



UNIVERSITY EXECUTIVE
Raeburn Room, Old College
22 October 2019, 10 am

AGENDA

- | | | |
|----------|---|---------------|
| 1 | Minute
To <u>approve</u> the Minute of the previous meeting held on 23 September 2019 | A1 |
| 2 | Matters Arising & Action Log
To <u>raise</u> any matters arising | A2 |
| 3 | Principal's Communications
To <u>receive</u> an update from the Principal | Verbal |

DISCUSSION ITEMS

- | | | |
|----------|---|------------------------|
| 4 | UK/EU Undergraduate Student Recruitment Trends & Targets 2020/21
To <u>consider</u> and <u>approve</u> a paper from Tracey Slaven, Deputy Secretary Strategic Planning. | B |
| 5 | Investing for Good – A Social Enterprise and Social Investment Strategy for the University of Edinburgh
To <u>consider</u> and <u>recommend for approval</u> a paper from Dave Gorman, Director of Social Responsibility and Sustainability | C |
| 6 | Towards a Circular Economy: Equipment assets reuse and resale process
To <u>consider</u> and <u>approve</u> a paper from Dave Gorman, Director of Social Responsibility and Sustainability | D |
| 7 | Finance
To <u>consider</u> and <u>approve</u> the papers from Lee Hamill, Director of Finance | |
| | <ul style="list-style-type: none">• Director of Finance's Report• Value for Money Report | E1
E2 |
| 8 | People
To <u>consider</u> and <u>approve</u> the papers from James Saville, Director of Human Resources | |
| | <ul style="list-style-type: none">• Reward and (Individual) Employee Relations Policies• Technician's Commitment Update | F1
F2 |

ITEMS FOR NOTING OR FORMAL APPROVAL

- | | | |
|----|---|---------------|
| 9 | Closure of Agreed Management Actions from Internal Audit Reviews
To <u>note</u> | G |
| 10 | Annual Ethical Fundraising and Advisory Group Report 2018/19
To <u>note</u> | H |
| 11 | Health and Safety Report Quarter 4: 1 June 2019 – 31 August 2019
To <u>note</u> | I |
| 12 | Staff Experience Committee Report
To <u>note</u> | J |
| 13 | Equality, Diversity & Inclusion Committee – Terms of Reference
To <u>approve</u> | K |
| 14 | University Executive Communications
To <u>note</u> the key messages to be communicated. | Verbal |
| 15 | Any Other Business
To <u>consider</u> any other matters by UE members. | Verbal |
| 16 | Date of Next Meeting
Tuesday 19 November 2019 at 10am in the Raeburn Room. | |



UNIVERSITY EXECUTIVE

23 September 2019

[Draft] Minute

Present: Peter Mathieson (Convener)
David Argyle, Leigh Chalmers, Chris Cox, Sarah Cunningham-Burley,
Gavin Douglas, Hugh Edmiston, David Gray, Lee Hamill, Wendy Loretto,
Gavin McLachlan, Dorothy Miell, Dave Robertson, James Saville,
Jonathan Seckl, James Smith, Tracey Slaven (to item 6), Sarah Smith and
Andrew Wilson

In attendance: Fiona Boyd and Kirstie Graham

Apologies: Gary Jebb, Richard Kenway, Theresa Merrick, Andrew Morris,
Sandy Tudhope and Moira Whyte

1 Minute

Paper A1

Sarah Cunningham-Burley, University Lead on Equality, Diversity and Inclusion was welcomed to her first meeting.

The Minute of the meeting held on 29 August 2019 was approved as a correct record.

2 Matters Arising & Review of Action Log

Paper A2

There were no outstanding matters arising and the action log was noted.

3 Principal's Communications

Verbal

The Principal reported on:

- a £15.3 million donation from J K Rowling to help create new facilities and support research at the University's Anne Rowling Regenerative Neurology Clinic;
- the publication of the new Strategy 2030, with members encouraged to engage with the strategy and disseminate to their teams;
- the recent Climate Day of Action, when the University encouraged staff and students to visit a number events and stalls about the climate crisis;
- the continued uncertainty over Brexit with a further communication planned to staff and students to reiterate the information currently available and assure continued support;
- the outcome of the ballots on industrial action on pay and pensions were awaited with contingency groups in place;
- the annual Universities UK conference, including a talk from the new Secretary of State for Education Gavin Williamson and presentations on Generation Z (late-1990s to early 2000s birth cohorts), who are typically more motivated by

work with wider benefit to society and value work-life balance to a larger degree than earlier generations and are more likely to report mental health conditions.

