this funding is in addition to the previously approved funding from University Resources for design team fees; and,
- noted the outline BVS Estates Strategy and that the Full BVS Estates Strategy will be presented to Estates Committee in March 2020.

• **Peffermill Sports Village: Student Accommodation**

Paper H4

A funding request to deliver new student accommodation within the Peffermill Sports Village was reviewed. Members discussed:

- provision of family accommodation, with the Peffermill site intended for single person rooms – family accommodation at the Peffermill site would have VAT complications but is being provided at other locations;
- Students' Association concerns over affordability of accommodation in general, while welcoming the greater provision of University-owned accommodation that the Peffermill site would allow – it was noted that the University provides the widest range of accommodation pricing in Scotland;
- community space including gardens – while not suitable at the Peffermill site, the 'porous University' concept encouraging community engagement is, for example, an important part of the design of the Edinburgh Futures Institute; and,
- requesting a wider discussion on student accommodation including family accommodation, to be incorporated with the annual update of the Student Residential Accommodation Strategy.

Court approved funding from University Resources to deliver new student accommodation at Peffermill Sports Village and approved a request to the University of Edinburgh Estates Services Company to deliver the Peffermill Sports Village.

• **41-45 Gilmore Place Student Accommodation**

Paper H5

A refurbishment and new build opportunity on the site of a former nunnery and care home to form new student accommodation was considered. Court:

- approved the corporate investment appraisal model as set out in the paper; and,
- approved proceeding with the finalisation of Heads of Terms and Agreement to Lease documentation for entering into a 20-year full repairing and insuring lease on 41- 45 Gilmore Place at the initial rental level set out in the paper.

ITEMS FOR NOTING OR FORMAL APPROVAL

10 Draft Ordinances: Academic Freedom; Removal of Court Members

Paper I

Court considered the following draft Ordinances and approved their transmission for statutory consultation:

- i) Ordinance No. 215: Amendment of Ordinance 208: Employment of Academic Staff; and,
- ii) Ordinance No. 216: Removal of Members of the University Court.

11 Committee Reports

• Exception Committee

Paper J1

The following matters approved on behalf of Court by Exception Committee were noted:

- Edinburgh BioQuarter Infrastructure Projects: noting the rationale for consideration outwith the Court meeting cycle to allow a potential time-limited VAT saving to be realised and the overarching co-location and development strategy for the campus, funding from City Region Deal sources to deliver enabling infrastructure works at the Edinburgh BioQuarter was approved and funding from University Resources was approved to progress the Institute for Regeneration and Repair Expansion (noting that the latter does not include previously approved funding for design team fees, statutory approvals and main contractor pre-construction services).
- the extension of the Cirrus Engineering & Physical Sciences Research Council Tier 2 High Performance Computing service was approved and signing authority delegated to the Head of College of Science & Engineering.

• Policy and Resources Committee

Paper J2

The report was noted.

• Nominations Committee

Paper J3

All individuals recommended for reappointment or appointment did not participate in discussion or decision-making on this item.

The report was noted and on the recommendation of Nominations Committee it was agreed to:

- reappoint Perdita Fraser and Frank Armstrong as Co-opted members of Court for a second three year term of office from 1 August 2020 to 31 July 2023;
- appoint Alan Johnston as Convener of Policy & Resources Committee for a one year term of office from 1 August 2020 to 31 July 2021;
- appoint Caroline Gardner as Convener of Audit & Risk Committee and Convener of Remuneration Committee for an initial one year term of office from 1 August 2020 to 31 July 2021; and,
- approve in principle the recruitment of a remunerated independent professional chair with pensions expertise for the Staff Benefits Scheme Trustees, noting that this will enable a recruitment process to begin with the intention of submitting a recommended candidate to Court before the end of the academic year.

• Remuneration Committee Annual Report

Paper J4

The annual report covering the period of 1 December 2018 to 31 December 2019 was noted.

- **Knowledge Strategy Committee**

Paper J5

The report was noted and it was agreed to establish a Court Sub-Group to scrutinise an expected request to Exception Committee for additional financial contingency for the Core IT Systems for HR & Finance programme. The Sub-Group membership was agreed as: Alan Johnston, Doreen Davidson, David Law and Peter Mathieson.

- **Senate**

Paper J6

The report was noted.

12 Donations and Legacies; Global Alumni Events

Paper K

Donations and legacies received by the Development Trust from 9 November 2019 to 10 January 2020 were noted along with information on upcoming global alumni events.

13 Resolutions

Paper L

The following resolutions were approved:

Resolution No. 1/2020: Foundation of a Personal Chair of Scottish Legal History

Resolution No. 2/2020: Alteration of the title of the Chair of Geography

Resolution No. 3/2020: Foundation of a Personal Chair of Computational Statistics

Resolution No. 4/2020: Foundation of a Personal Chair of Fine Art

14 Any Other Business

On behalf of Court, the Rector congratulated Hugh Edmiston on his appointment as Senior Vice-President at Singapore Management University and thanked him for his service to the University. Members were reminded to observe the confidentiality of Court papers and discussions where appropriate.

15 Date of Next Meeting

Monday, 27 April 2020.



UNIVERSITY COURT

27 April 2020

Principal's Report to Court

Description of paper

1. The paper provides a summary of the Principal's main activities since the last meeting of the University Court.

Action requested/Recommendation

2. Court is asked to note the information presented.

3. No specific action is required of Court, although members' observations, or comment, on any of the items would be welcome.

Background and context

4. The report summarises key issues for the University and the Principal's engagement with regard to local, national, international and sector-wide developments and activity.

Discussion

5. Since lockdown was mandated by the UK government in mid-March a phenomenal amount of work has been undertaken by University staff. Our COVID-19 co-ordination team, led by Tracey Slaven, has been at the heart of our response which initially focussed on the immediate and contingency issues and informed the daily video meetings of the senior team. Work is now underway on the short-term operational matters while continuing to map the future scenarios and exploring more detailed options for our response as we move on into recovery. There are opportunities to be seized and practices to be adopted for the longer-term: we have achieved change at an extraordinary pace and some of our processes will be better as a result. It is my opinion that our world will be changed for many years by the recent events. Learning from our responses and capitalising on changes that might have taken years in other circumstances represent genuine silver linings.

6. I would also like to celebrate here the major contributions that members of our community have made to the pandemic response itself. Many of our staff are working on the NHS frontline, augmented by the accelerated graduation and registration of final year medical and nursing students as well as volunteering by earlier year students. Our researchers are working on better understanding of the virus and its effects, including a £5m grant from the Medical Research Council to Professor Kenny Baillie for work aiming to understand why some individuals are so severely affected whilst others only have mild illnesses or no symptoms at all; a group led by Professor Kev Dhaliwal on pioneering methods of lung imaging in the conduct of clinical trials of repurposed drugs, ie drugs which are available here and now rather than in development; contributing to vaccine design; work in the School of Biology on viral genomics; Edinburgh academics advising the World Health Organisation and various governments; Professor Aziz Sheikh and colleagues working on data science aspects of the pandemic; colleagues in Engineering working with internal and external partners on personal protective equipment and hand sanitisers; etc etc. As well as being key contributors to the future, our University colleagues are very much part of the present.

7. Within the framework of our leadership response, the themes from our strategic plan remain vital as we concentrate on our People, the need to protect from risk as much as possible and be respectful of the very challenging circumstances, and on Education and Research assessing what we can deliver and keep functioning now while we build our future options.

8. A flavour of what this has meant on the ground includes the items noted below.

9. Immediate contingency actions:

- The successful transition to remote teaching for 23 March.
- Early decision to cancel 1st and 2nd year exams and to develop a “no detriment” approach to Honours exams (mimicked by some other universities subsequently and now forming the basis of the National Union of Students’ preferred approach).
- Move to home-working for all but essential staff.
- Confirmation to honour all existing contracts for short term staff for this academic year.
- Hardship funds promoted for students experiencing difficulties.
- Counselling services moving to remote rather than face to face support.
- Agreed and implemented the Students’ Association suggestion of a 28 day break clause in accommodation contracts (now copied by many other universities).
- Prioritised research activity in particular our contribution to the COVID-19 response.
- Agree on what our essential staffing will be during lockdown.
- Orderly closure of hundreds of buildings.
- Agreed position on year 3 and year 4 exams.
- Pause current Estates Plan to allow for re-assessment.
- Our contribution to the national efforts via staff and equipment.
- Consideration of local initiatives to support the community.

10. Mid and longer-term actions underway:

- Plan for next semester continues to build with enhanced online offering across key programmes for a September start. Regular discussion with Heads of School ongoing.
- Possible scenarios mapped and mitigation options under consideration.
- Management approach to the recovery and mitigation programme.
- Adjustments to student recruitment practice ongoing, the need to be agile at core.
- Planning underway for longer term research response including how to kick-start research when able to do so.

11. All indications are that we are very much at the beginning of this ongoing pandemic and global health emergency and the enormous effort that staff have already made will need to be sustained. I could not have asked any more from so many in the last few weeks right across all grades and locations and was pleased to acknowledge this fact to staff with two extra days of leave over the Easter period.

12. Court will be aware of my note, circulated at the end of March, confirming that the former Registrar of the College of Arts, Humanities and Social Science, Dr Catherine Martin, has been appointed Vice-Principal (Interim) Corporate Services. I am very

pleased to have Dr Martin as part of the Senior Leadership Team and she has already started attending meetings ahead of her official start date of the 4 May 2020. March has also been election month and I can now confirm a number of election results for Court. Elections have been run for the Students' Association, Senate and Court. Andrew's regular report to Court includes a full report on the Students' Association elections including the new sabbatical team who will take office in June. This is therefore an appropriate point to sincerely thank the existing team, it has been a pleasure to work with all of the sabbatical officers and I am looking forward to working with the new team. Of particular interest to Court is the new President Ellen MacRae who will join Court, with one of her Vice-Presidents, as the new student members.

13. For Senate, 86 nominations were received for new positions from 1 August as part of our Governance Act changes. All nominees were elected unopposed as the number of candidates fell below the number of positions to be filled. Nominations will re-open in February 2021 to seek candidates to fill the vacant positions.

14. For Court, elections were held for an Academic Staff Member, Professional Services Member and the Senior Lay Member position. Eight candidates stood for the Academic Staff Member position, with Fiona Mackay, Professor of Politics elected and 9 candidates stood for the Professional Services Member position, with Sarah McAllister, Head of Student Support Operations elected. Congratulations to Fiona and Sarah, who will both join Court on 1 August alongside Janet Legrand, our new Senior Lay Member. Thank you to all colleagues who served on the Senior Lay Member Selection Panel and to the Chancellor's Assessor Alastair Dunlop, who stood ready to hear any appeals for the three Court elections. While somewhat impacted by the Covid-19 situation, the Court elections ran smoothly and no complaints or appeals were submitted.

Selected meetings and events mid-February 2019 – end April 2020

15. *University*

- Opened the revised Management development programme for University staff to welcome the new cohort.
- Met with Shirley Baines, Chief Executive of the Burdett Trust for Nursing, during her visit to the University to hear more about our Global Health Academy's global work in Africa.
- Opened the first One Edinburgh Initiative meeting, which aims to tackle the issue of integration at the University and promote further assimilation in Edinburgh as a whole for the University's Chinese community. Guests of honour were Ma Qiang, Consul General of the People's Republic of China and the Lord Provost of Edinburgh, Frank Ross.
- Participated in a Development and Alumni podcast called 'Sharing things' - the podcast series is well worth a listen.
- Welcomed guests to our Scholarships reception, where donors and students receiving philanthropic scholarships had a chance to meet and talk about the impact of the scholarships.
- Participated in an interview with Student Radio 'Fresh Air'.
- Gave the vote of thanks at the reception to celebrate the University's purchase of Sir Charles Lyell's 294 handwritten notebooks, which was held at the Geological Society of London.

- Participated in the Development and Alumni-organised University of Edinburgh's Data and Artificial Intelligence Reception and Dinner, kindly hosted by our Chancellor HRH The Princess Royal at St James' Palace.
- Filmed some short messages for the International Festival and to promote the Student Union's elections.
- Participated in a photo call with athletes from the Edinburgh University Boat Club to help promote the Row Britannia Campaign which is raising funds for Sport Relief and promotion of positive mental health.
- Introduced former Regius Professor of Engineering and Honorary Professorial Fellow Joe McGeough, when he gave his Institution of Mechanical Engineers Presidential Lecture on "How "Theo" Williamson FRS Changed the Sound of Music".

