



UNIVERSITY EXECUTIVE
Microsoft Teams
Tuesday 21 July 2020, 10.00am

AGENDA

- | | | |
|----------|--|------------------------|
| 1 | Minute
To <u>approve</u> the Minute of the previous meeting held on 16 June 2020 and the electronic meeting concluded 3 July 2020. | A1
A2 |
| 2 | Matters Arising & Action Log
To <u>raise</u> any matters arising. | A3 |
| 3 | Principal's Communications
To <u>receive</u> an update from the Principal. | Verbal |

DISCUSSION ITEMS

- | | | |
|-----------|--|-------------------------------------|
| 4 | Director of Finance's Report
To <u>comment</u> on the updates from Lee Hamill, Director of Finance. | B |
| 5 | Covid-19 – Tuition Fee Setting – 2021/22
To <u>approve</u> the paper from Tracey Slaven, Deputy Secretary Strategic Planning. | C |
| 6 | Postgraduate Programmes at the Zhejiang-Edinburgh Institute
To <u>approve</u> the paper from Mike Shipston, Dean of Biomedical Sciences | D |
| 7 | Equality, Diversity and Inclusion <ul style="list-style-type: none">● Equality, Diversity and Inclusion Committee Report and Proposed Priorities
To <u>consider</u> the paper from Sarah Cunningham-Burley, University lead on Equality, Diversity and Inclusion.● Renaming David Hume Tower
To <u>approve</u> the paper from James Smith, Vice-Principal International.● Adoption of the International Holocaust Remembrance Alliance Definition
To <u>approve</u> the paper from Gavin Douglas, Deputy Secretary Student Experience. | E1
E2
E3 |
| 8 | Student Case Review Procedure
To <u>approve</u> the paper from Gavin Douglas, Deputy Secretary Student Experience: | F |
| 9 | Adaptation & Renewal Team Report
To <u>approve</u> the paper from Barry Neilson, Programme Director. | G |
| 10 | People Report
To <u>comment</u> on the update from James Saville, Director of Human Resources. | H |

ITEMS FOR NOTING OR FORMAL APPROVAL

- | | | |
|----|---|--------|
| 11 | Amendments to Student Contract
To <u>approve</u> . | I |
| 12 | Update on the University of Edinburgh Doctoral College
To <u>note</u> . | J |
| 13 | Student Recruitment and Fees Strategy Group
To <u>note</u> . | K |
| 14 | Research Policy Group report for 2019/20
To <u>approve</u> . | L |
| 15 | People and Money System and Finance/HR Transformation Update
To <u>note</u> . | M |
| 16 | Health and Safety Quarterly Report: Quarter 3
To <u>note</u> . | N |
| 17 | Internal Audit – Open Management Actions
To <u>note</u> . | O |
| 18 | Update on Roslin Technology Limited
To <u>note</u> . | P |
| 19 | University Executive Communications
To <u>note</u> the key messages to be communicated. | Verbal |
| 20 | Any Other Business
To <u>consider</u> any other matters by UE members. | Verbal |
| 21 | Date of Next Meeting
Tuesday 18 August 2020 at 10.00am. | |



UNIVERSITY EXECUTIVE

16 June 2020

[Draft] Minute

- Present:** Peter Mathieson (Convener)
David Argyle, Leigh Chalmers, Chris Cox, Sarah Cunningham-Burley, Gavin Douglas, David Gray, Lee Hamill, Colm Harmon, Gary Jebb, Richard Kenway, Wendy Loretto, Catherine Martin, Gavin McLachlan, Ellen MacRae, Dorothy Miell, Theresa Merrick, Dave Robertson, James Saville, Jonathan Seckl, Aziz Sheikh, Tracey Slaven, James Smith, Sarah Smith and Sandy Tudhope.
- Apologies:** Andrew Morris and Moira Whyte
- In attendance:** Dave Gorman (for item 7), Barry Neilson (for items 5 and 8), Fiona Boyd and Kirstie Graham.

1 Minute **Paper A1**

The Minute of the meeting held on 19 May 2020 was approved.

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

Prior to the start of the meeting, the Principal welcomed Ellen MacRae, President of EUSA, to her first meeting of the Executive.

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

3 Principal's Communications **Verbal**

The Principal reported on recent development in relation to the Covid19 pandemic focussing on research support: the UK Government Research Sustainability Task Force was looking into research sustainability, but no new funding was expected; the Scottish Government had provided £75m new money to the sector for 2020/21 only, specifically to support early career researchers and coronavirus research and the University had received a proportionate share of this. The Principal had contributed to a document on University research commissioned by Sir Patrick Vallance on behalf of the UK Government.

The recent Black Lives Matter protests had highlighted the inequalities in health and education and work the University was already undertaking had been accelerated, led by Sarah Cunningham-Burley and Rowena Arshad with the University committed to taking meaningful and coherent action.

The Principal set the context for the meeting, noting the Covid19 pandemic was not over and the University will be operating in a climate of uncertainty over the immediate, short and medium term and within that context the Executive would have

to make hard decisions on costs savings and what to prioritise in order to ensure the University remained strong and sustainable for the future.

DISCUSSION ITEMS

4 Director of Finance's Report

Paper B

The Director of Finance outlined the material changes to the University Group Forecast Operating Surplus since his last report. There had been generous donations that improved the previous operating surplus, however as these were restricted they could not contribute to the surplus available for strategic re-investment, which continued to be insufficient for long term sustainability. There was a layer of complexity in that the statutory requirements for external presentation of the accounts required the inclusion of a number of non cash adjustments, including pension liability. These could lead to large swings that did not reflect the actual financial position and would mean the external reported outcome would not reflect underlying financial performance. He reported that the USS Trustee elected to continue with the scheduled valuation date of 31 March 2020. The economic turmoil resulting from the Covid19 pandemic will result in a significant increase in the deficit of the Scheme and could lead to increased pressure on employer and employee contribution rates.

This challenging financial picture set the context for the next item of Adaption and Renewal and highlighted the need for cost savings, as set out in the Reshaping paper.

5 Adaption and Renewal Team Update

Paper C

The Executive noted the update on the Adaptation and Renewal Team and the work of the Research and Innovation, Students, and Estates and Digital Infrastructure work streams and considered the recommended approach to cost savings developed by the Re-shaping workstream.

The Re-shaping work stream had considered a range of scenario analyses and financial models on the financial impact of the Covid19 pandemic, which was expected to be sustained, meaning it was critical to rapidly secure the cost savings required in financial year 2020/21, recognising that many of these are unsustainable or one off financial benefits. This was essential to provide the space needed to work through medium to longer term sustainable options alongside the critical work required on re-shaping for the future.