DISCUSSION ITEMS

4 Student and Staff Experience

- **Student Support and Personal Tutor Project - Update**

Paper B1

The Executive was updated on the on the review of Student Support and Personal Tutoring, with the intention to provide regular updates before presenting the final business case for approval.

It was noted that three models of future ways of working had been developed to provoke discussion as part of a wide ranging consultation with students and staff. The themes emerging to date include: lack of clarity of roles and responsibilities; how we reward, recognise and develop our colleagues; expectations and understanding of how we deliver student support and what it is; the most effective balance between the support provided by academic and by professional services staff.

The work to date was acknowledged and there was a wide ranging discussion which included the following points:

- the expectations on academic staff and whether it this should be seen as a core academic function;
- the implicit gender issue in the unrecognised and unrewarded additional work frequently taken on by female and more junior staff to support students, that should be explicit in the consultation;
- the terminology of 'personal tutor' and whether this raised unrealistic expectations and the ability on non-specialised staff to meet these;
- the current significant variation in practice, with the need for a single University model to be developed;
- the importance of administrative infrastructure to support the role and the role of the Service Excellence Programme in this.

In summing up, it was noted that the issues identified around the role of professional services, standardisation and consistency of provision were long standing. The Executive supported bringing further iterations to future meetings as opinion coalesces, but recognised the scale of the challenge and were content it was more important to get this right than to meet a hard deadline.

- **Student Emergency Contact Information**

Paper B2

The Executive noted the guidance for University staff on contacting students' nominated "emergency contacts" and approved the proposal to require students to provide up to date details of their term-time address and their nominated emergency contact, to include email and mobile phone contact details. There was discussion of the "opt in" scheme adopted at the University of Bristol, with broad support for this approach to be given further consideration.

- **Suggestion Box update**

Paper B3

This Executive noted the pilot 'Have Your Say' suggestion box had been in operation for six months so it was timely to review and consider next steps.

The key suggestion topics from staff and students were considered and it was noted that the department or area that a suggestion was most relevant to was asked to consider how the suggestion could be taken forward and to provide a response. There was considerable variation in the local response to suggestions with a lack of engagement and resistance in some areas. The anonymity of the scheme also made it challenging at times to fully engage with and respond appropriately to suggestions.

The Executive agreed to continue with the suggestion box and discussion focussed on how to make it more effective. This included better guidance on the scheme, what it can be used for and what to expect; and exploring technological solutions to address routine questions and to enable a more iterative response whilst maintaining anonymity, if requested. It was agreed that ownership sat with the University Executive and the Executive should therefore continue to receive reports on its operation.

5 Research

- **2018/19 End of Year Research Performance Summary**

Paper C1

The Executive considered a summary of research applications and awards performance for 2018/19, noting that overall the numbers are similar to typical University performance, which generally follows a 5-year cycle. However, although there were a number of positive results, overall there may be an early warning of some areas of cause of concern in numbers of applications being submitted.

There was broad ranging discussion on what may sit behind the numbers, noting that strong research performance was a core reputational issue, with organisational culture, academic leadership, research infrastructure and support and a volatile external environment raised as areas for consideration. It was agreed this issue would merit further discussion at College and School level.

- **Improving Research Performance at the University**

Paper C2

The Executive considered a paper providing the background to the UK's 'reproducibility crisis' in scientific research and approved the proposal to join the UK Reproducibility Network.

6 Approach to the 2020-2023 Planning Round Cycle

Paper D

The Executive noted there would be a roll forward of the 2019-22 years 2 and 3 plan, as approved by Court, as years 1 and 2. There was discussion of the required savings and of the roll forward, recognising there may need to be some further work on the new years 1 and 2, to take into account the discussions on size and shape. It was noted that the quarterly review meetings would assist with this. Taking this into

account, the Executive approved the 2020-23 planning cycle timetable for reporting to Policy and Resources Committee.