16. *Edinburgh and Scotland*

- Participated in the Royal College of Physicians of Edinburgh's Triennial Dinner.
- Gave the keynote speech at the Sainsbury's Bank-sponsored Devonshire House dinner in aid of ProjectScotland, where I spoke about my career and some aspects of higher education.
- Participated in the Edinburgh Chamber of Commerce Annual Awards dinner at the EICC.
- Participated in the Edinburgh and South East Scotland City Region Deal Joint Committee Meeting.

17. *Sector and Public Affairs*

- Participated in a Scottish Funding Council chaired roundtable dinner with the Minister for Further Education, Higher Education and Science, Richard Lochhead MSP, to discuss research.
- Participated in a Universities UK Civic Dinner courtesy of the Rt Hon The Lord Provost of Glasgow, Bailie Philip Braat, and the Universities UK Main Committee meeting that followed.
- Had a working-dinner with Katerina Kolyva, Director of the Council of Deans of Health and colleagues from the Council to learn more about their work.
- Welcomed guests at a jointly hosted dinner by the Universities of Edinburgh and Glasgow for the launch of IntoUniversity in Scotland. The dinner provided the opportunity to discuss this initiative, which seeks to transform the lives of young people growing up in poverty, with potential donors and to update them on plans to launch the first IntoUniversity learning centres in Scotland in 2021 in Maryhill, Govan and Craigmillar.
- Participated in the City of Edinburgh Universities Officers' Training Corps Haldane Dinner.
- Participated in the Russell Group meeting, the first of my meetings to go virtual, and continuing on a weekly basis at present.
- Chaired a meeting of the Medical School Principals which included representatives of the Scottish Government and Universities Scotland.
- Spoke to Rt. Hon. Justine Greening about her Social Mobility Pledge proposal.
- Vice-Principal Gavin McLachlan and I met with Tracey Logan, Chief Executive of Scottish Borders Council, along with some of her colleagues, and Justine Ewing, Vice President Scotland of Global IT services firm CGI, to discuss a Scottish Borders Data Driven Innovation project.

- Was interviewed by Alice Thomson, The Times about responses of the higher education sector to Covid-19 and also by Andrew Jack, Global Education Editor at the Financial Times about a slightly longer term view on the same set of issues.

18. *Covid-19 related*

- Daily virtual meetings of the Senior Leadership Team for the first two weeks after the University changed to home-working.
- Weekly virtual meetings established with the Heads of Schools, Senior Leadership Team and other key staff to discuss teaching and research issues raised as we plan our activities in the short, medium and the longer term.
- Recorded a number of video messages for the University community.
- Spoken to Richard Lochhead MSP, Minister for Further Education, Higher Education and Science, on several occasions.
- Participated in Scottish Funding Council meetings.
- Joined the Council for Advancement and Support of Education Trustees Pandemic Task Force (weekly meetings with colleagues in the United States and Australia).
- Contributed to daily discussions with Universities Scotland, Universities UK, Russell Group and Scottish Funding Council on all aspects of the pandemic situation, its effects and requirements to mitigate those.
- In frequent personal contact with several Principals at other Universities similar to Edinburgh.
- Participated in a “University Leaders Dialogue on Covid-19” online meeting organised by the World Economic Forum.

19. *International*

- Welcomed Professor Tan Eng Chye, President of the National University of Singapore, along with several of his colleagues, during their visit to the University to discuss collaboration opportunities and also Universitas 21 of which he becomes Chair next year and on whose Executive Committee I have sat since 2015.
- Welcomed Professor Sigbritt Karlsson, President, KTH Royal Institute of Technology, and colleagues on a visit to the University to discuss collaboration opportunities.
- Welcomed Professor Adam Habib, Vice-Chancellor of University of the Witwatersrand and Vice Chair of the African Research Universities Alliance and Ms Lynda Murray, University of the Witwatersrand Representative in the UK, during their visit to the University to discuss ideas for the Mastercard Foundation Scholars Programme and to explore further partnership options.
- Welcomed the incoming High Commissioner to India, Sir Philip Barton, Alan Gemmell OBE, Chief Executive of the Commonwealth Enterprise Investment Council, Fergus Auld, Head of South Asia Department in the Foreign and Commonwealth Office, and Lucie Meggitt, Head of South Asia, Department for International Trade during their visit to Edinburgh, discussing the Gujarat initiative, student recruitment from India and possible partnerships with Indian universities and Institutes.
- Was a panel member for the appointment to the role of Provost of Universitas 21.

Resource implications

20. There are no specific resource implications associated with the paper.

Risk Management

21. There are no specific risk implications associated with the paper although some reputational risk may be relevant to certain items.

Equality & Diversity

22. No specific Equality and Diversity issues are identified.

Next steps/implications

23. Any action required on the items noted will be taken forward by the appropriate member(s) of University staff.

Consultation

24. As the paper represents a summary of recent news, no consultation has taken place.

Further information

25. Peter will take questions on any item at Court or further information can be obtained from Ms Fiona Boyd, Principal's Office.

26. Author and Presenter

Principal and Vice-Chancellor Professor Peter Mathieson
20 April 2019

Freedom of Information

27. Open paper.



UNIVERSITY COURT

27 April 2020

Covid-19: Mitigation and Renewal – Prioritisation and Management

Description of paper

1. This paper articulates our proposed approach to ensuring that the University of Edinburgh emerges from the Covid-19 pandemic as a strong, renewed organisation, with a community of staff, students and friends built on our shared values, able to deliver against Strategy 2030. This will require a collective willingness to lead and embrace significant change in established ways of doing things; close and transparent collegial working; and a shared sense of urgency.

Action requested/Recommendation

2. Court is asked to consider and discuss the approach to co-ordination and to governance.

Paragraphs 3-29 have been removed as exempt from release due to FOI.

Equality & Diversity

30. Failure to consider equality and diversity impacts is an inherent risk given the need for rapid development of recovery plans to secure financial sustainability. Equality Impact Assessment must be considered in programme scope and design phases.

Next steps/implications

31. Establishment of Mitigation and Recovery Group, clarification of scope and timescales of agreed work-streams and any required adjustments to executive level governance committee terms of reference.

Further information

32. Authors

Tracey Slaven
Deputy Secretary, Strategic Planning

Barry Neilson
Director, Service Excellence Programme

Presenter

Sarah Smith
Vice-Principal Strategic Change &
Governance; and University Secretary

Freedom of Information

33. Closed. Our approach to mitigation and renewal planning is commercially sensitive.



UNIVERSITY COURT

27 April 2020

Coronavirus Communications Reporting and Evaluation

Description of paper

1. The unprecedented events of recent weeks have resulted in one of the most complicated communications challenges in modern times. The uncertain, unpredictable and rapidly changing environment have required high quality and agile communications with all stakeholders in support of our overall reputation.
2. Throughout this period, our communications objectives are:
 - To update all stakeholders internally and externally on developments as they impact them as part of the University of Edinburgh community;
 - To provide reassurance to staff and students at this time of uncertainty, and to be acting transparently;
 - To publicise the research we are undertaking and news content that is relevant;
 - To convey our assistance to the local community
3. This paper focuses solely on the Coronavirus Covid-19 pandemic and presents Court with a report on the breadth and reach of our engagement with internal audiences, the extent of our media coverage as well as web traffic and social media interactions. It is intended that regular reports of this nature, although reflecting all types of coverage will be presented to Court in the future.

Action requested/Recommendation

4. Court is asked to note the detail of the report.

Paragraphs 5-7 have been removed as exempt from release due to FOI.

Next steps/implications

8. We will continue to improve monitoring, evaluation and reporting and working more cohesively with the broader community.

Consultation

9. Ongoing consultation takes place with the community on the effectiveness of communications.

Further information

10. Author & Presenter
Theresa Merrick
Director, Communications and
Marketing
21 April 2020

Freedom of Information

11. Closed paper.



UNIVERSITY COURT

27 April 2020

Edinburgh University Students' Association President's Report

Description of paper

1. This paper is to note developments at Edinburgh University Students' Association since the last Court meeting, and to provide an update on current work and initiatives.
2. It begins with an outline of Association work to respond to the developing Covid-19 situation, and some likely impacts.
3. It also includes a report from Edinburgh University Sports Union (Appendix 1).

Action requested/Recommendation

4. Court is asked to note this report. It is recommended that this information be considered to support other initiatives and projects designed to improve student satisfaction and enhance the student experience.

Discussion

Covid-19 Situation: update on response to date and impacts.

Introduction

5. The evolving situation of COVID-19 has involved significant work on the part of our staff and officer teams as we have been responding rapidly to the situation and the impact this has for our members and staff. Our immediate priority was managing service changes for our students, and then moving towards shutdown in late March following government advice and restrictions. Our response has since evolved into a focus on 4 key areas, with a working group for each reporting to our Incident Management Team: Student Impacts; Staff Impacts; Operations Impacts, and Financial Impacts. In addition, we have been maintaining close contact with the University throughout, with key Association staff and officers involved in the University Contingency Group and Academic Contingency Group. A more detailed outline of work and impact to date follows. This is detailed but we felt it important for Court members to understand the response work to date and ongoing impacts.

Student/Operations impacts

6. Firstly, all our buildings, and services within University buildings have been closed since 23 March with student-facing support/development activity moving online where practically possible.
7. Our Advice Place very swiftly transitioned to full operation remotely, with students accessing the service by email and phone (redirected Voice over Internet Protocol (VoIP)) management). This service in particular is experiencing high demand, which has been focussed on the financial, accommodation, and academic impacts and changing picture for students as the situation has developed. In particular, the challenges of students 'stuck' in Edinburgh who otherwise would have left, and at an earlier stage the uncertainty for students of the financial and academic impacts of leaving.

8. We are supporting this demand for advice/support with additional resource and have been able to increase part time staff hours and also take advantage of retaining some fixed term staff (covering maternity) who were due to finish. Despite this increase in resourcing the resilience to any impact from illness is low – although we also anticipate the casework to fall off from the current level going forward, with the exception of the usual increase in academic advice as students' results are released.

9. The work of the Sabbatical Officer team has been critical in ongoing discussions with the University both centrally and within Schools and services in understanding and managing student impacts – more specific updates on their work in this area is included as part of their individual updates.

10. Other services, including Societies support, Student Representation and Peer Support remained busy until the Easter break, and have been facilitated online, although we expect those to quieten from now on. In terms of remaining connected with our members, we have established a new online 'Student Neighbourhood' on Facebook and have run some events and quizzes 'live' and online as well as releasing a Big Cheese playlist. We have good engagement here – for example 700 people doing the Teviot quiz online – whereas maybe 200 did it physically previously.

11. We're continuing to plan further content until the end of semester and are also sharing a range of student-led online initiatives to build community, connect, and share experiences and skills and ideas for how to pass the time. We are also looking ahead and considering how to manage and plan for Welcome Week and Semester 1 when the shape and size of these, and of our student body may be quite different to normal.

12. Our conferencing and events business has been wiped out, and this includes the Festivals business – obviously the Fringe being cancelled has a very significant impact but also Science Festivals, Wide Days Music Festival, (likely) Jazz Festival, and Pride being cancelled all compound this.

Finance Impacts

13. The financial impact on the Students' Association is significant and serious. Our current loss of Bars, Catering and Retail services profit is standing at around £280k forecast to the end of July. This is added to by the loss of Conferencing and Events hire income of around £60k.

14. The 'cancellation' of the Fringe is the most significant and if there is no activity at all in this period, the loss of profit will be £840k. This is £550k budgeted profit and £290k of central costs that are recharged. These were 'prudently' budgeted at only last year's actual figures, so this is an accurate reflection.

15. Along with a couple of further minor losses, this puts an estimated loss of profit at £1.2m, assuming we return to normal in September – which at this stage is uncertain. We are in a stronger position than the last few years, but this level of impact – which is real, will see us run out of cash in September with no mitigation. We anticipate being able to mitigate in the region of 50% of this impact, largely through the Job retention scheme (£400k) and a series of other measures.

Staff Impacts

16. As the single main source of government support available to us we are making use of the Job Retention Scheme. To date we have 'furloughed' 452 hourly paid staff, 70 salaried staff, with a further 30+ being furloughed in a phased way from now and throughout April. We may furlough further staff over the coming weeks if the scheme and the situation continue, but obviously we are retaining staff to maintain services as above and also plan for recovery and development. We also have some staff we intend to 'toggle' on furlough leave.

17. Beyond the immediate logistics planning and work to establish staffing requirements and accessing the Job Retention Scheme, we have also provided frequent, regular staff communications, developed wellbeing resources, and 'working well at home' resources, and are also now developing a more social offer to ensure all our staff feel supported and connected whether they are on furlough or not. Similar to the University we designated Friday 10 April and Monday 14 April as additional Rest Days, with alternative days the following week for those operating essential high demand services on those days for students such as our Advice Place. As we move forward into a new scenario we are introducing half-day rest/wellbeing time during the working week for those continuing to work from home recognising the very wide range of challenges for those doing so, and we are also considering how to ensure some equity and additional leave in the longer term for those staff, to support with rest and re-set as we move forward into recovery and development.