There was extensive discussion which included the following: the need for the immediate short term savings and then longer term sustainable reduction in the cost base; that the measures identified were aimed at preserving jobs as much as possible; all measures would be implemented with equality and diversity at the forefront to ensure fairness for all protected characteristics; it was important to be mindful of the University's values; due to the ongoing uncertainty, an element of flexibility and review would require to be built into the implementation to ensure there were not unintended consequences; there needed to be a clear communication of

the decisions made and the reasons for these recognising the challenging period for all staff as a result of the pandemic.

Taking the issues raised through the discussion into account, the Executive approved the recommended cost saving options (non-staffing and staffing) set out in the paper and for the Adaptation and Renewal Reshaping group to develop subsequent implementation plans, guidance and appropriate processes.

6 People Report

Paper D

The Executive noted the update on people related matters.

7 Climate Emergency

The Principal set the context for the following papers on the agenda, noting that they involved an expenditure ask. The Executive was reminded that one of the reasons for cost savings was to create liquidity to enable the University to fulfil its strategic priorities. The Executive was not a financial decision making body, but did set strategic prioritisation to inform the relative priorities to support during budget setting and planning discussions.

• Report of the Transport and Aviation Working Group

Paper E1

The Executive noted climate change remained a serious threat with the Covid19 pandemic demonstrating our vulnerability to a systemic shock. In August 2019 the University Executive agreed to establish a cross-university working group, the Travel and Aviation Working Group (TAWG) to examine and report back on how to deliver a vision for 'climate conscious travel'.

The Group, convened by Sandy Tudhope, had met 5 times, and undertaken a major internal survey of staff and students, as well as a review of best practice across UK universities and a targeted review of corporate best practice. Based on this, a series of key proposals have been developed including: a presumption against flights within Great Britain; a commitment to preparing information on the climate impacts of travel for bookers, administrators, travellers and managers; a required contribution to be introduced, aimed at influencing travel choices and funding our carbon sequestration. There was also a range of proposals to secure 'lock in not snap back' in terms of climate positive behaviours as a result of the Covid19 pandemic, such as the use of virtual collaboration and remote working.

The Executive approved the key recommendations set out in the paper.

• Forests and Peatlands Proposals

Paper E2

The Executive considered a proposal for investment in forests and peatlands projects to deliver the estimated carbon sequestration required for all travel emissions to meet our commitment to be Zero by 2040 in Strategy 2030. It was noted that without carbon sequestration in addition to carbon reduction, the University would not be on track to achieve its carbon neutral target. The Executive

was supportive of the principles and requested further work on identifying external sources of funding as part of taking this forward through the planning round.

8 People and Money System and Finance/HR Transformation Update **Paper F**

The Director of Finance provided an update on the finance transformation programme and the Executive noted the approval of the service design for both Procurement and Finance Operations and the decision in principle to move into people consultation process to establish the new teams and structures, subject to the completion of impact assessments.

The Vice-Principal and Chief Information Officer/Librarian to the University reported on the challenges in delivering the People and Money System due to the impact of Covid19 and reduced capacity across the team. The Executive noted the revised implementation plan dates, with 'HR and finance structures' moved from June 2020 to September 2020; 'Payroll and Timesheet recording' moved from August 2020 to November 2020; and 'Finance and the final element of HR' moved from November 2020 to February 2021. The Executive further noted the Principal's approval for use of a two month time contingency, estimated at an additional cost in 2020/21 that had been budgeted as part of the contingency arrangements.

9 Student Experience

• Student Experience Action Plan **Paper G1**

The Executive noted that the financial shocks caused by Covid19 required re-evaluation of the scope of the previously approved £50m investment in improving the student experience. The Student Experience Standing Committee had reviewed progress, considered to what extent existing, funded projects could or should be reshaped or reduced in light of the Covid19 situation and also identified projects which should be prioritised by the University subject to available funding. These projects were: student mental health & wellbeing; enhanced peer support; sub-titling; and EdHelp (student support hubs). In addition, there was already a contractual commitment to continue work on a number of projects including sexual violence on campus; British Sign Language; interdisciplinary shared courses.

There was discussion on ensuring the mechanisms were in place to align the University's funding priorities with the ongoing Adaption and Renewal work in order to have a complete picture to inform planning decisions. Noting this, the Executive agreed that this was a priority area of work to be taken forward for funding.

• Student Emergency Contact Procedure **Paper G2**

The Executive considered the follow up to a report considered in September 2019 on the implications, benefits and risks of the University adopting an 'opt in' Student Emergency Contact Procedure similar to that introduced by the University of Bristol. Members note the feedback gathered on the introduction of a "Bristol" model opt-in scheme and agreed the current University system was robust, compliant, student centred and proportionate. Accordingly, the Executive approved maintaining the current approach.

- **Course Evaluation Questionnaires Review update**

Paper G3

The Executive noted there had been a fundamental review of the Course Evaluation Questionnaire (CEQ) process which identified that the data collected hasn't provided meaningful insight at a University level, inconsistent levels of engagement and response rates have given rise to the criticism that CEQs aren't representative of student views at a course level and colleagues have fed back that comparisons of course level feedback between courses and Schools lack validity.

The CEQ Project Board therefore recommended that from 2021/22, centrally managed CEQs were replaced by locally managed end of course feedback that follows the mid-course feedback model. A new support model will be developed during the 2020/21 academic year to ensure Schools are supported in collecting and responding to student feedback. In addition, a longitudinal survey for undergraduate students focused on enhancement particularly around critical transition points, progression and student well-being will be developed over 2020/21 be launched in 2021/22. In order to ease the administrative burden in Schools it was recommended that there was a change to the CEQ policy to make questions on individual teaching staff optional for all courses during the 2020/21 academic year.

Noting the value of a longitudinal survey in strengthening the feedback loop to students, the Executive approved the recommendations set out in the paper.

10 EDMARC Ethnicity Report – Preliminary Findings

Paper H

The Executive received the data from the annual report from the Equality, Diversity Monitoring and Research Committee (EDMARC) at its December meeting. There had been a more detailed examination of the data and further work as part of the University's Race Charter application to understand the effects of ethnicity on the student journey.

There had to be careful analysis of the data, as top level trends can mask subject specific or BAME (Black, Asian and Minority Ethnic) sub-group differences at any point along the student journey. In addition there are a constellation of factors to be considered, including the intersection with economic circumstances and the age profile of students. The issues emerging included: the offer rates for BAME candidates; the acceptance rate from BAME applicants; the attainment gap in degree classification. While identifying these University wide issues, actions would be required at a School level and the Academic Strategy Group would be discussing this report.

The Executive confirmed a University wide commitment to listen and engage and take action and it was noted that the first stages of an action plan was being developed for consideration by the Equality, Diversity and Inclusion Committee and would come to the next meeting for discussion.

11 Any Other Business

Verbal

The Vice-Principal (interim) Corporate Services updated the Executive of a transaction pending in Roslin Technologies Ltd and informed members there would

be a further paper at a future meeting with a broader paper on commercialisation later in the year.