7 Finance

- **Director of Finance's Report** **Paper E1**

The Executive noted the draft University Group financial results for 2018-19 showed an underlying operating surplus ahead of budget. However, the budget had not been ambitious and there would need to be a greater surplus going forward to support the University's plans. The Executive also noted an update on the annual insurance renewal exercise for 2019-20 and a brief note on our 2017-18 Institutional Efficiency Return to Scottish Funding Council.

- **Gifts & Hospitality Policy** **Paper E2**

The Executive approved the updated Policy on the Receipt and Provision of Gifts, Hospitality and Other Benefits for progression to Court, noting there would be an annual report to Risk Management Committee on the implementation of the Policy.

8 Information Security Essentials & Data Protection User Awareness Training Course – Completion Rates **Paper F**

The Executive approved the Information Security Policy in October 2017, which included the mandatory completion of information security awareness training. Members considered an update on completion rates for the Information Security Essentials user awareness training courses as at the end of July 2019, noting that this was low in many areas. Members agreed to complete the training, where they had not done so and encourage their teams to do so. It was requested that Heads of School and Professional Service areas receive notification of take up in their area and that the training was easier for individuals to access and check their completion.

ITEMS FOR NOTING OR FORMAL APPROVAL

9 People Report **Paper G**

The Executive noted the People Report and the first meeting of the Staff Experience Committee and the establishment of two task and finish groups.

10 Joint PhD programme with the University of Glasgow – Recruiting the Second Cohort of Students **Paper H**

The University Executive noted the observations from Round 1 of recruitment to the joint studentship programme and approved the format and focus for Round 2.

11 Date of Next Meeting

The next meeting will take place on Tuesday 22 October 2019 at 10 am in the Raeburn Room.



UNIVERSITY EXECUTIVE

22 October 2019

**UK/EU Undergraduate Student Recruitment
Trends & Targets 2020/21**

Description of paper

1. This paper reports to University Executive on the setting of intake targets for the recruitment of full-time undergraduates in the non-controlled funding subject groups and proposes contingency planning for a full engagement in Clearing.

Action requested/Recommendation

2. University Executive is asked to approve the planning assumptions and targets outlined in the paper for the non-controlled undergraduate intake and the expectation of SIMD20 (Scottish Index of Multiple Deprivation 20% least advantaged postcodes) entrants as part of our commitment to our Widening Participation strategy. The environmental drivers on recruitment should be noted as an indicator of the need to refine our recruitment focus.

Paragraphs 3-21 have been removed as exempt from release due to FOI.

Risk Management

22. Effective recruitment and student number planning is fundamental to the delivery of the University's business plan and, via impacts on timetabling and student accommodation provision, to the delivery of a positive student experience.

Paragraphs 23-24 have been removed as exempt from release due to FOI.

Further Information

25. Author & Presenter

Tracey Slaven

Deputy Secretary, Strategic Planning.

15 October 2018

Freedom of Information

26. This paper is closed. This reflects the competitive nature of recruitment.



UNIVERSITY EXECUTIVE

22 October 2019

Investing for Good – A Social Enterprise and Social Investment Strategy for University of Edinburgh

Description of paper

1. This paper presents a draft social enterprise and social investment strategy for comment and approval, prior to submission to Policy and Resources Committee and Court later in 2019.

Action requested / Recommendation

2. University Executive is invited to comment on and recommend for approval the attached strategy.

Paragraphs 3-9 have been removed as exempt from release due to FOI.

Risk Management

10. Risks are managed as appropriate through the existing governance structure and through the advisory group, with an aim to ensure capital protection as a top priority and seek co-funding to spread risk.

Sustainability, climate change and sustainable development goals implications

11. Social enterprise and social investment places social goals at the heart of investments and enterprise. Our new strategy will provide opportunities to contribute to a wide range of sustainable development goals, particularly those focussed on climate change and the use of resources, education, equality and the elimination of poverty.

Equality & Diversity

12. Due consideration has been given to equality and diversity in the remits of the advisory groups and as a key element of the investment processes. An Equality Impact Assessment is not required.

Paragraph 13 has been removed as exempt from release due to FOI.

