



THE UNIVERSITY of EDINBURGH

Court Services
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Dear XXXXX

Appointment: XXXXX

I am pleased to confirm that the University Court at its meeting on DATE appointed you/noted your appointment/election to the position of XXX with effect from XXX to XXXX. This letter brings a number of formal matters to your attention as a new Court member.

1) Code of Conduct

The University has a Code of Conduct for Members of the University Court which sets out various issues. New Court members are required to confirm that they are familiar with the Code and understand their obligations under it. I attach a copy of the Code of Conduct.

2) Register of Interests

The University maintains a Register of Interests of Court members and other senior officers which is held electronically and in hard copy. In addition, the declared interests of Court members are published on the University's website. I would be grateful if you could complete the attached pro-forma enclosed with this letter and return it as soon as possible. Please note any new relevant interests should be notified to me as they arise and that you will be asked to confirm that the information held about you in the Register is correct on an annual basis.

3) Charities and Trustee Investment (Scotland) Act 2005

Members of Court are also formally Trustees of the University as a charity and confirmation is required that under the above Act you are not disqualified from serving as a Trustee; the enclosed information sets out the general duties of a Charity Trustee and matters which would disqualify an individual from being able to act in this capacity.

4) Biographical Details and Photograph

For publishing on the University website and in a document called the Court Members' Handbook, I would be grateful if you could please provide me with a short biography and digital photograph. Examples of these can be viewed at: <https://www.ed.ac.uk/governance-strategic-planning/governance/university-court/membership-of-court>.

5) Contact Details

Also attached are the contact details we hold for you. I would be grateful if you could check that these are correct and amend as required.

6) Governor Information Form – Equality Monitoring

Attached is a Governor Information Form which is sent to the UK Higher Education Statistics Agency to collect anonymised statistics on the governors of UK universities and for internal monitoring on the equality and diversity of Court to inform the recruitment of new Court members. Gender information is also used in anonymised form for reporting to the Scottish Government. I would be grateful if you could please complete the form (noting that many of the questions have 'Prefer Not to Say' options) and return this to me.

7) Data Protection

The information you provide will be processed by University staff who need to do so in order to satisfy statutory obligations including equality monitoring; organisation and recording of meetings; and other business associated with your membership of the University Court. Your data will be shared with University staff as appropriate to meet these needs. We will hold the personal data you provide for your term of office as a Court member.

8) Other Matters

Whilst this is a voluntary position, the University will endeavour to provide you with all the necessary support and induction in order to facilitate your success as a Court member. Reasonable expenses incurred will be met by the University as per the University's Expenses Policy. The University also operates an informal mentoring scheme, please let me know if you are interested in joining this scheme. Previous members of Court have found it was very helpful in their first year of appointment to have an appropriate mentor.

Many congratulations on your appointment.

Yours sincerely

Dr Lewis Allan
Head of Court Services

Enclosures:

Code of Conduct Declaration slip (please complete and return)
Code of Conduct for Members of the University Court (including General Duties of a Charity Trustee and Anti-Bribery and Corruption Policy)
Register of Interests Form (please complete and return)
Governor Information Form (please complete and return)
Contact Details