ITEMS FOR FORMAL APPROVAL/NOTING

12 Foreign Interference in UK Higher Education Paper I

The Executive noted there would be forthcoming UK sector guidance relating to foreign interference in UK higher education and the University's risk mitigation in this area.

13 Major International Collaborations Update Paper J

The Executive noted an update on the University's current portfolio of major international collaborations and the ongoing work on considering what constitutes a strategic partnership and how to provide constructive support in developing these.

14 Prevent Duty Paper K

The Executive noted the annual report on the implementation of the Prevent duty from July 2019 to June 2020.

15 Education Act 1994 Compliance Paper L

The Executive noted the Certificate of Assurance supplied by the Edinburgh University Students' Association to demonstrate University compliance with the requirements of The Education Act 1994 (the Act).

16 University Executive Communications Verbal

The Executive agreed there would be communication on equality and diversity; the adaptation and renewal work, climate and the student experience.

17 Date of Next Meeting

The next meeting will take place on Tuesday 21 July 2020 at 10 am.



UNIVERSITY EXECUTIVE

21 July 2020

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 May (period ten) and provides an update on the University's recent short term funding applications. Also included in Appendix 2 is a Special Focus Update on TRAC benchmarking information for 2016-17 to 2018-19 comparing ourselves to our Peer Group and the wider UK sector.

Action requested/Recommendation

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

Paragraphs 3-16 have been removed as exempt from release due to FOI.

Equality & Diversity

17. 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

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

Consultation

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

Further information

20. <u>Author</u>	<u>Presenter</u>
Rachael Robertson	Lee Hamill
Deputy Director of Finance	Director of Finance
Stuart Graham	
Head of FIRST (Financial Information, Reporting & Strategy Team)	
7 July 2020	

Freedom of Information

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

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



University Executive

21 July 2020

Covid-19 – Tuition Fee Setting – 2021/22

Description of paper

1. The paper outlines issues related to the setting of Tuition Fees for the 2021/22 cycle.

Action requested/Recommendation

2. The University Executive is asked homologate the tuition fee changes approved by SRFSG for the MBChB and the Veterinary Medicine Programmes.

3. The Executive to consider the issues outlined and to advise, given the uncertainty, the Convenor of Student Recruitment & Fee Strategy Group (SRFSG) on tactics for non-regulated fee setting for 2021/22 entrants. Compliance with consumer legislation requires publication of undergraduate tuition fees before UCAS opens for applications at the start of September. The postgraduate cycle opening is broadly aligned to the same timetable.

Paragraphs 4-21 have been removed as exempt from release due to FOI.

Risk Management

22. Student enrolment is a key indicator of our reputation and tuition fee income underpins our wider financial sustainability. Mitigation activities in response to both Covid-19 and Brexit are in operation to sustain our student numbers.

Equality & Diversity

23. Non-regulated fees predominantly impact on non-UK students. The introduction of the fixed fee for undergraduate students was intended to mitigate uncertainty associated with fee increases for those students on multi-year programmes. Our commitments to widen participation are supported by international scholarships. Further review of this approach will be required as we develop a post Covid student enrolment strategy.

Next steps/implications

24. Following input from University Executive, the Convenor of Student Recruitment Fee Strategy Group, in consultation with the Principal and considering any decisions communicated by competitors, will confirm the percentage change in non-regulated fees prior to opening of the UCAS system for applications at the beginning of September.

Further information

25. Author & Presenter

Tracey Slaven

Deputy Secretary, Strategic Planning

Freedom of Information

26. Closed. Release of recruitment information prior to completion of the cycle has the potential to impact on competitor and applicant behaviour. Our approach to Brexit and Covid mitigation as well as any other market consideration is commercially sensitive.



UNIVERSITY EXECUTIVE

21 July 2020

Postgraduate Programmes at the Zhejiang-Edinburgh Institute

Description of paper

1. Proposal to deliver University of Edinburgh only MSc and PhD on-campus degrees at the Zhejiang-Edinburgh Joint Institute (ZJE) Institute, Zhejiang International Campus, Haining, China. As stated by the International Ventures Group, this proposal also provides an opportunity to explore Transnational Education (TNE) in a broader context and would serve as a pilot for the concept of single award (UoE) degrees with trusted and established global partners.

Paragraphs 2-28 have been removed as exempt from release due to FOI.

Equality & Diversity

29. The proposal is enshrined within the current Cooperation Agreement and Articles of Association of the current ZJE partnership that includes due consideration to equality and diversity at ZJE ([Equality Impact Assessment](#) (EIA)).

Paragraph 30 has been removed as exempt from release due to FOI.

Consultation

31. Moira Whyte, Head of College MVM; Catherine Elliot, Registrar MVM; Kim Picozzi, PGT Director BMS; Tracey Slaven, Deputy Secretary, Strategic Planning; James Smith, VP International; Colm Harmon, VP Students; Esther Duncan, Legal and with local legal consultants Pinsent Masons; Shona Blair, Tax and with our China Tax advisers Grant Thornton; Gordon Donald, EI; Dora Handrea, EI. In addition: International Ventures Group; SRFSG; China Ministry of Education (MoE), British Council; PG office International Campus, ZJU; ZJE Executive; Joint Management Committee for ZJE.

Further information

32. Author

Prof. Mike Shipston & Prof. Sue Welburn
Biomedical Sciences & ZJE
6 July 2020

Presenter

Prof. Mike Shipston
Dean of Biomedical Sciences

Freedom of Information

33. The paper is Closed.



21 July 2020

Equality, Diversity and Inclusion Committee Report and Proposed Priorities

Description of paper

1. The paper reports on the three meetings that have taken place this calendar year, the structure of representation, including gaps, and emerging priorities.

Action requested/Recommendation

2. The University Executive is asked to review and comment on this update and advise on how best to secure resources to take plans forward.

Background and context

3. A University lead for EDI (Sarah Cunningham-Burley) was appointed in August 2020 and a University level Equality, Diversity and Inclusion Committee remit was approved by the Executive in October 2019. EDIC's overall purpose is to provide strategic oversight of the University's progress and performance on promoting EDI for staff and students. The EDIC reports to the University Executive and this paper comprises the first such report. EDIC links to the Staff Experience Committee through Sarah C-B's membership and the Student Experience Committee through VP Students, Colm Harmon, who is also deputy convenor of EDIC.

4. EDI is central to all aspects of the University, at all levels of the organisation. It supports the Values and People priorities of Strategy 2030. The public sector duty under the Equality Act 2010 requires us to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.

5. The events of the past few months (COVID-19 pandemic and Black Lives Matter movement) have starkly shown our deficits regarding EDI yet also present a clear opportunity to end discrimination, mitigate the unequal impact of the pandemic on staff and students and, through the process of Adaptation and Renewal to promote, with commitment and resource, EDI in all that we do. We have energised, engaged communities of staff and students who want to make a difference – our most valuable resource for change, if adequately supported.