Consultation

14. Consultation within Corporate Services (Finance, EI, Estates, ACE and SRS), Director of Legal Services and Deputy Secretary, Strategic Planning; Director of EFI; City Deal team; Principal; Scottish Government; Investment Committee; SRS Committee

Further information

15. Author and Presenter

Dave Gorman

Director of Social Responsibility and Sustainability

Freedom of Information

16. This is a closed paper.



UNIVERSITY EXECUTIVE

22 October 2019

Towards a Circular Economy: Equipment assets reuse and resale process

Description of paper

1. This paper presents a proposal to adopt a new University process on selling unwanted equipment assets and formalises existing activities.

Action requested/Recommendation

2. University Executive is asked to discuss and approve the proposed process.


3. It is recommended that the University adopts this process, which will ensure that the end of life value of University assets is maximised and supports our desire to be a circular economy university.

Background and context

4. There is currently no existing unified process that incentivises schools and departments to consider the sale or donation of an asset when disposing of an unwanted asset. Some equipment that a school may no longer have use for may still have attributable value, and this value could be maximised by following the proposed process.

5. This paper proposes a new process for schools and departments to follow which will address this gap in our processes. The process will potentially help us to secure valuable funds, reduces costs associated with Waste Electronic and Electrical (WEEE) equipment, and supports the university's desire to achieve zero waste by 2030. Furthermore, it acts as a mechanism to potentially free up space in valuable locations such as laboratories.

6. Value in this process can be ascribed as monetary value, reputational value, social value or material value. This process will promote the following "priority cascade" of how unwanted equipment should be managed to extract the most value:

- 
1. Trade-in against new equipment via a procurement process,
 2. Reallocate within the University by selling or via donation,
 3. Sell externally following this process managed by Procurement,
 4. Donate to a suitable external body via the Waste Office,
 5. Reuse in some other way via the Waste Office,
 6. Follow the WEEE process via the Waste Office.

7. An extended version of this paper is available upon request, together with the process flow (Appendix 1), the FAQ document (Appendix 2) and the draft webpage (EASE log-in required), can be found at:

<https://www.edweb.ed.ac.uk/unpublished/sustainability/staff/advice/laboratories/selling-equipment-assets-faqs>

Approval and Review

8. Extensive consultation has been undertaken with Legal Services, senior members of each of the Colleges; College Registrars for CMVM, CSE & CAHASS, Campus Managers, Director of Procurement, University Tax Advisor and University Insurance Advisor; Sustainable Laboratories Steering Group

9. Following approval of the process, a 3-year review will be undertaken jointly by SRS, Procurement and Estates.

Resource implications

10. This process will be implemented with existing resource and budgets. If widely adopted there could be a financial income from equipment sales in future, although the scale of this is hard to predict (likely small).

Risk Management

11. Procurement have already been selling unwanted equipment assets for a number of years, often liaising with Legal Services to mitigate risks. Our main risks and mitigation are identified in the FAQs produced to support this process (Appendix 1).

Sustainability, climate change and sustainable development goals implications

12. The circular economy places the efficient use of resources and minimising impacts at the heart of the economy through design for re-use, extending the life of products and avoiding disposal. The reuse of goods and provision for sale contributes to our aim to be a circular economy university – whilst the procedure will not directly reduce our carbon emissions, it will contribute to the reduction of emissions and resources across the economy and set an example for others.

Equality & Diversity

13. No equality impacts are predicted in relation to the proposed process, therefore, no Equality Impact Assessment has been conducted.

Next steps & Communications

14. The process will be promoted via a variety of media to University of Edinburgh staff by SRS, Waste and Procurement with details of the process hosted on SRS website with links from Estates and Procurement.

15. A shared filing system will be set up for SRS, Estates and Procurement, to record transactions and facilitate KPIs to be reported. KPIs and reporting routes jointly established by SRS, Estates and Procurement.

Further information

16. Authors

Andy Kordiak
Equipment Procurement Manager/MVM
Procurement Office
Incorporating Printing Services
Kate Fitzpatrick
Waste Manager
Estates

Presenter

Dave Gorman
Director of Social Responsibility &
Sustainability

Vanessa McCorquodale
Projects Coordinator
SRS
30 September 2019

Freedom of Information

17. This is an open paper.



UNIVERSITY EXECUTIVE

22 October 2019

Director of Finance's Report

Description of paper

1. This paper reports the latest¹ University management accounts (excluding Subsidiaries) position up to the end of August (period one). There is also a Special Focus Update based on the recent Audit Scotland report on the "Finances of Scottish universities" published in September included in Appendix 2.