Summary and Next Steps

18. We are effectively 'battening down the hatches' whilst maintain key Student Services online. We are in reasonable shape with the various services and platforms we are using, but staff resilience remains a risk. We are currently establishing training and cover needs for key tasks across the Association so we can maintain those so far as possible.

19. Whilst our current financial position is negative, we are actively pursuing all options. The furloughing will reduce 'cash burn' to a certain extent. We will also supplement this with other government schemes focused on cash flow such as HMRC delayed payment schemes and are making an application to the Scottish Government's Charities Resilience Fund. We have sufficient cash reserves to see the Association through the summer and into autumn 2020, the job retention scheme should extend this to Christmas and we have provisionally agreed a £1m overdraft facility with Santander our bankers to take us to a safe position cash / liquidity wise.

20. The shutdown has knocked the Association hard and is likely to set us back several years of progress in building financial strength. However, the fact that we are debt-free and have some level of cash reserves enables the Association to operate for several months, buying time to investigate alternative courses of action – this would have been impossible some years ago. Whilst we are able to look after ourselves as we get through the first 'response' stage, we have also engaged in discussion with the University as you would expect on both short term and long term financing. We have further meetings planned on this. We do also have some initial recovery and growth plans emerging. Our key concern is the structural impact on our finances, and this really has significant effect from April 2021 onwards.

Finance and Planning Update

Current Financial Position

21. At the time of writing, we are still working through the year end position of the Students' Association and do not yet have final numbers for publication. At the end of February (accounting period 11) the Association was in a strong position, with a cumulative surplus of over £100,000 which was on budget. Had March been a normal month we would have been anticipating a full year position with a strong surplus – in the region of £60,000. This reflected the benefits being derived from the reorganisation in the first half of the year: staff costs had fallen and income levels (for instance from themed club nights) were beginning to rise. Cash was significantly stronger (consistently 20-30%) than it had been a year before.

22. However the Covid-19 pandemic hit us hard from the third week of March onwards. Significant activity takes place in late March – including St Patrick's night, end of semester club nights, the Edinburgh Science Festival and other external events. Expenditure levels did not fall significantly in March and so overall there will be a significant adverse distortion on the full year results.

Financial year 2020-21

23. Our Trustee Board in March and Court's Policy & Resources Committee in April approved our budget for 2020-21, which began on 1 April. We have been drawing up this budget since late November to align with business plans for the coming year. Prior to consideration of Coronavirus impacts, this is showing a surplus of approximately £94,000 before non-recurring projects and £18,000 after these projects.

24. The budget did not factor any impact from the Coronavirus as these are difficult to quantify. However we have noted in this paper to Court that significant financial impact is already understood, and a process of re-forecasting and revision of targets for the year will be undertaken, but having the original budget to refer to in order to understand the original planned picture is important.

25. That budget also assumed a slight increase to the core University grant, and also proposes increases to the base hourly wage rate as part of the Association's intention of becoming a Real Living Wage employer by 2025. We have currently had an indication that our planning round award will for now remain at flat cash in line with last year – we recognise the university also requires time to reflect and respond to the impacts of the Covid-19 situation. We would simply reflect that this presents a significant challenge to our proposals to progress more rapidly towards reaching Real Living Wage – our bid included proposals to achieve this in 1, 3, or 5 years, with varying levels of university support. With no additional support we would find any progress very difficult.

Sabbatical Officer updates

President, Andrew Wilson

26. During the COVID-19 pandemic, Andrew has been working closely with colleagues at the University to achieve the best outcomes for students during these unprecedented times, but also to follow up on student enquiries and issues. Andrew has been working with stakeholders in the wider sector, including NUS (National Union of Students) and NUS Scotland, to represent the issues and interests of University of Edinburgh students and to join in national lobbying work regarding students being released from private accommodation contracts, as well as no-detriment policy and the cancellation of exams.

27. The University of Edinburgh has clearly been leading the way in the sector on progressive changes to assessment and quick responses to students being released from University accommodation contracts. Andrew has been working with UNA Europa, of which the University of Edinburgh is a partner, as President of the Student Board to discuss the various institutional responses across Europe, sharing best practices and ideas for student-led initiatives.

28. Since the last Court meeting, before COVID-19 took over most of the Sabbatical Officer workload, Andrew gave a presentation to the General Council's Academic Standing Committee on the student experience and what challenges will face the student experience in the upcoming years, from cost of living, freedom of speech on campus, as well as the shape and size of the student body. Andrew travelled to the Houses of Parliament to speak at the All-Party Parliamentary Group on Students' event 'Perspectives on Student Finance', to discuss the issues with our student finance system and the impact of the cost of living on student mental health. Andrew has also been involved in recruitment processes for both the Director of Accommodation, Catering and Events, and the Senior Lay Member. It has been rewarding to have the student voice represented in these processes.

29. Andrew is starting to plan the handover processes for the newly elected Students' Association President, with their term beginning 8 June.

Vice President Community, Rosheen Wallace

30. Recently, Rosheen worked closely with Accommodation, Catering and Events (ACE) on the decision to allow students to end their contracts with University Accommodation early if they had or wished to return home due to the pandemic. This was a great outcome for the student body, owing to the constructive relationship maintained between ACE and the Students' Association, as Edinburgh were one of the first institutions to implement such a change and many other institutions followed suit. Related to this, Rosheen has been working on lobbying private accommodation providers to also allow students to end their leases before the end of contracts. This is an ongoing campaign with other student unions across the UK and has so far resulted in several providers allowing early termination of leases.

31. Rosheen has also been working on creating a flatmate-finding website for students at the University of Edinburgh to use, which looks to become a particularly useful tool given that many students will now not have had the opportunity to search for accommodation over the coming months.

32. Other projects have been somewhat set back but remain in the background as ongoing work. These include working on implementing the search engine Ecosia as the default across University computers, improving the University's rent guarantor scheme, and supporting the University's plans for implementing a carbon levy and reducing air travel.

Vice President Welfare, Oona Miller

33. Oona has contributed substantially to University contingency planning in light of the Covid-19 pandemic, alongside the other Sabbatical Officers, particularly regarding the University's approach to special circumstances, communications with disabled students, the resilience of student support and administration services, emergency funding, and

the needs of care-experienced/estranged students. Students' Association contingency planning has also been substantial, including Trustee discussions regarding measures to bolster organisational resilience and crafting methods for engaging with our student community from a distance, especially on the subjects of mental health and domestic violence in the context of social distancing. Consequently, other projects have been paused, including collaboration with Estates on accessibility improvements and the #NoExcuse Consent Training in Halls pilot. Oona has, however, made significant progress in a number of other areas. In collaboration with the Jewish Society, Oona has raised the issue of unclear guidance for the University's handling of antisemitism allegations with the Deputy Secretary for Student Experience, who has begun investigating how the University could adopt the International Holocaust Remembrance Alliance definition. Oona is drafting a central Disabled Students' Framework, and has secured agreement from the Equality, Diversity and Inclusion Committee that this work will be continued following the end of her term. Oona has worked with Student Administration, the Advice Place and Edinburgh Global to influence the reform of emergency funding pathways for students, with focus on streamlining case management processes to ensure struggling students are not chased for money and re-evaluation of Hardship and Discretionary Funds provision – this work bears particular importance in the current public health and economic context. Finally, Oona has begun (excitedly, though nostalgically) preparing her handover to the VP Welfare 2020/21, Niamh McCrossan – Court members are encouraged to familiarise themselves with Niamh's [winning manifesto](#). This has been a tumultuous, educational and fulfilling year, and Oona extends her thanks to the Court for their sincere support and interest throughout.

Vice President Education, Steph Vallancey

34. These past months, Stephanie has been addressing several key areas including additional course costs, representative support, and King's Buildings outreach. Much of this has had to be adapted due to the disruption from Industrial Action as well as Covid-19, however, she is working to ensure that this work is still able to continue in some form.

35. Steph has also been engaging with the Academic Representative System (primarily Programme and School Reps) and looking how to enhance these roles to ensure students feel rewarded and supported. Work is being done to gather best practice from other universities and to understand the discrepancies in the current system between schools. She has developed a Handbook for School Representatives to help ensure they have access to key materials, as well as supporting handovers and sustainability of work done by these School Reps.

36. Finally, Steph has been involved in large parts of outreach at King's Buildings campus. We have convened the first pilot of a college level committee (split for undergraduate/taught postgraduate and postgraduate research) where the School reps are able to raise any problems or concerns from the School and these are addressed in a timely manner.

Vice President Activities and Services, Beth Fellows

37. Beth was pleased to see the completion of her outlook calendar 'student events of interest' raise awareness of important events such as our Student Elections which had excellent engagement and voting figures this year.

38. Beth has also been involved in a number of meetings to improve study space. This includes both the pilot occupancy level scheme in the libraries and also the study space app being developed by Information Services Group and has seen some promising developments and results.

39. Beth's main body of work currently is around mitigating impacts to students, including students groups, as a result of the pandemic. This involves building a sense of community around the student body and trying to help various key events for the Students' Association go ahead in some virtual capacity. She was also doing some work around the future of work with the careers service, although this again will likely be changing dramatically in the immediate future and is somewhat uncertain.

40. Finally on a slightly lighter note, Beth has produced a video of all the student profiles she has filmed this year which is now available to watch. She is really pleased with this video and thinks it gives unique insight into what students value as giving them a sense of community here at Edinburgh and hopes it will be useful and constructive for both staff and students to watch and learn from. This also ties in with the work Beth is currently doing with the Sense of Belonging Project and the Inductions team on improving student experience for underrepresented groups or liberation groups such as Black and Minority Ethnic students.

Elections, and new Sabbatical Officers

41. Our annual election results were announced on 13 March. This followed almost a week of student campaigning. 130 students were running for a position: as Sabbatical Officers; school reps; liberation, section, or activities reps. 24 students ran for Sabbatical Officer positions, and almost 70 students campaigned to take up one of our 22 School/Deanery positions with all but 3 Schools having contested elections, with up to 7 students running in some Schools. 6,595 students voted – this being 1,100 more than the previous year which had seen a disappointing reduction, and if we see last year as a blip, a positive increase on our 2018 result (6,080). We were particularly pleased to see that our voters cast significantly more votes across a wider range of positions this year: 68,703 compared to 46,150 last year – demonstrating a deeper level of engagement with the elections process.

42. We invested more time and resource in our approach to prospective candidates, and with confirmed candidates during the process, on the basis that committed, actively campaigning candidates are key to generating interest. All candidates had access to 1-2-1 interaction with our team, we provided access to photography and applied some clear consistency to the way our candidates were presented online. Our Representation and Democracy Hub in Potterrow became 'Elections HQ' for the period with chill-out space, snacks, and access to information if required. In addition, the Association committed resource to raising the profile of the elections and individual candidates through the use of candidate photos and summary manifestos on external signage at key campus sites, and our elections branding created by our Marketing team was strong. We have built a much more positive culture within our elections over several years, and this largely continued this year, with only two complaints referred to our NUS Returning Officer.

43. Our new (all-female) team will join us from Monday 25 May for changeover and induction, which we are currently re-shaping to enable online delivery and interaction. This presents some challenges, particularly in how we support effective relationship building online, particularly with key university colleagues, and we are paying particular attention to this aspect.

44. You can read more about our new officer team online:
President: Ellen McRae (Deanery of Biomedical Sciences)

<https://www.eusa.ed.ac.uk/elections/manifesto/2995/>

VP Activities and Services: Rachel Irwin (School of History, Classics and Archaeology)
<https://www.eusa.ed.ac.uk/elections/manifesto/3086/>

VP Community: Amanda Scully (School of Social and Political Science)
<https://www.eusa.ed.ac.uk/elections/manifesto/3017/>

VP Education: Fizzy Abou Jawad (School of Biological Sciences)
<https://www.eusa.ed.ac.uk/elections/manifesto/3097/>

VP Welfare: Niamh McCrossan (School of Social and Political Science)
<https://www.eusa.ed.ac.uk/elections/manifesto/3063/>

Awards Season

45. April would normally see 2 of our flagship events: The Student Awards and The Teaching Awards. These schemes have been running during the year, and our judging panels met earlier to determine shortlists and winners. Whilst the events themselves are sadly now cancelled, we're excited to be presenting the Student Awards and Teaching Awards online, with video content of this going out on Monday 13 April for the Student Awards and Monday 20 April for our Teaching Awards. Our Sabbatical Officers, and members of University staff, have spent time dressing the part to announce and celebrate our winners

46. You can find the shortlists and winners for the awards here:

<https://www.eusa.ed.ac.uk/studentawards/>

<https://www.eusa.ed.ac.uk/representation/campaigns/teachingawards/>

47. You can watch the online Student Awards ceremony [here](#)

48. We'll also be making sure we have a chance to promote and celebrate those involved when we are able to do so physically on campus next academic year.

