

EDINBURGH NAPIER UNIVERSITY

UNIVERSITY COURT

**Minutes of the meeting held on Monday 18 June 2018
at 3.45 pm in the Rivers Suite, Craiglockhart Campus**

Present: Dr G Forbes (Chair); Professor A Nolan (Principal & Vice-Chancellor); Mr R Adams; Mr N Ballantyne; Ms J Boyle; Lord Brodie (Chancellor's Assessor); Ms J Brown; Mr C Guest; Mr R Hare; Mr M Khatri; Ms H Markley; Professor A McCleery; Ms E Partyka; Professor A Sambell (Senior Vice Principal, Deputy Vice Chancellor); Professor A Scullion; Dr P Stollard; Mr S Walls; Professor L Yellowlees.

Apologies: Dr S Jiwa; Mrs P Woodburn; Mr N Woodcock.

In attendance: Mr D Cloy (Secretary to Court); Ms K Dewar (Director of People & Services); Ms N Graham (Vice Principal (International)); Mr A McGoff (Director of Finance & Operations); Mr C Millar (Head of Organisational Change) (item 1-7); Professor A Tobin (Vice Principal, Learning & Teaching).

Observing: Mr J Fraser (ENSA President Elect); Ms A McLean (ENSA VP Reps & Volunteers); Ms B Crolla (Engagement & Communications Partner).

1. OPENING REMARKS, WELCOME AND APOLOGIES

- 1.1. The meeting was preceded by a Pre-Court Strategy Presentation on Diversity and Inclusion, which members had welcomed.
- 1.2. The Chair welcomed members to the meeting and welcomed Professor Alyson Tobin (Vice Principal, Learning & Teaching) who was attending her first meeting. Jonathan Fraser (ENSA President Elect) and Ashely McLean (ENSA Sabbatical Officer), observing the meeting as part of their induction ahead of joining Court in October, were also welcomed to the meeting. Bernie Crolla (Engagement & Communications Partner) was also welcomed, observing the meeting as part of her professional development.
- 1.3. The apologies were **noted**.

Part A For discussion and decision

2. MINUTES OF THE MEETING HELD ON 26 MARCH 2018 UC(17/18)45

- 2.1. The minutes of the meeting held on 26 March 2018 were **approved**.

3. MATTERS ARISING

- 3.1. There were no matters arising.

4. PRINCIPAL'S REPORT

UC(17/18)46

- 4.1. The Principal introduced her written report and highlighted the Strategic Dialogue meeting with the Scottish Funding Council on 23 May 2018, which had been very positive.
- 4.2. The University's performance in recent league tables was highlighted. It was noted that improved 2016/17 graduate employability data would inform upcoming league tables. Actions aimed at improving NSS performance embedded within School plans were highlighted, as was recent investment in support for student employability.
- 4.3. The recent achievements across the University were highlighted, with particular mention of Dr Liz Aston's appointment to the prestigious role of Director of the Scottish Institute for Policing Research.
- 4.4. With regard to the Scottish Government 15-24 Learner Journey Review it was noted that the University was well placed to respond to this, and that a review of first year was underway to enable alignment.
- 4.5. Thereafter, Court **noted** the report.

5. REVIEW OF CURRENT FINANCIAL POSITION*

UC(17/18)47

- 5.1. Court received and **noted** the paper which provided the summary financial results for the year to date to April 2018.
- 5.2. In discussion the range of measures being taken to control costs and grow income through commercial, research and TNE activity were highlighted. It was noted that the KPMG Financial Statements 2016/17 Benchmarking Report would be circulated to Court members.

6. PLANNING & BUDGETING 2018/19 – 2020/21*

UC(17/18)48

- 6.1. Court received the paper which provided the proposed budget for 2018/19, as recommended by the Finance & Property Committee. The three year financial forecast for the Scottish Funding Council (SFC) for the period 2018/19 to 2020/21 was also presented for information along with the Corporate Plan for 2018/19.
- 6.2. Discussion followed during which the budget setting and monitoring process with Schools was outlined. It was noted that this had resulted in targets which were considered to be stretching but achievable. With regard to preparations for the upcoming Research Excellence Framework (REF) it was noted that the one page School plans would be amended to ensure this aspect was captured consistently across all. With regard to preparations to deliver planned estates development in line with the Estates Strategy, the oversight mechanism and sequence of activity was noted, as were changes underway within the Property and Facilities team to ensure appropriate capacity to support the development.