Action requested/Recommendation

2. The University Executive is asked to review and comment on the latest update.

Paragraphs 3-13 have been removed as exempt from release due to FOI.

Resource Implications

14. There are no specific requests for resource in the paper.

Risk Management

15. The University manages its financial risk by not breaching the Group risk appetite as described in its financial metrics. The current Finance Strategy provides a target surplus range of 3% - 5% to remain sustainable. The draft (unaudited) 2018-19 Financial Statements demonstrate that our operating surplus is 5.5% (including City Deal and exceptional loan break costs and excluding USS charges).

Equality & Diversity

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

Next steps & communication

17. We would welcome feedback as outlined in the discussion above.

Consultation

18. The paper has been reviewed by Lee Hamill, Director of Finance.

Further information

19. Author

Rachael Robertson
Deputy Director of Finance
Stuart Graham
Head of FIRST (Financial
Information, Reporting & Strategy
Team)
8 October 2019

Presenter

Lee Hamill
Director of Finance

¹ At the time of writing full September (period two) management accounts were not available.

Freedom of Information

20. This paper should not be included in open business as its disclosure could substantially prejudice the commercial interests of the University.



UNIVERSITY EXECUTIVE

22 October 2019

Value for Money Report

Description of paper

1. This paper reports on Value for Money (VFM) activity for 2018/19, covering both initiatives pursued through the University Executive, and more locally focused work. It is due to be submitted to the Audit and Risk Committee at its next meeting on 22 November 2019.

Action requested/Recommendation

2. Members of the Executive are asked to consider whether the content of this paper meets their needs in satisfying themselves that sound arrangements are in place to promote economy, efficiency and effectiveness in the University. The Executive is asked to endorse this report for forwarding to Court via Audit & Risk Committee as part of the Committee's Annual Report.

Paragraphs 3-12 have been removed as exempt from release due to FOI.

Risk Management

13. The University manages its financial risk by not breaching the Group risk appetite as described in its financial metrics. The current Finance Strategy provides a target surplus range of 3% - 5% to remain sustainable. The draft (unaudited) 2018-19 Financial Statements demonstrate that our operating surplus is 5.5% (including City Deal and exceptional loan break costs, and excluding USS charges).

Equality & Diversity

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

Next steps & Communication

15. We would welcome feedback as outlined in the discussion above.

Consultation

16. The paper has been reviewed by Lee Hamill, Director of Finance.

Further information

17. Author

Rachael Robertson
Deputy Director of Finance
John Emerson
FIRST (Financial Information,
Reporting & Strategy Team)
8 October 2019

Presenter

Lee Hamill
Finance Director

Freedom of Information

18. This paper should not be included in open business as its disclosure could substantially prejudice the commercial interests of the University.



UNIVERSITY EXECUTIVE

22 October 2019

Reward and (Individual) Employee Relations Policies

Description of paper

1. This Paper highlights a number of proposed changes to key employment policies which require advance approval by or a firm steer on approach from University Executive. These policies are being reviewed in line with the methodology agreed to deliver the Service Excellence Programme's Employment Policy Standardisation Project. The proposed changes/steer sought are pivotal to the redrafting of the policies and defining of the procedures which will support their implementation.

Action requested/Recommendation

2. University Executive is asked to
- i) note the work underway to update and improve three of the University's reward policies, specifically job grading, job regrading and academic promotions and those policies which relate to individual employee relations, i.e. the management of absence, probation, discipline, grievance and employment related appeals procedure, referred to as the University's 'casework' policies.
 - ii) approve the proposed changes in policy approach and/or procedural delivery which will enable the HR policy teams to conclude consultation with business, HR and trade union representatives and thereafter finalise the policies which will be presented in their entirety for University Executive approval in January/February 2020.

Paragraphs 3-33 have been removed as exempt from release due to FOI.

Risk Management

34. The pivotal policy changes above are key to ensuring consistency and so reduce the risk of challenge by individual employees of unfair treatment. Future papers will 'call out' where a particular policy is 'bolder' in approach and any associated risks.

Equality & Diversity

35. The review of all associated equality impact assessments is included within the scope of the Employment Policy Standardisation Project.