Resource implications

49. The developing Covid-19 situation has significant resource implications. These are currently not accurately quantifiable.

Risk Management

50. Not applicable.

Equality & Diversity

51. Equality and Diversity considerations are implicitly included in this paper. EUSA represents the interests of a diversity of student groups and exists to maintain the equal representation of students and student groups.

Next steps/implications

52. There are no next steps to be taken as a result of this paper.

Consultation

53. All relevant Students' Association Sabbatical Officers, staff members, student staff and members of our organisation. Any items relating to partnerships with other organisations or branches of the University include information provided by all participating stakeholders.

Further information

54. Author

Andrew Wilson
President
Edinburgh University Students'
Association

Presenter

Andrew Wilson
President
Edinburgh University Students' Association

Freedom of Information

55. This paper is open.

UNIVERSITY COURT

27 April 2020

Edinburgh University Sports Union President's Report

Description of paper

1. This paper is to note developments at Edinburgh University Sports Union since the last Court meeting, and to provide an update on current work and sporting achievements of our students.

Action requested/Recommendation

2. Court is asked to note this report. It is recommended that this information be considered to support University-wide initiatives and projects designed to improve student satisfaction and enhance the student experience.

Discussion

Student Sporting Achievements (Spring 2020)

3. Edinburgh student, Katriona Allen recently stormed to victory to become the Scottish University Squash Champion 2020. Fencer, Mhairi McLaughlin was named as part of the British Fencing Women's Foil Team for the 2020 Junior World Championship. Alumni, Rhona Lloyd, Megan Gaffney, Helen Nelson and current student Lisa Thomson have been chosen to be part of the GB Women's 7s Rugby training squad for the Tokyo 2021 Olympics. Finally, student Tom Diggle, came away with a Home Countries Gold, Men's Senior Silver and Men's Confined Senior Silver at the British Airgun Championships 2020.

Victory for Student Sport

4. In February, over 100 of our student athletes headed down to Sheffield to compete in BUCS Nationals. This three-day multi-sport competition saw Edinburgh athletes compete in eight different sports against the best in the country. Our athletes returned to the capital with a spectacular 40 medals, with standout hauls from Karate with 15 medals and Swimming taking home 14 medals. Highlights from the weekend include two Athletics club members, Calum Henderson and Olivia Vareille placing top 3 in the Long Jump and 800m Finals, respectively. The weekend also demonstrated that not all brilliant BUCS moments involve medals, as Edinburgh swimmer, Ross Young, swam an unprecedented in BUCS Nationals history, **double** swim-off! Ross came out on top in the head-to-head to claim his place as reserve in the finals (video link at end of paper).

5. Early March saw eight of our Edinburgh University teams take part in the Scottish Student Sport Conference Plate and Cup finals day in St Andrews. This competition is the highest competitive level for teams from Tier 2A and below. Highlights from the finals included the Women's Hockey 6th and 7th team derby, Men's Rugby 4s taking on Dundee 1sts, a team seeded two leagues higher, and wins for Men's Table Tennis and Women's Volleyball 2nd team.

Sports Union Elections

6. The Sports Union recently held its annual Election and Annual General Meeting. Our Sports Union President for 2020/21, one of six Sabbatical Officers at the University, is Katie Macdonald (Deanery of Biomedical Sciences). Our volunteer student office bearers for 2020/21 are:

- **Vice President Inclusion:** Daniel Mutia (School of Engineering)
- **Vice President Intramural Sport:** Fergus Mackenzie (School of Engineering)
- **Honorary Secretary:** Gregor Malcolm (School of Physics and Astronomy)
- **Honorary Treasurer:** Cecilia Bosman (Business School)
- **Media Officer:** Anna Roethig (School of Law)
- **Partnerships & Alumni Officer:** Amy Addlesee (Deanery of Biomedical Sciences)
- **Wellbeing Officer:** Sophie Weeden (School of History, Classics and Archaeology)
- **Participation Officer (International Students):** Oscar Ukwizagira (School of Engineering)
- **IM Coordinator:** Charley Ross (Deanery of Biomedical Sciences)

COVID-19 Cancellation, Postponement & Good News

7. In light of COVID-19, all University sporting activity ceased before the completion of all leagues and competition. Whilst this has caused disappointment, our students have handled and adapted to these changes, admirably. All of our clubs are becoming more active on social media platforms, promoting good news stories, activities and campaigns. A member of our Women's Football Club, Holly McConnell, has become a national star after holding free British Sign Language (BSL) lessons online. Our clubs have enjoyed participating in our #MakeItBlue campaign in support of NHS staff, taking part in our weekly mindfulness sessions, and promoting virtual 5K runs.

8. In relation to this, our annual Burgh Varsity Event and Blues & Colours Awards Dinner have been postponed. We now hope to host our annual Burgh Varsity against rivals, Heriot-Watt University, in September. Whilst this event may not see the full extent of previously planned activity, we still hope to host a spectacular event to decide which University will be victorious! We also hope to host an evening to celebrate the achievements of our many fantastic Blues and Colours Award winners later in the year.

9. Sadly, also due to the COVID-19 pandemic, our Volunteer Zambia project has been cancelled for summer 2020. However, we look forward to supporting the next six students on their fundraising journey for summer 2021. The mission of Volunteer Zambia is to make a difference to the lives of young Zambian people by empowering and enriching communities, through the power of sport, leadership and education.

Highest Ever Student Engagement

10. As the University sporting season is officially over, we are delighted to report that the total number of memberships bought to be part of a sports club or intramural activity, was 11,128, which is our highest engagement yet with an increase of over 1700 memberships on previous record.

Growing our Participation

11. After analysis of our Sports Union membership demographic from 2019/20, we have refined our area for growth in 2020/21. We look to specifically focus on growing our overseas, outside EU student participants over the next academic year. To reflect this growth area, we have restructured our Executive Committee to now include a Vice President Inclusion position, and a Participation Officer, whose remit will change every three years in response to changes in University representation.

12. Within our Intramural Sport (IMS) programme we are now offering a programme of 10 different sports, with 21 leagues and 162 teams. We have had a brilliant year for IMS sign ups, reaching nearly 2000 members. In a bid to engage those currently out with the programme, our Vice President Intramural Sport, Fergus Mackenzie, and Students' Association Vice President Activities & Services, Beth Fellows, recently organised a School's Dodgeball Tournament to bring all the Schools together in a fun competitive event. The event was a huge success, and therefore we will look to make this part of our programme next year.

Student Engagement

13. Now in its third year, the Coaching and Volunteering Academy (CVA) engages over 1000 student volunteers, coaches and officials who are integral to the smooth running of sport at Edinburgh and lead on all aspects of club life, from media to finance to sport participation. The Sports Union's offer of the Edinburgh Award for volunteering has successfully seen 75 students been awarded, with 10 of those obtaining their leadership award. This programme is one of the University's only two-tiered offerings, focussed on enhancing the employability of our student volunteers and leaders. In total, almost 100 hours of personal development opportunities have been facilitated by the Sports Union for our membership, again focussed on the upskilling of our volunteers to improve their student experience, and their employability.

Sustainability Pledge

14. Our clothing partners, PlayerLayer, have recently brought out a new line of 'Eco' Sports Kit. This line supports products made from recycled plastics and Bamboo. Our sports clubs are leading the way by switching to more sustainable purchasing. Furthermore, the Sports Union have recently been awarded the Silver Office Award in the 2019-20 University Sustainability Awards. Finally, our sports clubs have spearheaded the removal of single use cutlery and tableware from our catering partners to ensure sports clubs can promote the #ZeroWasteUoE campaign.

Wider University Engagement

15. February saw over 700 students and members of staff take part in the Great Winter Run around Arthur's Seat! The uptake from the University community was phenomenal, and University of Edinburgh students and staff took podium positions in all ten categories! The Great Run was also a precursor to the biggest student Cross Country competition of the year, the BUCS XC Championship. The Edinburgh University Hare & Hounds hosting this event for the first time, with a very strong 140 entries from the home club. Leading performances saw Edinburgh top 10 finishes in the men's and women's short course, and top 20 in men's and women's long course races.

16. The Sports Union, in collaboration with UoE Sport & Exercise and the Edinburgh University Boat Club, recently took part in the Row Britannia Challenge. The aim of the event was to promote the importance of positive mental health while raising money for Sports Relief. Students and staff from across the University were invited to enter a team to unite and row for mental health. A total of £2,200 was raised for Sport Relief!

17. In February, 58 students and 3 coaches from 16 SU clubs attended a new two-part concussion education workshop delivered by concussion specialist, Dr Stephanie Adams. The workshops covered what a concussion is, signs and symptoms, along with effects and management guidelines. As a result of the workshops, our students have created brilliant sport specific concussion guidelines and initiatives to take back and use within their clubs.

We Are Edinburgh

Resource implications

18. There are no resource implications for this report because this report is retrospectively outlining existing projects.

Risk Management

19. Not Applicable

Equality & Diversity

20. Equality and Diversity considerations are implicitly included in this paper. The Sports Union aims to offer and ensure that all its clubs are inclusive and that there is activity catering for the whole diverse student population.

Next steps/implications

21. There are no next steps to be taken as a result of this paper

Consultation

22. All Edinburgh University Sports Union Staff.

Further information

23. Author
Julia Stenhouse

Freedom of Information

24. This paper is open

Please see some of the fantastic work that our students having been carrying out:

Videos: [Scottish Virtual Road Race](#)
[Ross Young Double Swim-Off](#)

Photos: [Semester 2 photos](#)
[Burgh Varsity Photoshoot](#)
[Squash World Cup](#)
[Selection of club highlights](#)





UNIVERSITY COURT

27 April 2020

Outcome Agreement 2020-21

Description of paper

1. The paper provides Court with the final Outcome Agreement to be submitted to the Scottish Funding Council (SFC) at the end of April 2020.
2. 2020-23 is the third Outcome Agreement cycle period for the Higher Education sector in Scotland. In line with recent years, our approach is to offer only a single Outcome Agreement for 2020-21, building on our 2019-20 Outcome Agreement. This approach is consistent with our approach in recent years, and reflects the absence of multi-year funding information.

Action Requested/Recommendation

3. Court is asked to consider and approve our single year Outcome Agreement for 2020-21 and to delegate authority to the Deputy Secretary Strategic Planning to refine the detail of the document prior to submitting to the Scottish Funding Council at the end of April. This follows review by the University Executive and Policy & Resources Committee. Comments following from these committees have been incorporated into the document before final consideration at Court. Court is asked to note that at this juncture we have not made any adjustment to our student number planning assumptions.

Paragraphs 4-13 have been removed as exempt from release due to FOI.

Equality & Diversity

14. Equality & diversity objectives are positively targeted during the Outcome Agreement process which includes the statutory requirement for a widening participation agreement.

Next steps/implications

15. If Court is content with the content of the Outcome Agreement, we will send this to SFC for publication on both SFC and the University's websites.

Consultation

16. This Outcome Agreement has been drafted in consultation with subject leads across the University, including the Students' Association and the Sports Union and input from the trade unions has been sought. This draft of the Outcome Agreement has been developed by Tracey Slaven, Deputy Secretary Strategic Planning and Jennifer McGregor, Senior Strategic Planner.

Further Information

- | | |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 17. <u>Author</u>
Jennifer McGregor
Senior Strategic Planner
15 April 2020 | <u>Presenter</u>
Tracey Slaven
Deputy Secretary, Strategic Planning |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------|

Freedom of Information

18. Closed until publication of the Outcome Agreement by the Scottish Funding Council.



UNIVERSITY COURT

27 April 2020

Delegated Authority Schedule – Review and Update

Description of paper

1. The paper contains proposed updates to the Delegated Authority Schedule (DAS) to reflect the current structures and needs of the University. The current DAS was approved by Court in December 2018.

Action requested/Recommendation

2. Court is invited to review and approve the updated Delegated Authority Schedule.

Background and context

3. The current DAS was approved by Court in December 2018, following input from Policy & Resources Committee and University Executive.

4. The aim of the DAS is to list those people or bodies to whom authority has been delegated by the University Court to commit the University to a contractual or quasi-contractual arrangement that may result in a liability to the University.

5. The DAS document has been reviewed and updated as a collaboration between staff from Governance and Strategic Planning, Legal Services, Finance Department and Finance Transformation Programme staff, to align with the University's Service Excellence Programme principles.