6. The drivers of inequality are multifactorial and need to be addressed at the institutional, cultural and individual level. Institutional complexity, and the challenges of ensuring everyone has the capacity and capability to address EDI, must not slow progress. Mainstreaming is not easy, we are learning as we go along, and we should build on our developing expertise and learn from others in the sector.

Discussion

7. EDIC's emerging priorities are outlined below. We are also in the process of setting up subgroups to take forward work on specific protected characteristics. A brief report about the Race Equality and Anti Racism subgroup is presented below. The Gender Equality Subgroup will be convened by Karen Chapman (MVM EDI co-convenor), the LGBT+ Equality subgroup by Karen Halliday (CSE EDI Dean); other groups will include Disability Equality and EDMARC. Each will generate its own action plan and report to EDIC, have an inclusive membership and consult more widely as appropriate. Over the next academic year we will develop a new Equality Strategy (our Equality Outcomes); this is due for renewal in 2021 and we will develop a monitoring and evaluation framework to assess progress. We will also develop a communication plan, with support from CAM.

8. In addition to discussing priorities, the EDIC has had focussed discussions on Disability policy and practice, our Athena Swan action plan, gender based violence, equality outcomes, COVID-19 impacts, Race Equality and Anti-racism. EUSA, staff networks and College Convenors all provide updates at each meeting.

Emerging priorities

- i. Developing a robust approach to mainstreaming – work has started on this through the ART groups, with cascading as decisions are made at local level. We need to work to link an overall strategic approach to specific considerations across different activities and close the feedback loop through appropriate monitoring and assessment against outcomes. External advice would be useful regarding how best to build capacity for mainstreaming.
- ii. Developing a central online presence through a website 'EDI Matters' that would act as a focal point for discussion, practice sharing and celebration of EDI at the University, as well as providing/signposting information and access to a range of resources, networks and policies. This should build on the successful Teaching Matters online resource. We know that it is difficult to identify EDI information currently and that we do not do enough to share what we do and across learning and teaching, research and engagement. This would need IT support (one off cost with some recurrent for upgrades) and ongoing staffing support to edit, curate and develop content and to build engagement and impact (at least .5 FTE plus intern) and associated equipment requirements. IAD would be happy to host and there are clear alignments with some other areas of IAD activity (and learning from Teaching Matters too), although the proposed EDI Matters would have a wider remit than IAD and be a resource across the whole University community.
- iii. Developing a strategic approach to the Equality Calendar involving staff and student groups in planning and delivering events – at present there are ad hoc approaches to the various History months and other calendar dates. There is a lot of activity in some areas, due to active staff and student networks, and less in others. The University supports an annual lecture for International Women's Day, but, as far as I'm aware, no other Equality Calendar event. Internships were planned for this summer but paused due to COVID-19.

However, these could helpfully be replaced with alternative Employ.ed opportunities over this academic year to take this forward. There is some urgency as Black History Month is October. Such events are a good opportunity for senior leadership to become involved, for example, in sponsoring events and providing welcomes.

- iv. Reviewing commitments to equality charters and how best to resource applications. While recognising that Equality Charters often provide an excellent framework for developing actions to promote equality and eliminate discrimination for the different protected characteristics, EDIC wants to ensure that any application for Charter status is driven by and supports our own action plans. That said, we should aim to resubmit to the Race Equality Charter and are working with AdvanceHE to support this aspiration. We would need staff resource to take this forward.

Race equality and anti-racism subgroup

9. Led by Rowena Arshad, this group met for the first time on 1 July. This brings together representatives from the range of staff and student networks and movements, EUSA, College, PSS and Joint Trade Union reps. The group has quickly developed an action plan, bringing together recommendations from the Thematic Review, the EHRC report and key concerns from the various petitions and open letters. Action owners are being identified and discussions being held to move forward with short, medium and longer term actions.

10. Priorities for the next academic year are:

- i. Ensuring that the Counselling service provides Black and Minority Ethnic students and staff with access to BAME counsellors should they wish to see one. This can be achieved through a new appointment to the current team and/or using external agencies or individuals. This issue is urgent; it is a recurrent concern of students, frequently and consistently raised. And the solution is straightforward.
- ii. Ensuring our report and support mechanisms are fit for purpose to enable reporting of racism and racial harassment with appropriate support and feedback to those reporting. Sanctions must be applied to those committing racism and racial harassment. Opportunities for anonymous reporting must be in place.
- iii. Decolonising the curriculum in Schools – ensuring every School has a working group to take this forward; Heads of School to work with their EDI convenors.
- iv. Address the achievement and attainment gap through curriculum reform and student support.
- v. Begin to tackle the underrepresentation of BAME staff, particularly in PSS.

EDIC Representation

11. The membership of EDIC is wide and, in particular, the College EDI convenors are able to link their action plans to the emerging overarching strategy and provide a good route of reporting up from and back to School EDI convenors. Each College EDI convenor reports to the key College decision making committee. SCB meets regularly with the College convenors in between EDIC meetings. This structure and these processes are working well and both EDI and the convenors have a higher profile and the Schools are well linked in. However, we now need a similar structure on the PSS side in order that EDIC is able to fully engage with all staff.

12. On the student side, the EUSA VP Welfare is a key member and the Liberation Officers attend in rotation. Again, additional meetings take place outside the main Committee. Over the next year, we need to develop an effective way to input into discussions about curriculum developments and work with, but not replicate, the Student Experience Committee.

EDI Resource and recognition

13. EDI work must be recognised through promotions, other rewards and in work load allocations. The (ongoing) update of the promotions policy includes EDI as a component of academic citizenship and is a positive step in requiring evidence of commitment to EDI as part of the criteria for promotion. All WAMs should include a tariff for EDI work of at least .1FTE for EDI School convenor, more in some cases, and for College convenors.

14. The majority of EDI convenors across the University are women; women are also the majority of the EDIC membership and likewise comprise the majority of the Race Equality and Anti-Racism subgroup. The burden of promoting EDI seems to fall disproportionately on those groups most affected by structural inequality and it is important to mitigate against the double disadvantage this may incur. Adequate recognition and reward is one way, but it is crucial that men, at all levels of the institution, actively engage in EDI work. Ideally, we should strive for 50:50 representation and workload.

Resource implications

15. Mainstreaming EDI means resources must be made available within different budget holders' areas of responsibility. However, additional resource is required to mitigate deficits in our approach and to enable specific developments that will promote effective communication and information sharing, awareness raising, EDI calendar strategy and organisation and capacity building for mainstreaming.

Risk Management

16. There are multiple risks in failing to meet our legal and moral obligations regarding EDI. At an individual level, staff and students may experience discrimination and disadvantage; at a cultural level, we will not be providing an inclusive, diverse and socially just environment; at an institutional level we will not be removing systemic barriers to EDI. In addition to harms to individual and groups, we will become less attractive as an employer and place of study.