Next steps & Communications

36. As referenced above, feedback from University Executive will be fed-back to the tripartite working groups and reflected in the final drafts of each policy to be formally agreed with the joint trade unions and approved by University Executive. Depending on regional/national union feedback, we anticipate presenting the 'casework' policies for University Executive approval in January 2020 and the Reward policies in February 2020.

Consultation

27. As referenced above, these proposals have been informed by input from, and are supported by the short-life tripartite working groups representing management, the joint trade unions and HR, and have been endorsed by Heads of HR.

38. Policy authors have consulted with colleagues within SEP/H RTP, and HR Services, to ensure they are operationally feasible and take account of any known/emerging process changes required to make most effective use of the new core system.

Further information

39. Author

Linda Criggie
Deputy Director of HR (Employee
Relations, Reward, Employment
Policy, Equality & Diversity)

Presenter

James Saville
Director of Human Resources

Freedom of Information

40. This paper is closed until all referred to policies have been consulted on and agreed with the trade unions and formally ratified through CJCNC in early 2020.



UNIVERSITY EXECUTIVE

22 October 2019

Technician's Commitment Update

Description of paper

1. This paper provides an update on the Technician's Commitment developed by Human Resources in collaboration with the Institute for Academic Development (IAD)

Action requested/Recommendation

2. The Committee is requested to note the content of this paper.

Background and context

3. The University employs 1000 technicians, who work across all subject areas. In September 2017 the University signed the Technician's Commitment in recognition of the role these technicians play in research, teaching and supporting students. HR and IAD have responded to the signing of the Technician Commitment by jointly developing a career development framework and programme of support for technicians.

Discussion

4. The first career development programme for technicians, (Appendix A) was launched on 30 September 2019, providing a framework of guidance, development and support for staff in technical roles to help them build and maintain professional skills and manage their own career development.

5. The key design principle for the programme was supporting a shift in messaging around career development, and that technicians take ownership for their own career development.

6. The programme is also providing a framework for the more experienced technical workforce to work with the next generation of technicians demonstrating the preliminary stages of succession management.

Resource implications

7. Resources will be met from within existing budgets unless outlined in the paper.

Risk Management

8. The University has a low risk appetite for both compliance risks and people risks.

Equality & Diversity

9. Equality issues will be considered on a case by case basis for each individual project/piece of work.

Next steps & Communications

8. The career development programme has been communicated to technical staff within the University prior to launch, and future updates will be presented to each

meeting of University Executive as appropriate.

Consultation

9. The programme was designed in consultation with the Institute of Academic Development (IAD).

Further information

10. Author

Denise Nesbitt
Deputy Director HR – Learning and
Organisation Development and
Resourcing
3 October 2019

Presenter

James Saville
Director of Human Resources

Freedom of Information

11. This paper is open.

PROUD SUPPORTER OF THE

Technician Commitment

Career Development Support for Technicians

2019/2020



THE UNIVERSITY of EDINBURGH
Human Resources



Technician Commitment

In September 2017 the University of Edinburgh signed the Technicians Commitment in recognition of the role these technicians play in research, teaching and supporting students. It was acknowledged that career development support is vital for this staff group and HR and IAD have worked collaboratively to develop a career development programme of support for technicians.

Programme Overview

Open to all technicians at the University, the programme will run from October 2019 to May 2020. It is made up of stand-alone development options, designed in such a way that technicians can decide which parts they want to attend, based on their own individual career goals.

Technicians are not required to attend the whole programme, although they can, but are encouraged to identify the areas most relevant to their career development plans.

Below is further information about the five elements of the programme.





Oct 2019 - Feb 2020

Take Charge of Your Career

A 2hr session providing an overview of the new technicians career development programme, including tools and opportunities available from within the University and beyond.

[Further information](#)



Deadline in November 2019

Professional Registration Fund

Funding has been secured to support you apply for Professional Registration. Professional registration is a great way of formalising your career path and supporting further career development.

[Further information](#)



Jan - April 2020

Taking Steps to Plan Your Career

A 1-day workshop to allow you to identify steps in planning your career.

[Further information](#)



Will be available early 2020

Technician Lens on the Vitae Researcher Development Framework (RDF):

A technicians' lens will be developed in the next few months to help you focus on a particular area of expertise within the RDF and identify training and development to help you focus on it further.