6. The University Executive and Policy & Resources Committee have both considered the proposed updates to the DAS and recommend its approval by Court.

Discussion

7. The DAS format has been adjusted substantially to separate the tables outlining approvals and signing authorities from the body of the text. These are included as separate appendices to the document.

8. The proposed DAS is included as appendix 1. All edits to the authorities of the document are supplied in the tables in appendix 2.

9. The University operates an annual business planning cycle which incorporates two financial plans: the revenue budget and the capital budget. These consolidate into the three year plan that is approved by the Court. The DAS outlines the delegation of authority for the Revenue and Capital Budgeting separately in the document.

10. The University Capital Budget incorporates the Estates Capital Plan expenditure and other planned capital spend. The Estates Capital Plan is mainly capital expenditure in nature such as buildings and infrastructure. However, not all expenditure included in the Estates Capital Plan is capital, for example some projects will include asbestos removal, demolition and decant costs. This expenditure has to be planned and included within the University Revenue Budget.

To ensure that both budgets are aligned correctly they are approved in tandem by the Court through the annual business planning cycle.

Resource implications

11. The DAS is designed to ensure that all contractual and quasi-contractual commitments are suitably authorised in line with delegations approved by Court. There are some resource implications for those individuals who have been given delegated approval levels.

Risk Management

12. The DAS is a key financial, contractual and reputational control mechanism.

Equality & Diversity

13. There are no equality or diversity issues associated with this paper.

Next steps/implications

14. If approved by Court, the updated version of the DAS will take effect immediately and will be circulated to relevant staff. It will continue to be reviewed on an annual basis.

Consultation

15. Updates to the DAS reflect feedback from the Service Excellence Programme, Court Services, Internal Audit and Legal Services over the course of the last year.

Further information

16. Author & Presenter
Tracey Slaven
Deputy Secretary, Strategic Planning
April 2020

Freedom of Information

17. Closed until approved by Court.



THE UNIVERSITY
of EDINBURGH

University of Edinburgh

Delegated Authority Schedule

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1. Introduction

This Schedule lists those Committees or individuals to whom authority has been delegated by the University Court to commit the University to a contractual or quasi-contractual arrangement that may result in a liability to the University.

The following Court delegation **principles** should be adhered to by a Delegated Authority:

- All actions will not exceed the level of authority delegated by the University Court,
- Authorities not delegated under this Schedule and, for all commitments and transactions above the maximum delegated monetary values within this Schedule, authority remains with the University Court.
- All actions must be contained within the allocated and approved University budget unless otherwise stated,
- All actions must be consistent with [Strategy 2030](#) and the institutional objectives and priorities contained in the Plan, placing the University interest above that of its constituent parts,
- Any action should be consistent with the [Nine Principles of Public Life in Scotland](#),
- All decisions should be consistent with the [University's Risk Appetite Statement](#), and comply with legal and funding body obligations,
- Approval must be obtained before the point of committing to any transaction unless otherwise stated. All Procurement should be undertaken in line with the University's [Procurement Policy and Strategy](#)
- The total transaction cost over the full period of commitment and options for extensions must be detailed and any transactions of value over £1m should be notified to the Director of Finance
- The Schedule applies to all activities whether funded from restricted or non-restricted funds,
- Sufficient detail, evidence and relevant level of prior review and confirmation to support any action being requested must be provided to the delegated authority to allow them to make a decision and to allow them to demonstrate to Court, auditors or funders that an appropriate course of action is taken,
- Detailed financial sub delegations are approved by the relevant delegated authority holder and cannot exceed the value of delegation held by the delegated authority holder. This should be done by completing the form available on the Finance website (link to be added). This does not delegate the overall responsibility of the delegated authority holder,
- All delegated authority holders named in this document are responsible for ensuring that appropriate business continuity plans are in place should they not be available to undertake their roles. In the absence of the Principal, the Delegated Authority is sub-delegated according to the [Principal's deputising arrangements](#).

The Delegated Authority Schedule is structured to show:

- The Committee or individual which must approve the transaction, arrangement or project, and
- The individual who holds the delegated signing authority to execute the transaction once approval has been given. The Court Signatory for transactions reserved to Court or otherwise not delegated is a member of Court, the University Secretary or one of the Deputy Secretaries in the absence of the University Secretary, in front of a witness.
- The individuals who need to be informed or consulted by a delegated signing authority or approver for transactions of certain types or above certain values.

Useful definitions of terms are contained within Appendix 1. The University Court regards each Head of College or Head of Professional Services as the designated main budget holder for their respective College or Group. The Senior Vice-Principal is the designated budget holder for Central Budget (known as Budget Area 7) and the Capital Budget.

Budget Holders have delegated authority to approve virements between activities within their respective budget and to approve transactions/projects within that budget up to the levels outlined below, in line with the University's legal obligations in relation to procurement¹.

2. Revenue Budgets and General Expenditure

Approval of the University Annual Revenue Budget, any material increases, and transactions beyond delegated limits remains with the **University Court**. The approval of the design of the planning and budgeting process is delegated to the **Policy and Resources Committee (PRC)**. **Knowledge Strategy Committee** has delegated authority to approve projects within the Committee's Terms of Reference and for which the relevant Budget Holder confirms the appropriate resources are available within budget. Projects requiring additional resource must be referred to Policy and Resources Committee and Court. Transactions within approved projects that have been specified as part of the project approval do not require additional Committee approval if they are within the appropriate transactional approval limit.

Revenue expenditure within approved projects that have been specified as part of the project approval should be incorporated into the University business plan and do not require additional Committee approval and delegated authority for these transactions will sit with the appropriate Budget Holder.

Staff and Court Member expenses should be signed off in line with the University expenses policy. Staff expenses of Vice-Principals, Heads of College or Professional Services shall be authorised by the **University Secretary** and staff expenses of the Principal shall be authorised by the **Vice-Convenor of Court** (up to 31 July 2020) or the **Senior Lay Member** (from 1 August 2020). Court Member expenses shall be authorised by the **Deputy Secretary, Strategic Planning**.

Novel or contentious activities (refer to section 9) regardless of whether or not they incur revenue spend within delegated limits must also be entered into under the Delegated Authority Schedule.

A table confirming delegated approval levels for Revenue Budget transactions is given in Appendix 2.

Leases

Leases of assets are revenue expenditure, so are approved through the revenue budget. Leases for Land and Buildings are approved through Estates Committee. All leases must be notified to the **Director of Finance** in advance of creating any financial commitment.

3. Capital Budgets and Expenditure

The **Policy & Resources Committee** approves the Estates Capital Plan ⁽ⁱ⁾ as part of the business planning process, and recommends the plan to the University Court, advising on any matters of concern and any proposals for significant subsequent amendments to the agreed estates programme.

Land and Property Transactions

The **Estates Committee** has Delegated Authority to endorse the Estates Capital Plan, and to recommend the plan to Policy and Resources Committee for consideration through the business planning process. Estates Committee can endorse individual land and property transactions/projects consistent with the direction of the estates capital plan up to £10m. Estates Committee does not have authority to projects which require resource out with the estates capital plan. Such projects must be referred to Policy and Resources Committee and Court for approval (see section 2).

(i) The Estates Capital Plan is mainly capital expenditure in nature such as buildings and infrastructure. However, not all expenditure included in the Estates Capital Plan is capital, for example some projects will include asbestos removal, demolition and decant costs. This expenditure has to be planned and included within the University Revenue Budget. To ensure that both budgets are aligned correctly they are approved in tandem by the University Court through the annual business planning cycle.

The **Estates Committee** has Delegated authority to approve Estates Small Works Projects Budgets for each College/Professional Service Group and individual transactions/projects up to £1m within the overall Small Works Budget.

In the event that the scope or value of a project changes to raise its value above the approved budget the project must be referred back to the approving committee.

City Deal Executive Governance Group (CDEGG) has authority to approve, in line with HM Treasury approved projects, the replacement of University approved capital spend with City Deal Capital resource for those projects approved prior to formal commitment of the Edinburgh City Region Deal.

Capital Equipment Budgets

The **Knowledge Strategy Committee** has delegated authority to approve projects within the Committee's Terms of Reference and for which the relevant Budget Holder confirms the appropriate resources are available within budget. Projects which require additional resource must be referred to PRC and Court.

Appendix 3 outlines the approvals and signatories for these activities.

The **Director of Legal Services** should be consulted for all disputes on contracts involving Land and Property Law over £1m or where there are matters of concern.

Approval from the **Scottish Funding Council** must be sought for the disposal of property purchased with public funds.

The **Joint Director of Procurement** has Delegated Authority to approve decisions regarding disputes with suppliers on framework agreements or approved contracts up to £1m.

4. Treasury & Cash Management

Treasury Management Policies and Procedures are required to ensure that cash resources are managed securely and efficiently. Delegated approval levels and signing authorities are detailed in Appendix 4.

a. Bank Accounts

- **University Court** must approve the appointment of retail bankers and the opening of new bank accounts.
- **The Director of Finance** will be the Court Signatory for approved appointments of retail bankers and the opening of new bank accounts.
- **Two Account Signatories** are required for amendment to bank mandates and the set-up of direct debits or standing orders.

b. Payments

- Effective segregation of duties must be in place between the preparer, authoriser and release of payment, and based on an approved transaction under the other sections of this Schedule.
- All payment types, including cheques, BACS, electronic payments, foreign currency payments and payroll, require an approved account signatory to release payment.

c. Borrowing, lending and investment

- The **Director of Finance** has Delegated Authority to manage investment maximisation of existing investments within existing mechanisms. Any individual transaction greater than £50m must be notified to the Investment Committee

d. Other Financial Transactions

The **Policy & Resources Committee** has delegated authority to approve financial transactions for settlement of tax matters, incorporation and winding up of a subsidiary, creation of joint venture legal entities, write-off or write-down of money due and foreign exchange dealings, up to £10m.

All transactions listed in this section must be notified to the **Director of Finance**.

Approved financial transactions on tax matters, write offs and foreign exchange dealings can be signed by the **Director of Finance**. Approved transactions to incorporate and wind up subsidiary companies can be signed by the **Director of Corporate Services**. Dealings with corporate interests (separate to incorporation and winding up) in subsidiaries, joint ventures and spin outs can be approved and signed by the **Director of Corporate Services**.

5. Income

All income streams including research grants and commercial income should be assessed under the appropriate due diligence ethics procedures.

The **Director of Finance** has the Delegated Authority for the write off of unpaid income due to the University Group up to the value of £2m.

The delegated authority levels for income are outlined in Appendix 5.

a. Research Grants

Delegated authority for the submission and acceptance of research grants is held by the **Director of Edinburgh Research Office** and the **Head of School**. All sources of income will be subject to the University's processes for ethical review. Revenue and capital expenditure for individual transactions are subject to standard financial authority limits.

All Grant applications, acceptances, tenders and standalone contracts above £5m should be notified to the **Director of Finance**.

The **Director of Corporate Services** has Delegated Authority for contracts ancillary to research as outlined in Appendix 5.

b. Consultancy and Service Contracts

The **Chief Executive Officer of Edinburgh Innovations**, as the sub-delegate of the **Director of Corporate Services**, holds the Delegated Authority for contracts for the provision by the University of research and innovation related consultancy services, goods and services and access to equipment and facilities as outlined in Appendix 5. The Director of Information Services Group (ISG) has delegated authority for contracts for consultancy and services provided by ISG.

Consultancy must be undertaken in line with the University's consultancy policy. **Heads of School/Department** hold delegated authority for approval for individuals to undertake consultancy.

c. Technology Transfer Agreements

The **Chief Executive Officer of Edinburgh Innovations**, as the sub-delegate of the **Director of Corporate Services**, holds the Delegated Authority in this area, as outlined in Appendix 5.

d. Academic Fees

The **University Executive** has delegated authority to approve proposed Academic Fees values submitted by the Student Recruitment and Funding Strategy Group or its successor group to a limit of 5% change or 2% above RPI (whichever is higher). Any changes above this level or any strategic changes to fee structures should be approved by Court.

e. Provision of other University Services

The University's standard terms and conditions will apply to the provision of University services. The Director of Procurement must approve any service agreement shared with another body. Any provision of goods or services outside of our standard terms and conditions should be reviewed by the **Director of Legal Services** prior to approval.

6. Donations & Endowments

a. Donations

The **Development Trust** holds Delegated Authority for acceptance and utilisation of donations to the Trust. The Trust agrees the way in which they are used, in keeping with any restrictions placed on use by the donor and in consultation with the Ethical Fundraising Advisory Group.

If the donation involves land and buildings use must also be approved by the **Director of Estates**.