Equality & Diversity

17. This is central to the paper. Our challenge is to ensure equity across all our activities regarding protected characteristics, to engage in intersectional issues and ensure EDI really is everybody's responsibility.

Next steps & Communications

18. We need a clear communication plan for EDI issues, particularly in relation to EDIC but also more widely. The proposal to set up an EDI Matters website would support the dissemination and sharing of information in addition to working with CAM to promote our EDI work internally and externally. The EDIC is reviewing the University level EDI strategy and action plan (Equalities Outcomes) which is due for renewal in 2021. We will bring this to a future Executive.

Consultation

19. This paper draws on discussions at the Equality, Diversity and Inclusion Committee, with the College EDI convenors, EDI related discussions at the ASG, meetings with a range of University staff and students as part of the EDI Lead's work.

Further information

20. Author & Presenter
Sarah Cunningham-Burley

Freedom of Information

21. Open



UNIVERSITY EXECUTIVE

21 July 2020

David Hume Tower

Description of paper

1. Calls are growing for the re-naming of the David Hume Tower on George Square. This is taking place against a backdrop of Black Lives Matter protests and broader decolonising the academy debates. This paper sets out proposals to respond to the issue.

Action requested/Recommendation

2. The Executive is requested to comment on and approve the recommended approach.

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

Equality & Diversity

15. This paper would make a concrete contribution to some of our ED&I commitments and respond directly to concerns raised by our diverse university community.

Paragraph 16 has been removed as exempt from release due to FOI.

Consultation

17. Professor Rowena Arshad, Professor Sarah Cunningham-Burley, Professor Sir Geoffrey Palmer, Dr Nick Treanor, Black Ed representatives, EUSA Liberation Officer.

Further information

18. Author and Presenter
Professor James Smith
Vice-Principal International

Freedom of Information

19. Closed paper.



UNIVERSITY EXECUTIVE

21 July 2020

Adoption of the International Holocaust Remembrance Alliance Definition

Description of paper

1. The UoE Jewish Society has approached the University to request that we adopt the International Holocaust Remembrance Alliance (IHRA) definition of anti-Semitism.

Action requested/Recommendation

2. Looking at other Russell Group institutions that have already adopted the definition, all have made public announcements that they have adopted the definition, however it is not always clear from their public websites how they have adopted the definition in practice. For the University, it is recommended that by adopting the definition we commit to:

- Making a public announcement stating that the University is adopting the IHRA definition of antisemitism;
- Publishing this on the relevant webpages (student conduct webpage at <https://www.ed.ac.uk/academic-services/students/conduct/code-of-student-conduct> and the Racial Harassment and Hate Crime Guidance webpage at <https://www.ed.ac.uk/students/health-wellbeing/crisis-support/racial-harassment-and-hate-crime>); and
- Using the definition when an allegation of anti-Semitism is being taken forward under the Code of Student Conduct or staff disciplinary policies.

Background and context

3. The IHRA definition reads as follows:

“Antisemitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of antisemitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

4. The definition is accompanied by examples of behaviours that might constitute anti-Semitism. (Appendix A.)

Adoption elsewhere

5. According to Wikipedia:

“The definition has been adopted by some 120 UK municipalities and by the London Assembly and the Mayor of London. In July 2018, an Early Day Motion ... signed by 39 mainly Labour MPs welcomed the UK's formal adoption of the definition and noted that the Welsh and Scottish Governments, the Greater Manchester Combined Authority, London Assembly, and over 120 local councils had formally adopted the definition.”

6. Most famously, the UK Labour Party also eventually adopted the definition in September 2018.

7. In September 2019, Robert Jenrick, UK Secretary of State for Housing, Communities and Local Government said that he would use his position as Secretary of State “to write to all universities and local authorities to insist that they adopt the International Holocaust Remembrance Alliance Working Definition of Antisemitism definition at the earliest opportunity...and use it when considering matters such as disciplinary procedures.” The Archbishop of Canterbury is among a number members of the House of Lords to urge universities to adopt the definition.

8. A number of other Russel Group Universities have now adopted the definition, including

- UCL
- KCL
- Liverpool and
- Bristol.

9. Opposition to the adoption of the definition has come from those concerned that it may be used to stifle debate on campus, to silence criticism of Israel and support for the Palestinians. The University and College Union (UCU) has national policy opposing the IHRA definition, citing concerns that it can for example be used to shut down on campus events such as Israel Apartheid Week, which seeks to raise support for the Boycott Divestment Sanctions movement.

Discussion

10. The University does have to deal with allegations of anti-Semitism from time to time, most commonly under the Code of Student Conduct (“the Code”).

11. The University already has the power under the Code to investigate and take action where allegations of anti-Semitism are received:

“Examples of student misconduct (include).....Harassing, victimising or discriminating against any Person on grounds of age, disability, race, ethnic or national origin, religion or beliefs, sex, sexual orientation, gender identity, gender reassignment, pregnancy, maternity, marriage or civil partnership, colour or socio-economic background.”

12. In practice, it can sometimes be difficult to ascertain whether the behaviour under consideration is anti-Semitic. In the absence of an agreed definition, conduct investigators have sought guidance from Jewish academics and Jewish community organisations, and indeed have referred to the IHRA definition on occasion. Adopting the definition would ensure the University is applying a consistent definition when considering any allegations of anti-Semitism in future.

13. Allegations of anti-Semitism involving staff members would be taken forward as breaches of the Dignity & Respect policy.

14. If adopted, careful use of the definition will be needed. The University continues to have a moral and statutory duty to uphold freedom of expression on campus. This means that the University must interpret and apply the definition in a way which is consistent with the right to freedom of expression on campus. By way of example, an event such as Israel Apartheid Week draws parallels between the actions of the Israeli government and those of the racist, apartheid-era South African government.

It could be argued by groups opposed to Israel Apartheid Week that this is a claim that the existence of the State of Israel is a racist endeavour, (which is one example of anti-Semitism set out in the IHRA guidance). However, the examples provided in support of the definition also explain that: "...criticism of Israel similar to that levelled against any other country cannot be regarded as anti-Semitic..." Care would need to be taken to balance these opposing views before the University took any action which might restrict the right to freedom of expression.

Resource implications

15. None.

Risk Management

16. Failure to adopt the policy may lead to negative reaction from our and from the wider Jewish community, and potentially from others eg at Westminster. Adopting the policy may lead to friction with those concerned that it may be used to stifle debate on campus, to silence criticism of Israel and support for the Palestinians. This risk will be mitigated if, as set out in the paper, the University ensures that it balances opposing views before taking any action which might restrict the right to freedom of expression.

Equality & Diversity

17. The adoption of the definition will help eliminate unlawful discrimination by providing a consistent definition of anti-semitism for use in conduct and disciplinary hearings. As a public statement, it will signal our refusal to accept anti-semitism in any form and could therefore help advance equality of opportunity for Jewish students and staff.