Oct 2019 - May 2020

Career Insights

1hr discussions with speakers and other technicians to allow you to explore the different career paths available. These workshops will be facilitated by a range of subject specialists and facilitators. Topics will include:

- Professional Registration
- Teaching
- Health & Safety
- Management and Leadership Pathways
- Mentoring Connections
- Working As A Union Representative
- Working With Young People
- Sustainability
- Public Engagement

[Further information](#)

Technician Commitment

Who should attend

If you think this programme would support you in your technical role, please consider signing up. The programme is open to all technicians across the University of Edinburgh. Please speak to your line manager before signing up so they are aware of your interest in the programme and can support you along the way.

How to apply

For further information and to apply please visit www.ed.ac.uk/technicians/career-development-support/programme

If you have any questions about the programme please email joanna.fairweather@ed.ac.uk and n.cuthbert@ed.ac.uk

Technicians webpages

We now have a website dedicated to technicians www.ed.ac.uk/technicians which includes news on TechNet events, blogs and further career development support available to technicians.





UNIVERSITY EXECUTIVE

22 October 2019

Closure of Agreed Management Actions from Internal Audit Reviews

Description of paper

1. This paper provides an update on the status and process for ongoing management and reporting of closure of agreed management actions arising from Internal Audit reviews.

Action requested/Recommendation

2. The University Executive are requested to note the paper and support closure of open management actions included in the paper within their own areas of responsibility.

Paragraphs 3-9 have been removed as exempt from release due to FOI.

Risk Management

10. Follow up and closure of agreed management actions arising from Internal Audit reviews is an important element of the University's overall governance and control framework and contributes to the University's overall management of risk.

Equality & Diversity

11. No specific considerations.

Next steps & Communications

12. University Executive members are requested to note the paper and support and facilitate closure of open management actions included in the paper within their own areas of responsibility.

13. Internal Audit will present a further status updates to subsequent meetings of the University Executive and forthcoming Audit & Risk Committee meetings.

Consultation

14. All agreed action owners will be contacted for status updates.

Further information

15. Author

Paul McGinty
Head of Internal Audit

Presenter

Leigh Chalmers
Director of Legal Services

Freedom of Information

16. This paper is closed.



UNIVERSITY EXECUTIVE

22 October 2019

Annual EFAG Report 2018/19

Description of paper

1. In line with the terms of reference for the Ethical Fundraising Advisory Group (EFAG), this paper reports on the activity of the Group in academic year 2018/19. It also provides a high-level summary of the Group's activity since its inception.

Action requested / Recommendation

2. Members are invited to consider and approve the annual report.

Paragraphs 3-14 have been removed as exempt from release due to FOI.

Risk Management

15. Risk management is a key element in work of the EFAG, especially those which carry the potential for reputational damage to the University.

Equality & Diversity

16. Due consideration to equality and diversity has been given.

Next steps/implications

17. The report will be submitted to the Risk Management Committee and Audit & Risk Committee.

Consultation

18. EFAG and Development & Alumni.

Further information

19. Author

Jamie Tait
Projects Officer & Policy Advisor to the
University Secretary

Presenter

Sarah Smith
University Secretary

Freedom of Information

20. This paper is closed but will be published on the Ethical Fundraising Advisory Group website after approval at Audit & Risk Committee.



UNIVERSITY EXECUTIVE

22 October 2019

**Health and Safety Quarterly Report: Quarter 4:
1 June 2019 – 31 August 2019**

Description of paper

1. This paper provides a summary of health and safety related incidents that took place during the period 1 June 2019 to 31 August 2019, as well as relevant health and safety issues and developments, to provide information and assurance to the University Executive (UE) on the management of health and safety matters.

Action requested/Recommendation

2. UE is invited to note the statistics included in the Appendices as illustrative of the University's accident and incident experience, and notes the issues and developments which are also described in the Report for this Quarter.

Paragraphs 3-21 have been removed as exempt from release due to FOI.

Risk Management

22. The University has a low risk appetite for both compliance risks and for people risks. Monitoring of health and safety accidents, diseases and incidents ensures that risks to health are being managed and provides early warning of more serious issues.