The **Director of Finance** should be notified of donation transactions greater than £500k.

The principles outlined in the [Gifts and Hospitality policy](#) should also be adhered to when considering donations.

b. Endowments

The **Investment Committee** is responsible for proposing and agreeing investment objectives, including ethical investment decisions, with the University Court and has delegated authority to recommend through the Policy and Resources Committee an investment strategy appropriate to meet these objectives.

Delegated approval levels and signing authority are detailed in Appendix 6.

7. Students and Academic Activities

Student Admissions

The **University Executive** approves the University's Admissions Policies following scrutiny and endorsement by the Recruitment and Admissions Strategy Group. Any strategic change to Admissions and Recruitment Policies must be approved by the **University Court**.

The **Head of College** has the Delegated Authority within the University's Admissions Policies (including signing authority for the relevant contracts; which may be sub-delegated) for individual student admission decisions for:

- Undergraduate
- Visiting undergraduate
- Taught postgraduate

- Research postgraduate
- Visiting postgraduate

The **Head of College** also has Delegated Authority (including signing authority for the relevant contracts; which may be sub-delegated) for:

- Collaboration Agreements for teaching and research purposes, **subject to academic agreement via Senate approval processes.**
- Provision of laboratory services.

Additional approval is required for the following Agreements, Schemes and Arrangements from:

- Agreements involving agencies and equivalents for the recruitment of international students must also be agreed by **Vice-Principal International.**
- European Union schemes for student exchanges and similar require the agreement of the **Erasmus Institutional Co-ordinator.**
- International student education and learning agreements and arrangements must be approved by the **Principal and/or Vice-Principal International.**
- The **Chief Information Officer** must approve Collaboration Agreements placing unusual demands on the Library, archiving, information technology and networking services.
- Any international collaboration must also be approved by the **Principal, University Secretary or Vice-Principal International.**
- The **Director of Finance** must be notified of financial commitments over £1m. Delegated approval levels and signing authority are detailed in Appendix 7.

8. Staff

a. Appointments and promotions

Authority for the appointment and promotion of staff is delegated in accordance with the schedule in Appendix 8.

In cases where the arrangement concerned relates to the Principal, the Principal shall withdraw from the Remuneration Committee and take no part in the discussions or any decisions.

b. Orders of Court, Tribunals or other judicial bodies

Authority for the implementation of legally binding orders of courts, tribunals or other judicial bodies in relation to employment matters as well as extra-judicial settlement of employment disputes is delegated as outlined in Appendix 8.

The **Director of Human Resources** and **Director of Finance** must be notified of all Awards prior to authorisation.

Authority in relation to other staff and salary decisions is delegated as detailed within Appendix 8.

9. Novel or Contentious Arrangements

Novel and contentious arrangements are by nature difficult to identify in advance but are likely to be in areas which are new to the University, potentially offer an opportunity out with currently defined strategy/core business or present a significant exposure to reputational risk.

In cases of doubt, for example in regard to novel or potentially contentious and high risk/legal matters, any items must be further escalated to the **Principal or University Secretary** for approval and presentation to the University Court irrespective of monetary value. Those propositions which have an international

dimension should be supported (given additional complexity) through the **International Ventures Group (IVG)** and highlighted to the Principal by the Vice-Principal International as Convener of IVG.

Examples of novel or contentious arrangements might include:

a. Strategic UK or International Bids

Large strategic, one-off calls for funding bids including joint bids with other institutions or agreements with institutions or other parties regarding sharing of monies or other University resources provided by external agencies for infrastructure for research or education.

Past examples of this type of proposal have included the development of National Institutes such as the Alan Turing Institute.

b. Mergers and Strategic Alignments

Proposals in this area are likely to involve in the UK or overseas:

- legal or reputation commitments (Memorandum of Agreement or Understanding)
- creation of a visible entity or joint venture,
- delivery or shared significant teaching, research or operational activities out with the University of Edinburgh campus locations, or
- the award of dual/joint degrees for multiple programmes.

10. Disputes

The **University Secretary** has Delegated Authority for decisions and document management relating to the settlement of court actions or other disputes not falling within the remit of other parts of this Schedule for values up to £1m.

Appendix 1 Glossary of Key Terms

Account signatory	Senior University staff appointed as bank account signatories to authorise bank transactions, mandates and standing orders
Approval authority	Authority to approve an action e.g. transaction, project etc.
Capital budget	Planned budget for acquiring an asset above the value determined by the University's Capital Policy .
Capital expenditure	Costs associated with the acquiring of assets, i.e. land, buildings, and individual items of equipment above the value determined by the University's Capital Policy .
Donation	Money that is given by a donor to fund University activities
Endowment	Money that is given by a donor which is invested to provide an income to fund particular activities
Head of School / Director of Department	Individual who is responsible for a distinct budget area of the University including deaneries and professional services departments.
Lease	A contract by which one party conveys the right to use an asset to another party for a specified time, usually in return for a periodic payment.
Main budget holder	The main budget holder is the Head of College / Professional Services Group
Non-restricted funds	University funding that has no restrictions on how it can be spent
Notification	Requirement to notify in writing the detailed individual or Committee that an action has taken place
Project	A schedule of activity that will result in a number of transactions
Requisition	The process of requesting to buy goods or services
Restricted funds	Funding that the University can only use for a specific purpose, e.g. a research grant.
Revenue budget	Planned operational budget approved by University Court
Revenue expenditure	Operational costs that are not classed as capital expenditure, e.g. salaries, small equipment, travel.
Signing authority	Authority to sign on behalf of an approving Committee or individual following confirmation of that approval. The approval and signing authority may be the same individual.
Small works	Capital projects (broadly less than £1m per project) funded through the Small Works capital programme
Sub delegation	The authority to further delegate power to another individual or committee. This does not delegate the overall responsibility of the delegated authority holder.
Transaction	An individual commitment to cash flowing in or out of the University Group

Appendix 2 Revenue Budget Expenditure Delegations

Approval authority delegated to:	University Court	Knowledge Strategy Committee	Estates Committee	Principal	Main Budget Holder	Head of School/ Department	Director of Finance	Director of Procurement	Director of Estates
Individual requisitions within approved revenue budget	>£2m			£2m	£1m	£500k			
Knowledge Strategy projects within budget	>£2m	£2m			£500k				
Staff expenses				£100k	£50k	£10k	£50k		
Framework Agreements and Contracts	>£2m			£2m			£1.5m	£1m	£1m
Decisions regarding disputes with suppliers on framework agreements or approved contracts	>£2m			£2m			£1.5m	£1m	
All advertising of planned acquisitions over the legal thresholds								All	
Land and building leases	Greater than £5m > 10 years to £10m < 30 years		£5m > 10 years to £10m < 30 years						

Signing authority delegated to:	Court Signatory	Convener of Estates Committee	Principal	Main Budget Holder	Head of School/ Department	Director of Corporate Services	Director of Estates
Formal acceptance of approved contracts and requisition of goods, services and works through a framework agreement	>£2m		£2m	£1m	£500k		
Formal acceptance of approved contracts and requisition of goods, services and works outwith regulated procurement	>£1m		£1m	£500k	£50k		
Knowledge Strategy projects within budget	>£2m		£2m	£1m	£500k		
Land & buildings leases	Greater than £5m > 10 years to £10m < 30 years	£5m > 10 years to £10m < 30 years				£5m < 10 years	£2m < 10 years

Appendix 3 Capital Budget and Expenditure Delegations

Approval authority delegated to:	Court	PRC	Estates committee	KSC	Principal	Main Budget Holder	Director of Estates
Individual transactions within approved budget	>£5m small works, £10m other estates		£5m small works, £10m other estates	£2m equipment	£2m	£1m small works	£1m small works / other estates
Projects (where resources available within the Capital budget)		>£10m	£10m	£2m			
Acquisition and disposal of land and buildings	> £10m		£10m				

Signing authority delegated to:	Court Signatory	Convener of Estates Committee	Director of Corporate Services	Director of Estates
Acceptance of contracts and requisition of goods, services and works	> £10m	£10m	£5m	£2m
Acquisition and disposal of land and buildings	> £10m	£10m	£5m	£2m

Appendix 4 Treasury and Cash Management Delegations

Approval authority delegated to:	University Court	PRC	Principal	Director of Corporate Services	Director of Finance
Appointment of bankers/bank account set up	All				
In plan new borrowings, lending and investment transactions	>£10m	£10m			
In plan existing investment transactions within existing mechanisms	>£600m				£600m
Social investments within Treasury Mandate	>£10m	£10m			£1m
Secured and unsecured loans to third parties	>£10m	£10m	£10m		£1m
Financial transactions for settlement of tax matters, incorporation & winding up of a subsidiary, creation of joint venture legal entities, write-off or write-down of money due and foreign exchange dealings	>£10m	£10m			£2m (write-off of money due)
Dealings with corporate interests (separate to incorporation and winding up) in subsidiaries, joint ventures and spin outs				All	

Signing authority delegated to:	Court Signatory	Principal	Director of Corporate Services	Director of Finance
Bank account set up				All
Long term borrowing over 12 months	> £10m	£10m		£1m
Short term borrowing of 12 months or less	>£10m	£10m		£1m
Settlement of tax matters with tax authorities				All
Write-off or write-down of money due				All
Foreign Exchange Dealings				All
Incorporation or winding up of a Subsidiary			All	
Dealings with corporate interests (separate to incorporation and winding up) in subsidiaries, joint ventures and spin outs			All	

Appendix 5 Income Delegations

Approval authority delegated to:	University Court	University Executive	Principal	Director of Corporate Services	Director of Edinburgh Research Office	Chief Executive Officer, Edinburgh Innovations	Head of School	Director of ISG
Applications for research grants, tenders for research contracts and standalone contracts for research			> £10m		£10m		All	£10m
Acceptance of offers for research grants, tenders for research contracts and standalone contracts for research			>£10m		£10m		All	£10m
Contracts ancillary to research including: confidentiality agreements; goods, materials, software, data or other resources to or from the University for no consideration				All				
Granting or receiving an assignation or licence of intellectual property to facilitate research				All				
Contracts for provision of University research and innovation related consultancy services, goods, services, access to equipment and facilities and contracts ancillary to consultancy and service contracts				£1m		£1m		
Contracts for provision of consultancy and services provided by ISG								£1m
Registration of and dealings with research or innovation related intellectual property rights, including licensing and outright transfer of such rights and contracts ancillary to technology transfer agreements				All		All		
Approval of academic fees proposed by the Student Recruitment and Funding Strategy Group	> 5% change or 2% above RPI	Up to 5% change or 2% above RPI (whichever is higher).						

Appendix 6 Donations and Endowments Delegations

a. Donations

Approval authority delegated to:	Development Trust	Director of Estates
Acceptance and utilisation of donations	All	
Use of donations involving land and buildings	All	All

Signing authority delegated to:	Court Signatory	Principal	Main Budget Holder	Head of School/ Director of Department
Donations: approved transactions	>£2m	£2m	£1m	£500k

b. Endowments

Approval authority delegated to:	University Court	Investment Committee
Proposing and agreeing Investment objectives	All	All
Recommend through the Policy and Resources Committee an investment strategy to meet the objectives.		All
Endowments: appointment of fund managers	All	

Signing authority delegated to:	Convener of Investment Committee	Principal	Director of Finance	Main Budget Holder
Release of money to fund managers for investment*	All		All	
Instruction to fund managers to release income for use by the University			All	
Release of income to beneficiary as a budget for the specified purposes			All	
Specific decision on application of endowment funding within the specified purposes; or approval for change of use		All	All	All
Investment management services including appointment of investment managers**	All		All	

*Two signatories are required for release of money to fund managers, or change of endowment activities

**Director of Finance must seek University Court approval on appointment of fund managers and follow Procurement Delegated Authority (Appendix 2).