Next steps & Communications

18. If the adoption is approved, we will work with the Communications and Marketing directorate to:

- Make a public announcement stating that the University is adopting the IHRA definition of antisemitism
- Publish this on the relevant webpages (student conduct webpage at <https://www.ed.ac.uk/academic-services/students/conduct/code-of-student-conduct> and the Racial Harassment and Hate Crime Guidance webpage at <https://www.ed.ac.uk/students/health-wellbeing/crisis-support/racial-harassment-and-hate-crime>) and

19. We will also brief Academic Services and HR to ensure that the definition is used when an allegation of anti-Semitism is being taken forward under the Code of Student Conduct or staff disciplinary policies

Consultation

20. UoE Jewish Society, Edinburgh University Student's Association, Legal Services

Further information

21. Author & Presenter

Gavin Douglas

Deputy Secretary – Student Experience

Freedom of Information

22. Open.

APPENDIX A

The following examples may serve as illustrations (of anti-Semitic behaviour):

Manifestations might include the targeting of the state of Israel, conceived as a Jewish collectivity. However, criticism of Israel similar to that levelled against any other country cannot be regarded as anti-Semitic. Antisemitism frequently charges Jews with conspiring to harm humanity, and it is often used to blame Jews for “why things go wrong.” It is expressed in speech, writing, visual forms and action, and employs sinister stereotypes and negative character traits.

Contemporary examples of antisemitism in public life, the media, schools, the workplace, and in the religious sphere could, taking into account the overall context, include, but are not limited to:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.
- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it a behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic antisemitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

<https://www.holocaustremembrance.com/working-definition-antisemitism>



UNIVERSITY EXECUTIVE

21 July 2020

Student Case Review Procedure

Description of paper

1. This paper updates the University Executive on progress with the completion of the University's new Student Case Review Procedure.

Action requested/ recommendation

2. The University Executive is asked to comment on the Student Case Review Procedure, and to approve its integration into University processes.

Paragraphs 3-7 have been removed as exempt from release due to FOI.

Risk Management

8. This work is designed to reduce risk across the University through identifying lessons learned that can be applied in future and improve the University's support for students at risk.

Equality & Diversity

9. All of the University's work in this area is designed to support students who disclose mental health conditions and/ or experience challenges due to their mental health, and whose health and safety may be at risk.

Next steps & Communications

10. Subject to the University Executive's views, the Student Case Review Procedure will be integrated into the University's processes.

Consultation

11. Subject to the views of University Executive, further discussion and consultation with Heads of Schools will be undertaken.

Further information

12. Author

Andy Shanks
Director of Student Wellbeing
3 July 2020

Presenter

Gavin Douglas
Deputy Secretary Student Experience

Freedom of Information

13. Closed.



UNIVERSITY EXECUTIVE

21 July 2020

Adaptation and Renewal Team – Report

Description of paper

1. This paper provides the University Executive with an update on the work of the Adaptation and Renewal Team. The paper is made up of three parts:
 - The monthly report.
 - **Appendix 1** noting the extension of the process to approve decisions that may be required between University Executive meetings.
 - **Appendix 2** a detailed paper covering the recommendations on timetabling and teaching week arrangements.
2. The University Executive is invited to:
 - **Comment** on the monthly report and the key items discussed under the delegated authority of the Adaptation and Renewal Team.
 - **Approve** a recommendation to extend the process for the University Executive to approve decisions, where necessary, between meetings for three months to 30 September 2020, see **Appendix 1**.
 - **Consider and Approve** the recommendations relating to possible changes to the timetabling day and week as developed by the Student work stream and detailed in **Appendix 2**.

Paragraphs 3-17 have been removed as exempt from release due to FOI.

Risk Management

18. For the purposes of the Adaptation and Renewal co-ordination activity a focussed risk register will be maintained.

Equality & Diversity

19. Equality, Diversity & Inclusion will be considered by members of all groups and there is formal representation via a named individual on each work stream and at the Adaptation and Renewal Team by Sarah Cunningham- Burley.

20. The University needs to ensure each work stream engaged in COVID-19 mitigation/renewal is equipped to carry out Equality Impact Assessments.

Further Information

21. Authors
Barry Neilson
Fiona Boyd
14 July 2020

Presenter
Barry Neilson

Freedom of Information

22. Closed. Our approach to adaptation and renewal planning is commercially sensitive.



UNIVERSITY EXECUTIVE

21 July 2020

People Report

Description of paper

1. This paper provides an update on people related matters being taken forward by Human Resources and other University departments.

Action requested/Recommendation

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

Background and context

3. This paper is an update on the paper presented to University Executive on 16 June 2020.

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

Resource implications

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

Risk Management

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

Equality & Diversity

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

Next steps & Communications

11. Future reports will be presented to each meeting of University Executive.

Consultation

12. The paper builds on discussion at previous meetings of University Executive and has been reviewed by the Director of HR.

Further information

13. Authors

Linda Criggie
Deputy Director HR – Employee
Relations, Reward, Employment Policy,
Equality & Diversity

Denise Nesbitt
Deputy Director HR – Resourcing and
Learning & Organisation Development

Presenter

James Saville
Director of Human Resources
7 July 2020

Freedom of Information

14. This paper is **closed**.



UNIVERSITY EXECUTIVE

21 July 2020

Amendments to Student Contract

Description of paper

1. Legal Services has updated the current Student Contract in light of changes to legislation and the challenges posed by COVID-19. This paper summarises these amendments.

Action requested/Recommendation

2. The University Executive is asked to approve the proposed amendments to the Student Contract.

Paragraphs 3-11 have been removed as exempt from release due to FOI.

Resource implications

12. None.

Risk Management

13. As set out the proposed changes reflect our assessment of a fair allocation of risk in the current environment.

Equality & Diversity

14. None.

Next steps & Communications

15. Student Contract to be updated on our website.

Consultation

16. We have consulted with:

- Professor Colm Harmon, Vice-Principal Students
- Tracey Slaven, Governance and Strategic Planning
- Gillian Simmons, Head of Admissions
- Helen Adams, Income Manager, Finance

17. In addition we have sought comment from the following colleagues who are currently on annual leave. This paper is subject to comments from them:

- Clare Mackay, Deputy Director, Student Recruitment and Admissions
- Sue MacGregor, Director of Academic Services

Further information

18. Author and Presenter

Leigh Chalmers
Director of Legal Services

Freedom of Information

19. Legally privileged and confidential.



UNIVERSITY EXECUTIVE

21 July 2020

Update on the University of Edinburgh Doctoral College

Description of paper

1. This paper gives an update on the development of the Doctoral College (DC) since the Executive approved the 'soft-launch' in January 2020.

Action requested / recommendation

2. No specific action is required. We request that members of the Executive and other leaders engage with the Doctoral College on any matter relating to postgraduate research training at every possible opportunity.