Equality & Diversity

23. This report raises no major equality and diversity implications.

Consultation

24. This paper, with minor alterations, will also be presented to the next appropriate meeting of the Audit and Risk Committee.

Further information

25. <u>Author</u>	<u>Presenter</u>
Suzanne Thompson	Hugh Edmiston
Director of Health and Safety	Director of Corporate Services
8 October 2019	

Freedom of Information

26. This paper is closed as its disclosure would substantially prejudice the legal interests of any person or organisation.



UNIVERSITY EXECUTIVE

22 October 2019

Staff Experience Committee Report

Committee Name

1. Staff Experience Committee

Date of Meeting

2. 27 August 2019

Action Required

3. University Executive is invited to note the key items discussed at the meeting as detailed below.

Key points

Introductory discussion on approach

4. There was an initial discussion on how best to approach the work of the Staff Experience Committee, particularly in light of the new University Strategy and a challenging external environment.
5. Areas discussed included; the alignment with Strategy 2030 and core values; the strategic role of the Committee; the importance of identifying effective communications, including how best to hear issues important to staff; the link to student experience; the evidence base in the staff survey; the key role of effective line management; and the importance of recognising and addressing issues (such as workload model) that are of particular importance to large numbers of staff.

Task & Finish Groups

6. The Committee agreed that two time-limited Task & Finish Groups should be initiated; one to develop proposals on communications for the work of the Committee, and one to propose approaches to supporting the contribution and development of staff, ahead of the build of the Performance Management element of the new core system in February 2020.

Full minute

7. All papers considered at the meeting and in due course the Minute can be accessed at the following link: <https://www.ed.ac.uk/governance-strategic-planning/governance/university-committees/othercommitteesandgroups/staff-experience-committee>.

Equality & Diversity

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

Further information

9. Author
Jamie Tait
Projects Officer & Policy Advisor to
the University Secretary

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

Freedom of Information

10. Open Paper.



UNIVERSITY EXECUTIVE

22 October 2019

Equality, Diversity & Inclusion Committee – Terms of Reference

Description of paper

1. This paper provides a draft Terms for Reference for the new Equality, Diversity & Inclusion Committee.

Action requested/Recommendation

2. The University Executive is invited to approve the Terms of Reference for the Equality, Diversity & Inclusion Committee.

Background and context

3. At its meeting on 25 June 2019, the University Executive agreed to establish a Staff Experience Committee and an Equality, Diversity & Inclusion (EDI) Committee as standing committees of the University Executive and delegated authority to both committees within their respective remits.

Discussion

4. With the appointment of Professor Sarah Cunningham-Burley as University Lead for Equality, Diversity and Inclusion and Convener of EDI Committee, Professor Cunningham-Burley has developed a draft Terms of Reference for EDI Committee. The full Terms of Reference are contained in Appendix 1, with the Committee's purpose to provide strategic oversight of the University's progress and performance on promoting EDI for staff and students, on behalf of the University Executive.

5. To help build momentum in this key area, the University Executive's approval of the draft Terms of Reference is requested at this meeting to enable the EDI Committee to meet before the close of the calendar year.

Resource Implications

6. There will be a time investment from members of the EDI Committee and from those supporting the committee's work. The latter will be drawn from existing resources. Resources for any specific projects will be identified and included in the normal planning cycle or by separate business case.

7. Overall programme management and co-ordination of activity will require commitment of resource across all budget holders to prioritise and maintain focus on this work.

Risk Management

8. The objective is to improve EDI across the University by investing senior energy and oversight, reducing the risk of underperformance in this key area.

Equality & Diversity

9. The committee's purpose is to provide strategic oversight of progress and performance on promoting EDI for staff and students. The committee's membership is drawn from across the University and will include conveners of College and

Professional Services Group level EDI committees and Students' Association representatives including two Liberation Officers (rotating) and the Vice-President Welfare.

Next Steps & Communications

10. If approved, the membership will be finalised and meeting dates confirmed, with the intention of holding the first meeting before the close of the calendar year.

Consultation

11. The paper follows University Executive approval on 25 June 2019 for the establishment of an EDI Committee.

Further Information

12. Author & Presenter

Sarah Cunningham-Burley

University Lead on Equality, Diversity & Inclusion

Freedom of Information

13. Open paper.