Appendix 7 Student Matters and Academic Collaborations Delegations

Approval authority delegated to:	University Court	University Executive	Principal	University Secretary	VP International	Director of Procurement	Main Budget Holder	Chief Information Officer	Erasmus Institutional Co-ordinator
Admissions policies		All							
Strategic changes to admissions policies	All								
Relevant contracts for: individual student admission decisions, collaboration agreements for teaching and research (subject to academic agreement via Senate approval processes) and provision of laboratory services							All		
Agreements involving agencies and equivalents for the recruitment of international students					All				
Agreement of EU schemes for student exchanges and similar									All
International student education and learning agreements and arrangements			All		All				
Collaboration agreements placing unusual demands on library, archiving, IT and networking services								All	
Any international collaboration			All (or)	All (or)	All				
Collaboration agreements involving shared services or for the acquisition of goods, services or works						All			

Signing authority delegated to:	Main Budget Holder
Relevant contracts for: individual student admission decisions, collaboration agreements for teaching and research (subject to academic agreement via Senate approval processes) and provision of laboratory services	All

Appendix 8 Staff Matters Delegations

Approval authority delegated to:	Remuneration Committee	Central Academic Promotions Committee	Principal	Main Budget Holder
Offer of employment Grade UE10			All	
Offer of employment below Grade UE10				All
Grade UE10 Salary increase or payment over and above contracted entitlement	Above £125,000 or 25% increase		£125,000	
Promotions or offers to increase salary or make other payments to staff over and above their contracted salary entitlement for staff below grade Grade UE10 *				All
Appointment to personal chairs		All		
Promotion to readerships				All (Head of College)
Employment disputes/ legally binding decisions Grade UE10*	£1m		£500k	
Employment disputes/ legally binding decisions below Grade UE10*	£1m			£500k
Implementation of nationally negotiated pay awards			All	
Agreements to second staff from the University to third parties and vice versa				All
Arrangements for individuals visiting the University to do research and / or teaching				All (Head of College)

*In conjunction with Director of Human Resources

Appendix 2

DAS Updates – April 2020

Section (updated DAS)	Current DAS	Revised DAS
All	N/A	Tables for delegated approvals and signatures have been separated from the body of the text and are included in appendices for reference.
Appendix 1	N/A	Glossary of terms added for clarity at appendix 1.
1. Introduction	The University Court may continue to exercise all authorities available to it whether or not they have been delegated.	Not specified explicitly.
	The Committee or individual who holds the Delegated Authority is responsible for adhering to the delegation principles and for control of any action to sub-delegate the University Court authorities granted to them.	Summarised in delegation principles.
	Delegated Authority must be documented and retained by Court Services.	Sub-delegations should be made by completing the form available on the Finance website (<i>link to be added</i>).
	The Delegated Authority may continue to exercise all authorities granted to them whether or not further sub-delegations have been made.	Summarised in delegation principles and appendices.
	The Court signatory for transactions reserved to Court or otherwise not delegated is a member of Court, the University Secretary or one of the Deputy Secretaries in the absence of the University Secretary, in front of a witness. The Court Signatory for transactions in respect of which Court has delegated authority is a member of	Summarised in delegation principles and appendices.

Section (updated DAS)	Current DAS	Revised DAS
	Court, or the University Secretary or a Deputy Secretary in the absence of the University Secretary or another person to whom specific delegation has been granted for that project in front of a witness.	
	N/A	Added: All delegated authority holders named in this document are responsible for ensuring that appropriate business continuity plans are in place should they not be available to undertake their roles. In the absence of the Principal, the Delegated Authority is sub-delegated according to the Principal's deputising arrangements found at the attached link.
2. Revenue Budgets and General Expenditure	N/A	Added: Court member expenses shall be authorised by the Deputy Secretary, Strategic Planning .
	N/A	Added: Leases of assets are revenue expenditure, so are approved through the revenue budget. Leases for Land and Buildings are approved through Estates Committee. All leases must be notified to the Director of Finance in advance of creating any financial commitment.
Appendix 2	Virement between activities within respective budget: Principal £2m/Main budget holder £1m.	Limits removed as they imply that any movement over £2m needs to be approved by Court.
	N/A	Added approval authority for Head of School/Unit of £500k for Individual requisitions within approved revenue budget.
	N/A	Added additional approvers and approval limits for staff expenses:

Section (updated DAS)	Current DAS	Revised DAS
		Principal £100k Main Budget Holder £50k Head of School/Unit £10k Director of Finance £50k
	N/A	Added approval authority for Director of Estates for framework agreements and contracts (£1m).
	N/A	Added additional approvers and approval limits for decisions regarding disputes with suppliers on framework agreements or approved contracts: Principal £2m Director of Finance £1.5m Director of Procurement £1m
3. Capital Budgets and Expenditure	New section in the revised document – previously covered under Budgets and Land and Property.	The Estates Committee has Delegated Authority to endorse the Estates Capital Plan, and to recommend the plan to Policy and Resources Committee for consideration through the business planning process.
	N/A	Added: The Estates Committee has delegated authority to approve Estates Small Works Budgets for each College/Professional Service Group and individual transactions/projects up to £1m within the overall Small Works Budget.
	N/A	Added: In the event that the scope or value of a project changes to raise its value above the approved budget the project must be referred back to the approving committee.

Section (updated DAS)	Current DAS	Revised DAS
Appendix 3	N/A	Added additional approver for individual transactions within approved budget: Principal £2m
	N/A	Added new approvers/limits for minor works within approved budget: Estates Committee £5m Main budget holder £1m Director of Estates £1m
Procurement	Procurement Section 5.	Summarised in the principle: All Procurement should be undertaken in line with the University's Procurement Policy and Strategy
4. Treasury and Cash Management	All payment types, including cheques, BACS, electronic payments, foreign currency payments and payroll, require two account signatories to release payment.	All payment types, including cheques, BACS, electronic payments, foreign currency payments and payroll, require an approved account signatory to release payment.
	N/A	Added: The Director of Finance has Delegated Authority to manage investment maximisation of <i>existing investments</i> .
Appendix 4	N/A	Added new signing authority for long term borrowing: Director of Finance £1m
5. Income	N/A	Added: All income streams including research grants and commercial income should be assessed under the appropriate due diligence ethics procedures.

Section (updated DAS)	Current DAS	Revised DAS
	N/A	Added: The Director of Finance has the Delegated Authority for the write off of unpaid income due to the University Group up to the value of £2m.
	Any student debt write off must be notified to the Deputy University Secretary, Strategic Planning.	Removed as should be covered in procedures rather than DAS.
	N/A	Added: The Chief Executive Officer of Edinburgh Innovations , as the sub-delegate of the Director of Corporate Services , holds the Delegated Authority for contracts for the provision by the University of research and innovation related consultancy services, goods and services and access to equipment and facilities as outlined in Appendix 5. The Director of Information Services Group (ISG) has delegated authority for contracts for consultancy and services provided by ISG.
	N/A	Added: Heads of School hold delegated authority for approval for individuals to undertake consultancy.
	The Central Management Group has delegated authority to approve proposed changes to Academic Fees submitted by the Fees Strategy Group. Material changes to the Academic Fee structure must be approved by the University Court.	Changed to: The University Executive has delegated authority to approve proposed Academic Fees values submitted by the Student Recruitment and Funding Strategy Group or its successor group to a limit of 5% change or 2% above RPI (whichever is higher). Any changes above this level or any strategic changes to fee structures should be approved by Court.
	The Director of Accommodation Services has delegated authority for the allocation of student residential accommodation; conference hire; and room hire.	Removed

Section (updated DAS)	Current DAS	Revised DAS
Appendix 5	N/A	Added approval limits for contracts for research and consultancy and contracts ancillary to research: Director of Corporate Services £1m Chief Executive Edinburgh Innovations £1m
	N/A	Added approval limits for the provision of other University services: Director of Corporate Services £1m Director of ISG £1m
	N/A	Added approval limit for Director of ISG for application and acceptance of research grants up to £10m.
6. Donations and Endowments	N/A	Added: The principles outlined in the Gifts and Hospitality policy should also be adhered to when considering donations.
Appendix 6	N/A	Removed distinction in signing authority limits for restricted and unrestricted donations.
7. Students and Academic Activities	The Head of College has the Delegated Authority (including signing authority for the relevant contracts; which may be sub-delegated) for individual student admission decisions for: <ul style="list-style-type: none"> ➤ Undergraduate ➤ Visiting undergraduate ➤ Taught postgraduate ➤ Research postgraduate ➤ Visiting postgraduate 	The Head of College has the Delegated Authority <i>within the University's Admissions Policies</i> (including signing authority for the relevant contracts; which may be sub-delegated) for individual student admission decisions for: <ul style="list-style-type: none"> ➤ Undergraduate ➤ Visiting undergraduate ➤ Taught postgraduate ➤ Research postgraduate ➤ Visiting postgraduate

Section (updated DAS)	Current DAS	Revised DAS
8. Staff	The Director of Finance and Director of Human Resources should be notified of all (voluntary) severance arrangements in line with Scottish Funding Council requirements. Should severance packages exceed the maximum policy threshold set by the University the Scottish Funding Council's Accountable Officer must be consulted prior to approval.	Removed
9. Novel or Contentious Arrangements	N/A	Added: Those propositions which have an international dimension should be supported (given additional complexity) through the International Ventures Group (IVG) and highlighted to the Principal by the Vice-Principal International as Convenor of IVG.
	Collaborations (as an example of novel or contentious arrangements).	Removed
	The Director of Finance should be notified of resource commitments greater than £500k.	Removed
10. Disputes	The University Secretary has Delegated Authority for decisions and document management relating to the settlement of court actions or other disputes not falling within the remit of other parts of this Schedule.	The University Secretary has Delegated Authority for decisions and document management relating to the settlement of court actions or other disputes not falling within the remit of other parts of this Schedule for values up to £1m.



UNIVERSITY COURT

27 April 2020

Awards of University Benefactor

Description of paper

1. The paper proposes candidates for the award of University Benefactor status.

Action requested/Recommendation

2. On the recommendation of the Principal, Court is invited to approve that the distinction of University Benefactor be bestowed.

Paragraphs 3-4 have been removed as exempt from release due to FOI.

Resource implications

5. All potential recipients have made over £1m in philanthropic donations to the University. The cost of the Benefactors gown and award presented to the recipients is met from existing budgets.

Risk Management

6. Any reputational risk associated with the receipt of large donations is assessed by the Ethical Fundraising Advisory Group, before consideration of the award of Benefactor status.

Equality & Diversity

7. Court previously approved in June 2019 the widening of scope for Benefactor status to include posthumous awards, noting that this would be very likely to improve the gender balance among individuals within the group of Benefactors.

Next steps/implications

8. Those awarded the status are invited to participate in a ceremony where they will be presented with a Benefactors gown and an award on behalf of the University. This is usually within a University graduation ceremony but can be a separate event depending on availability or if there is another appropriate event scheduled, e.g. official opening of a building fully or part funded by the donor.

Consultation

9. All proposals have been reviewed and recommended for approval by the Principal.

Further information

10. Author

Chris Cox
Vice-Principal Philanthropy &
Advancement

Presenter

Peter Mathieson
Principal & Vice-Chancellor

Freedom of Information

11. Closed paper until all awards have been made and accepted by the recipients.



UNIVERSITY COURT

27 April 2020

Exception Committee Report

Committee Name

1. Exception Committee.

Date of Meeting

2. The Committee considered business via electronic communications concluded on 12 March 2020 and 31 March 2020.

Action Required

3. To note the matters approved on behalf of Court by Exception Committee.

Key points

Paragraph 4 has been removed as exempt from release due to FOI

Vice-Principal (Interim) Corporate Services

5. The Committee noted the outcome of a competitive internal recruitment exercise chaired by the Principal and agreed to endorse the appointment of Dr Catherine Martin, current Registrar of the College of Arts, Humanities & Social Sciences, as Vice-Principal (Interim) Corporate Services for a two year period effective from 4 May 2020.

Full Minute

6. The papers considered are available at:
<https://www.wiki.ed.ac.uk/display/UCC/Exception+Committee>

Equality & Diversity

7. There are no specific equality and diversity issues associated with this report.

Further information

- | | |
|-----------------------------------------------------------|----------------------------------------------------------------------|
| 8. <u>Author</u>
Lewis Allan
Head of Court Services | <u>Presenter</u>
Anne Richards
Convener of Exception Committee |
|-----------------------------------------------------------|----------------------------------------------------------------------|

Freedom of Information

9. Closed paper.



UNIVERSITY COURT

27 April 2020

Policy & Resources Committee Report

Committee Name

1. Policy & Resources Committee

Date of Meeting

2. 3 April 2020 (by teleconference) and 16-20 April 2020 (by correspondence).

Action Required

3. To note the key points.

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

Equality & Diversity

21. Issues related to equality and diversity were considered within each paper as appropriate.

Further information

22. Author

Lewis Allan
Head of Court Services

Presenter

Anne Richards
Convener, Policy & Resources Committee

Freedom of Information

23. Closed paper.



UNIVERSITY COURT

27 April 2020

Court USS Sub-Group Report

Committee Name

1. Court Universities Superannuation Scheme (USS) Sub-Group

Date of Meeting

2. 24 February 2020

Action Required

3. To note the key items discussed.

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

Further information

- | | |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| 7. <u>Author</u>
Lewis Allan
Head of Court Services
April 2020 | <u>Presenter</u>
Alan Johnston
Sub-Group Convener |
|-------------------------------------------------------------------------|---------------------------------------------------------|

Freedom of Information

8. Closed paper.



UNIVERSITY COURT

27 April 2020

Court Core IT Systems for HR & Finance Sub-Group Report

Committee Name

1. Court Core IT Systems for HR & Finance Sub-Group

Date of Meeting

2. 27 February 2020

Action Required

3. To note the key items discussed.

Paragraphs 4-8 have been removed as exempt from release due to FOI.