Background and context

3. At the 21 January 2020 meeting the Executive agreed that a 'soft-launch' of the DC could proceed immediately and this would take the form of a largely virtual, horizontal structure. Paper D included a case for the creation of the structure and set out aims, objectives, key tasks and a summary of the full risk register undertaken.

4. A review of resource needs for the DC in the first year of operation is underway and will be complete by the end of August 2020.

5. The period from February to September 2020 was to be a 'pre-launch' period during which background work would establish the workplans for the DC. However, the Covid-19 crisis highlighted the urgent need for central level coordination for PGR matters and this precipitated the development of the DC to the extent that the setup is considerably further progressed than expected at this point. This paper outlines the considerable progress made against the initial planned activities, and sets out timelines for further work.

Discussion

6. *Progress update on key tasks for pre-launch phase (Feb-Sep 2020)*

KEY TASK ONE: Soft launch of Doctoral College name

- The Doctoral College has been included in training grant applications (Leverhulme and NERC).
- Internally, the DC name is used in the DC teams site, the DC sharepoint site, in Senate Education Committee and Academic Progression and Regulation Committee paperwork, in Adaptation and Renewal Team (ART) paperwork and in College communications and committees.
- The Doctoral College sharepoint site was set up in March and is open to all internal University of Edinburgh staff and students. It has a page about the Doctoral College, a page with links to all Colleges, Graduate Schools and central services including Edinburgh Research Office, IAD, Counselling Service etc., as well as information and resources for PGR supervisors. From March until June, it was used to post a weekly round-up of training, events, opportunities and resources for PGRs from across Edinburgh and beyond. From June this has become a monthly post with additional updates as necessary. Schools and Colleges can link to this through local level newsletters

and communications. Aimed at the whole institution, it has 1,700 unique viewers, 13,000 views and the June monthly update had 900 views. <https://uoe.sharepoint.com/sites/DoctoralCollege>

- The DC has a twitter account (@UoE_Doc), set up in March 2020. It shares relevant information about training, events, resources and opportunities for postgraduate researchers and supervisors at the University. It has a particular focus in highlighting PGR-led initiatives such as blogs. To date it has 247 followers, many are PhD students.

KEY TASK TWO: Set up management group, agree Terms of Reference and clear structure for reporting to senior management

- A DC management group has been set up and meets regularly to oversee the creation of the various elements of the Doctoral College. The membership is almost the same as the PGR steering group but includes the Head of Academic Services.
- The DC convenors have regular meetings with university senior management but there are still issues around communication with some of our governance structures. To be able to operate effectively, we request that the DC is represented formally on SRFSG and RPG. There is still work to do to encourage all issues relating to postgraduate research matters to route through the Doctoral College.
- DC management group members are represented across the ART strands (student and research)
- Examples of how DC has influenced University-wide policy, communications and information on PGR matters to date
 - Coordinated a cross university bid for Leverhulme training grant
 - Coordinated a number of mass communications to current PhD students and offer holders.
 - Advised on policy around funded extensions
 - Embedded new on-line supervisor training across the institution
 - Embedded the new policy on overseas fee recharging
 - Coordinated the wellbeing survey of PGR students.
 - Helped to quickly disseminate communications of new policies such as around field work in semester 1, UKVI policy and UKRI funded extensions.
 - Facilitated the resolution of issues around international students bank accounts (in the past we would have set up a working group but this was no longer required saving time and resource).
 - Brokered discussions between central services and graduate schools on issues such as matriculation fees and induction.
 - Helped to ensure greater harmonization of approaches to student training, process and handling across the institution.
 - Provided a list of key services and their key contacts as well as bringing together staff in the Teams page to very quickly answer queries without the need to know where to ask.

KEY TASK THREE: Agree a work plan for working with Colleges and Graduate Schools to review and update policy and to coordinate support and training.

The Covid-19 crisis has necessitated the rapid establishment of links between the DC, Colleges and Graduate Schools. The points below exemplify the degree to which this

has progressed to date. Discussions are ongoing between Colleges, Schools and professional services and work is on track to formalise these links through a communications plan and operating model, this focuses particularly on articulating the relationship between individual units and the DC and will be completed over the next three months.

- The DC teams site has 180 members from across the institution. The site is used to share University-wide information and practice on PGR matters. It has received positive feedback from professional services staff in Colleges and Graduate Schools who have benefitted from being able to ask queries of central services and share knowledge.
- A monthly forum has been established for the DC Team members. Feedback from the first two meetings were positive and notes were shared with members.
- Members of the DC Management team are involved in the various strands of ART, one result of this has been the allocation of fixed term project management resource to work on PGR wellbeing and support. This ties in closely with the work of the DC and will support the creation of a robust communications plan, articulation of the support available for PGRs across the institution and enhancement of guidance materials and systems support.

As part of the current ART streams we have been allocated some resource in the form of project support from the SEP project. This amounts to 0.4 FTE staff over 3 months. As the establishment of the DC is linked to the current situation and the creation of a “new normal” the ART working plan will inevitably link to the development of the DC and consequently we will gain added value from the resource.

KEY TASK FOUR: Review funding application support and training and agree on coordination activities.

- Funding application support is managed by Edinburgh Research Office (ERO). Work is currently being undertaken by the Doctoral College Management Group to link this effectively with the DC and its sharepoint site.
- A list of funded cohort based programmes from across the institution has been put together and this will be updated as new programmes are added.
- Key members of the Doctoral College can help to coordinate grant applications and connect ERO to the required individuals in Schools and Colleges. The DC can also maintain a note of commitments to match funding.

KEY TASK FIVE: Identify institution-wide events and activities to coordinate.

This work is ongoing.

KEY TASK SIX: Review how to link with QA and enhancement processes.

- This has been completed by the DC Management Group via Academic Services. This will ensure relevant policies, QA processes and enhancement for PGRs is fed through the DC and reported to the Education Committee. Communication of any changes can be facilitated through the DC.

KEY TASK SEVEN: Design and identify information for web pages – ‘virtual hub’

- Resource is still being sought for web development, in the interim information has been collated quickly and effectively for the DC sharepoint site which will feed into web page content.

Additional progress made

7. Student representation

The present situation has highlighted the need for this to be addressed sooner. As a result, discussions have taken place with the Students' Association and College Office colleagues who deal with PGR student representatives as part of the roles and a plan has been agreed.

Review of plans in light of covid-19 situation

8. Although a formal launch of the DC is not now required internally, an external launch would still be beneficial. This is provisionally planned for November 2020. At this time webpages should be live.

Resource implications

9. A review of resource needs for the DC in the first year of operation is underway and will be complete by the end of August 2020.

Risk management

10. A full risk assessment was undertaken prior to the January soft-launch. This remains valid.

Equality & diversity

11. There are no direct E&D issues other than through recruitment of staff and appointment of student representatives. A central administering unit for doctoral education is well placed to promote, monitor and disseminate good practice in E&D.