Further information

- | | |
|-------------------------------------------------------------------------|---------------------------------------------------------|
| 9. <u>Author</u>
Lewis Allan
Head of Court Services
April 2020 | <u>Presenter</u>
Alan Johnston
Sub-Group Convener |
|-------------------------------------------------------------------------|---------------------------------------------------------|

Freedom of Information

10. Closed paper.



UNIVERSITY COURT

27 April 2020

Audit & Risk Committee Report

Committee Name

1. Audit & Risk Committee.

Date of Meeting

2. 5 March 2020.

Action Required

3. Court is invited to note the key points from the meeting.

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

Equality & Diversity

10. There are no specific equality and diversity issues associated with this report.

Further information

11. Author
Kirstie Graham
Deputy Head of Court Services
March 2020

Presenter
Alan Johnston
Convener of the Audit & Risk Committee

Freedom of Information

12. This paper is closed.



UNIVERSITY COURT

27 April 2020

Knowledge Strategy Committee Report

Committee Name

1. Knowledge Strategy Committee

Date of Meeting

2. Meeting by correspondence concluded on 24 March 2020

Action Required

3. To note the key items discussed.

Key points

Paragraphs 4-5 have been removed as exempt from release due to FOI.

Core Systems / People & Money Programme Update

6. Recent changes to the People and Money Systems Programme to deliver core IT systems for HR, Finance, Payroll and Procurement were noted.

Core Systems Supporting Strategies

7. A progress report on the development of Core Systems Supporting Strategies was considered and the process for reviewing and approving the supporting strategies approved. Addressing ethical implications was considered, with each supporting strategy template document to include a section reflecting on potential ethical impacts. Privacy implication will be considered by the Data Protection Officer and accessibility, equality and diversity implications will be considered by the Information Services Group's disability officer and data governance implications currently under review. Any changes to the strategies will be reviewed by the Core Systems Sub-strategy Board.

National Student Survey Library and IT Questions Report

8. A summary of the 2019 National Student Survey scores and analysis for the three IT and Library related questions was reviewed.

Research Publications and Copyright Policy: Open Access

9. A new Research Publications and Copyright Policy to replace the existing Research Publications Policy given changes in funder regulations relating to open access was noted. The move to establishing author copyright was supported and it was noted that monographs are not covered as yet, with the College of Arts, Humanities & Social Sciences to be consulted if and when changes relating to monographs are proposed as funder regulations change.

LEARN Foundations

10. An update on the Learn Foundations project that aims to make all courses in the Learn Virtual Learning Environment more usable and consistent was noted.

Any Other Business

11. The work of information services staff including Melissa Highton and colleagues in the Directorate of Learning, Teaching and Web Services in supporting the move to online teaching during the Covid-19 pandemic was welcomed and thanked.

Full minute

12. All papers considered at the meeting and the draft Minute can be accessed at: <https://www.wiki.ed.ac.uk/display/UCC/Knowledge+Strategy+Committee>

Equality & Diversity

13. Issues related to equality and diversity were considered within each paper as appropriate.

Further information

14. <u>Author</u>	<u>Presenter</u>
Lewis Allan	Doreen Davidson
Head of Court Services	Convener of Knowledge Strategy
April 2020	Committee

Freedom of Information

15. Closed paper.



UNIVERSITY COURT

27 April 2020

Donations and Legacies; Global Alumni Events

Description of paper

1. A report on legacies and donations received by the University of Edinburgh Development Trust or directly by the University of Edinburgh from 11 January to 10 April 2020.
2. The paper also includes information on upcoming global alumni events in response to Court's request for sight of these to enable Court member attendance if in the vicinity at the time.

Action requested/Recommendation

3. Court is invited to note the legacies and donations received and the details of upcoming global alumni events.

Paragraphs 4-7 have been removed as exempt from release due to FOI.

Global Alumni Events

8. All alumni events have been postponed for the foreseeable future due to the impact of the COVID-19 outbreak. However, we continue to be in regular contact with our global alumni community and are engaging with them through our online programmes such as Platform One and Sharing things and via our digital communications. We will also explore options for hosting virtual events.

Resource implications

9. There are no specific resource implications associated with this paper. The funds received will be appropriately managed in line with the donors' wishes.

Risk Management

10. There are policies and procedures in place to mitigate risks associated with funding activities including the procedure for the ethical screening of donations.

Equality & Diversity

11. There are no specific equality and diversity issues associated with the paper. Cognisance is however taken of the wishes of donors' to ensure these reflect the University's approach to equality and diversity and that these comply with legal requirements.

Next steps/implications

12. The University is grateful for the support provided to enable it to continue to provide high quality learning and research.

Consultation

13. This paper has been reviewed and approved by Chris Cox, Vice-Principal Philanthropy & Advancement and Executive Director of Development & Alumni.

Further information14. Authors

Gregor Hall, Finance Manager

Mariana West, Global Alumni Networks Manager, Development & Alumni

Freedom of Information

15. Closed paper.



UNIVERSITY COURT

27 April 2020

Resolutions

Description of paper

1. This paper invites Court to consider draft Resolutions and to refer them to the General Council, Senate and any other interested party for observations.

Action requested/Recommendation

2. Court is invited to refer the following draft Resolutions to the General Council and to Senate for observations:

Draft Resolution No. 9/2020: Undergraduate Degree Programme Regulations

Draft Resolution No. 10/2020: Postgraduate Degree Programme Regulations

Background and context

3. In accordance with the Universities (Scotland) Act 1966, Court has powers exercisable by Resolution in respect of a number of matters. The Act stipulates that Senate, the General Council and any other body or person having an interest require to be consulted on draft Resolutions throughout the period of a month with the months of August and September not taken into account when calculating the consultation period.

4. The Academic Policy and Regulations Committee (APRC) is responsible for the academic regulatory framework. It has undertaken its annual review of the undergraduate, and postgraduate regulations and recommended changes. Draft Resolutions have been formulated to deal with the recommended changes and attached to these Resolutions are a list of degrees to which these regulations apply.

5. Following consultation with key College postgraduate research contacts, the APRC wish to make a recommendation to Court that the University discontinue offering Higher Degrees with effect from academic year 2020/21. In the past five academic years, only two Higher Degrees have been awarded (both DSc awards in the College of Medicine and Veterinary Medicine). Academic Services have also identified significant issues associated with the criteria and process for awarding Higher Degrees which pose a risk to their robustness as University of Edinburgh awards. These issues would take a disproportionate amount of time to address satisfactorily, given the very low demand for Higher Degrees. As such, APRC recommends that the Higher Degree Regulations are archived. Higher Degrees would still be available as Honorary Degree awards, therefore the draft Resolution still lists the Higher Degrees.

Discussion

6. The key changes proposed to the Undergraduate Degree Programme Regulations 2020/21 are as follows:

Regulation Updated	What has changed
Throughout	The Curriculum and Student Progression Committee (CSPC) references have been changed to the Academic Policy and Regulations Committee (APRC), to reflect the change of name for this Committee which was made at the beginning of 2019/20.
33 Optional Study Abroad	Amended to reflect the responsibilities that the Study and Work Away Service will have for 2020/21. The regulation was originally introduced in 2019/20 when it stated 'During 2019/20 the University will establish an institution-wide service which will take on some specific responsibilities currently held by School Exchange Co-ordinators for advising on and agreeing Learning Agreements with individual students', and was therefore out of date.
49 Progression and Permissible Credit Loads	This regulation states that students registered on a programme of study at this University may not undertake any other concurrent credit bearing studies in this (or in any other) institution, unless a College has granted permission. Amended Although permission to take conflicting, credit-bearing study is at the discretion of the College, the Colleges wished to clarify that a student would 'not be permitted to take concurrent degree programmes in any circumstances', in order to manage students' expectations more effectively. The relevant postgraduate degree regulation has also been updated in the same way.
50 Transfer to Different Degree Programme	This regulation states that a student may be allowed to transfer to a different degree programme in the University by permission of the receiving College. Amended to add 'The College may approve the transfer of some or all of the credits the student has attained for their previous programme into the new programme, as appropriate'. The relevant postgraduate degree regulation has also been updated in the same way.

7. The key changes to the Postgraduate Degree Programme Regulations 2020/21 are as follows:

Regulation Updated	What has changed
Throughout	References to Curriculum and Student Progression Committee updated to Academic Policy and Regulations Committee. Link to Study Period Table added at all regulations relevant to study period, interruption or extension.

2 Compliance	Amended to clarify that the Head of College (or delegated nominee) may approve a concession.
12 Conflicting Studies	<p>Amended to state that students will not be permitted to undertake concurrent degree programmes in any circumstances.</p> <p>Although permission to take conflicting, credit-bearing study is at the discretion of the College, the Colleges wished to clarify that a student would not be permitted to take concurrent degree programmes in any circumstances, in order to manage students' expectations more effectively.</p>
20 Permissible Credit Loads	Amended to clarify that students take courses with agreement of Course Organiser and removed reference to Personal Tutor. Also states that students may not take more than 40 credits of additional credit in any year, for consistency with undergraduate regulations.
23 Transfer to Another Programme	Amended to clarify that College may approve the transfer of some or all of the credits the student has attained for their previous programme into the new programme, as appropriate.
28 Reductions to the Prescribed Period of Study	<p>Amended reductions available for part-time intermittent study.</p> <p>The currently permitted reductions would unreasonably prevent a part-time continuous student from completing a Diploma within two years, or a Master's degree within three years, should they find themselves able to work at that pace.</p>
33 Authorised Interruptions of Study	<p>Amended to provide fairer maximum period of interruption to part-time intermittent students.</p> <p>The current position of allowing a maximum interruption equal to the prescribed period of full-time study would mean a part-time intermittent Master's student being allowed a maximum of one year's interruption in potentially six years of study. This could cause disadvantage to students with significant health concerns, or who need to take more than one period of parental leave during their studies. The proposed amendment should address this issue, and provide a more suitable maximum period of extension for these students. The existing maximum period remains reasonable for full-time and part-time continuous students.</p>

41 Supervision	Amended to clarify that students on Tier 4 visas may be required to make more frequent contact according to the terms of their visa.
45 Request for Reinstatement	Amended to clarify that requests for reinstatement need not be exceptional but require College approval.
46 Vacation Leave for Research Students	Amended for consistency with UK Research & Innovation guidance that students are entitled to a maximum of eight weeks' vacation leave (including public holidays) in a year without applying for an interruption of study.
49 Additional Doctoral Programme Considerations	Amended to clarify that Additional Doctoral Programme Considerations apply to some doctorates and students must successfully complete all requirement (as stated in the Degree Programme Table or programme handbook) to be awarded the degree.
59 MSc by Research Degrees only	Amended to clarify the criteria for award of the degree. The amendment does not alter the criteria, but aims to communicate them more clearly.
60 Application for Association Diploma or Masters	Amended to clarify that marks awarded for courses taken previously as part of the certificate or diploma may be used in progression and award decisions relating to the new programme.
College Specific Regulations	
89 Master of Surgery (ChM)	Amended to add requirements for exit awards.
106 Doctor of Veterinary Medicine (DVetMed)	Amended to clarify requirements for the degree award.
109 Doctor of Engineering (EngD)	New states the prescribed study period for the degree.

8. The full text of the Resolutions is available under the Additional Information section of the Court secure site: <https://www.wiki.ed.ac.uk/display/UCC/University+Court>.

Resource implications

9. Where the proposed amendments have potential resource implications, these have been given due consideration by APRC.

Risk Management

10. APRC has considered any risks presented by the proposed amendments, and regards these as minimal.

Equality & Diversity

11. There are no specific equality and diversity issues associated with the proposed amendments.

Next steps/implications

12. Senate and the General Council will be invited to comment on the draft Resolutions and they will also be published online. The Resolutions will then return to Court on 15 June 2020 for consideration and approval. Senate and the General Council will be informed of the approval of the final Resolutions. The list of approved Resolutions is annually reviewed and published on the University's website.

Consultation

13. Senate and the General Council are asked for observations on Resolutions and published online to enable observation from any other body or person having an interest to express observations. Academic Services have consulted widely on the revisions to the degree regulations.

Further information

14. Authors

Dr Adam Bunni, Ms Susan Hunter, and Ms Ailsa Taylor,
Academic Services

Ms Kirstie Graham, Court Services
April 2020

Freedom of Information

15. Open paper.