Communication, implementation and evaluation of the impact of any action agreed

12. Communication of progress and plans is made through the DC Teams site, forum and through College and School committees. The DC management group is responsible for implementation and evaluation.

13. Authors

Antony Maciocia
Paddy Hadoke
Stephen Bowd
Fiona Philippi

Presenter

Johnathan Seckl
Senior Vice-Principal

21 July 2020

Freedom of Information

14. Open.



UNIVERSITY EXECUTIVE

21 July 2020

Report from Student Recruitment Fee Strategy Group

Description of paper

1. This paper provides an update from Student Recruitment Fee Strategy Group (SRFSG). SRFSG combines the previous responsibilities of Fee Strategy Group (FSG) and Student Recruitment Strategy Group (SRSG). SRFSG was due to meet for the first time on 31 March 2020.
2. SRSFG has increased the frequency of its meetings as a result of the emergence of the Covid-19 pandemic; providing governance oversight for work on recruitment mitigation. Policy decisions requiring University Executive approval have been escalated using the rapid response process if out with normal meeting cycles.
3. A separate discussion paper on the approach to non-regulated tuition fees in 2021/22 has been provided to University Executive for this meeting.

Action requested/Recommendation

4. UE is recommended to:
 - Note the business progressed by SRFSG during the Covid-19 lockdown period (March to July 2020).
 - Note the tuition fee proposals approved and outlined.

Paragraphs 5-22 have been removed as exempt from release due to FOI.

Equality & Diversity

23. EQIAs have been developed and published in relation to the decisions on deferral policy and the increase in the Graduate Discount. An EQIA will also be published for the Principles for Flexibility for Mandatory Study Abroad.

Next steps & Communication

24. SRFSG will continue to meet as required to provide effective oversight of recruitment mitigation activities.

Further information

25. Author

Tracey Slaven
Deputy Secretary, Strategic Planning
13 July 2020

Presenter

Colm Harmon
Vice Principal Students

Freedom of Information

26. This paper should be closed. Disclosure would substantially prejudice the commercial interests of the University as recruitment is a competitive process.



UNIVERSITY EXECUTIVE

21 July 2020

Research Policy Group report for 2019/20

Description of paper

1. A summary of the major research developments that Research Policy Group (RPG) has considered in the academic session 19/20. RPG has met five times (7 October, 18 December, 24 February, 6 May and 1 July). University Executive is also asked to approve a change to the Terms of Reference for RPG.

Action requested/Recommendation

2. University Executive is asked:

- To approve the revised Terms of Reference for RPG
- To note the key developments considered by RPG in 19/20

Paragraphs 3-7 have been removed as exempt from release due to FOI.

Risk Management

8. RPG are always mindful that being at the leading edge in the creation of knowledge and making to society means ensuring University staff understand the inherent risks and take sensible measures to mitigate them in line with the University's threefold appetite for risk in respect of reputation, compliance and finances.

Equality & Diversity

9. The extension of RPG's responsibilities to include PDRAs will strengthen its ability to good research practice and stewardship of university-wide research policies, including those relating to researcher development, research ethics and integrity. RPG will commission equality impact assessments for any initiatives that could have implications that bring them within scope of the Equalities Act 2010.

Next steps & Communications

10. RPG and its subgroups will be taking forward the initiatives listed above and will communicate with schools and their staff via the Deans of Research and their College Committees.

Consultation

11. This paper has been approved by the Convenor of RPG, Professor Jonathan Seckl. Feedback from the Director of Edinburgh Research Office, the Head of REF and Research Policy and the Head of Library Research Support has been incorporated.

Further information

12. Confirmed minutes of RPG meetings are available from <https://www.ed.ac.uk/governance-strategic-planning/research/rpg>.

13. Author
Dr Susan Cooper

Presenter
Professor Jonathan Seckl

Senior Strategic Planner
Governance and Strategic Planning

Senior Vice Principal

Freedom of Information

14. This paper is closed because disclosure could substantially prejudice the commercial interests of the University.



UNIVERSITY EXECUTIVE

21 July 2020

**People and Money Systems and HR/Finance Transformation
Programme Update**

Description of paper

1. This paper provides the University Executive with an update on the People and Money System, Finance Transformation and HR Transformation Programmes

Action Requested/Recommendation

2. The University Executive is invited to note the paper.

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

Further Information

34. Author and Presenter

Barry Neilson

Director

Service Excellence Programme

21 July 2020

Freedom of Information

35. This paper is **closed**.



UNIVERSITY EXECUTIVE

21 July 2020

Health and Safety Quarterly Report: Quarter 3:
1 March 2020 – 31 May 2020

Description of paper

1. This paper provides a summary of health and safety related incidents that took place during the period 1 March to 31 May 2020, 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. The Executive is asked to note the contents of the report, the statistics included in the Appendices as illustrative of the University's accident and incident experience, and the developments and issues in the body of this report.

Paragraphs 3-26 have been removed as exempt from release due to FOI.

Risk management

27. The University has stated 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

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

Consultation

29. This paper was written in consultation with Karen Darling, Deputy Director, and Candice Schmid, Occupational Hygiene and Projects Manager. This paper, with minor alterations, will also be presented to the next appropriate meeting of the Audit and Risk Committee.

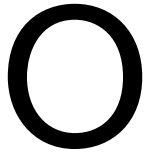
Further information

30. <u>Author</u>	<u>Presenter</u>
Suzanne Thompson	Catherine Martin
Director of Health and Safety	Vice-Principal (Interim) Corporate Services

9 July 2020

Freedom of Information

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



UNIVERSITY EXECUTIVE

21 July 2020

Open Management Actions – Internal Audit Reports

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 3-8 have been removed as exempt from release due to FOI.

Resource implications

7. No significant resource implications.

Risk Management

8 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

9. No specific considerations.

Next steps & Communications

10. 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.

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

Consultation

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

Further information

13. Author
Paul McGinty
Head of Internal Audit

Presenter
Leigh Chalmers
Director of Legal Services

Freedom of Information

14. This paper is closed.



21 July 2020

P

Update on Roslin Technology Limited

Description of paper

1. The Vice-Principal (Interim) Corporate Services provided a verbal briefing to the University Executive in June 2020 on ongoing developments at Roslin Technology Ltd (RTL). This paper sets out those developments and subsequent activity.

Action requested/Recommendation

2. University Executive is requested to note the progress on RTL.

Paragraphs 3-10 have been removed as exempt from release due to FOI.

Further Information

11. Authors

David Brown
Director of Strategic Partnerships

Catherine Martin
Vice-Principal (Interim), Corporate Services

Presenter

Catherine Martin
Vice-Principal (Interim), Corporate
Services

Freedom of Information

12. This paper is highly confidential and commercially sensitive.