- 6.3. Thereafter Court:
- a) **approved** the Budget for 2018/19
 - b) **authorised** the Principal to sign and submit the three-year financial forecast to the SFC.
 - c) **noted** the 2018/19 Corporate Plan

7. EMPLOYEE ENGAGEMENT SURVEY RESULTS UC(17/18)49

- 7.1. Court received the paper and presentation which outlined the feedback themes which emerged from the 2018 staff survey and the actions the University was taking to respond to those.
- 7.2. Discussion followed during which the range of benchmarking data available in the full report (previously circulated to members) was noted. It was agreed that the report would be re-circulated and further data would be made available to members as required. The issues of workload and bureaucracy and the need to review and improve systems as a means of alleviating these were recognised. The importance of granularity and ownership of actions at local level was also emphasised. With regard to the plan to take regular pulse surveys, the need to avoid survey fatigue and data overload was recognised, to avoid distracting concentration on taking forward actions.
- 7.3. Thereafter, Court **noted** the results and planned actions.

8. GOVERNANCE MATTERS

a) HE GOVERNANCE ACT & CODE IMPLEMENTATION: UC(15/16)50 FINAL REPORT

- 8.1. Court received the paper which presented a final report and recommendations on matters relating to the implementation of the Higher Education Governance (Scotland) Act and the revised Scottish Code of Good HE Governance.
- 8.2. Thereafter, Court:
- a) **Noted** the final report on the implementation of the Higher Education Governance (Scotland) Act and the revised Scottish Code of Good HE Governance.
 - b) **Approved** the revised governance framework documents presented at appendices c to g of the paper.

b) REPORT FROM NOMINATIONS COMMITTEE ON UC(17/18)51 COURT AND COMMITTEE MEMBERSHIP*

- 8.3. Court received the report of the proceedings of the Nominations Committee held on 14 May 2018.
- 8.4. Thereafter, Court:
- a) **Noted** the report of the meeting of Nominations Committee on 14 May 2018

b) **Approved** the proposed second four year terms of office of Adrienne Scullion & Joanne Brown

c) **Approved** the proposed membership and convenorship of Court Committees for 2018/19 and appointment to the Development Trust, as detailed in the paper and contained in Annex A.

c) ACADEMIC BOARD CONSTITUTION AMENDMENT UC(17/18)52

8.5. Court **approved**, on recommendation from Academic Board, the changes to the constitution of Academic Board affecting its ex-officio membership which were required as a consequence of the changes to the University Leadership Team (ULT) structure.

d) APPOINTMENT OF INTERNAL AUDITORS* UC(17/18)53

8.6. Court **approved**, on recommendation from the Audit & Risk Committee, the appointment of Ernst & Young as the Internal Audit Service Provider to Edinburgh Napier University for an initial period from 1 August 2018 to 31 July 2021.

9. ONLINE & TNE STRATEGY UPDATE: CHINA 'INTERNATIONAL CENTRE' PROPOSAL

9.1. Court was presented with a tabled paper and informed of an opportunity for the University to upgrade its partnership with Guangxi University of Science and Technology (GXUST) to a Joint College, which had been under discussion since last year. The benefits, risks and timescales associated with the opportunity were outlined. It was noted that this opportunity was aligned with the aspirations within the Online & TNE Strategy and, as agreed previously, all new TNE proposals of this nature would be brought to Court for consideration and approval. As the opportunity to progress had just arisen and the Chinese Ministry of Education timetable would require submission of a Joint College application by 1st October, ahead of the next Scheduled Court meeting, Court's agreement was sought to progress the opportunity over the summer to enable an application to be submitted by the 1st October deadline. It was noted that a business model would be developed and approved by ULT and that the proposal would not proceed beyond application without full consideration of the business model by Finance & Property Committee and approval by Court.

9.2. Thereafter, Court **agreed** that the opportunity should be progressed over the summer to enable the Joint College application to be submitted by the 1st October deadline, subject to full consideration of the business proposal by Finance & Property Committee and Court approval before the matter would be allowed to proceed any further.

10. HUMAN RESOURCES POLICIES: BULLYING & HARASSMENT

UC(17/18)54

- 10.1. Court received the paper which outlined the proposed changes to the University's Bullying and Harassment Policy, which was now called the Dignity at Work Policy.
- 10.2. Discussion followed during which the revised and streamlined presentation of the policy was welcomed. It was suggested that the inclusion of a flowchart would be a useful enhancement.
- 10.3. Thereafter, Court **approved** the changes to the University's Bullying and Harassment Policy, renamed as the Dignity at Work Policy.

11. SCOTTISH FUNDING COUNCIL ANNUAL QUALITY ENHANCEMENT REPORT

UC(17/18)55

- 11.1. Court received the paper which presented a draft of the annual report to the Scottish Funding Council on Institution-Led Review.
- 11.2. Thereafter Court:

- a) **approved in principle** the format and outline content of the draft report
- b) **authorised** the Vice-Principal to sign-off the final version of the SFC Annual Report prior to this being submitted to the Council by 30th September 2018
- c) **authorised** the Chair of University Court to sign and date the statement of assurance .

12. RISK MANAGEMENT

a) University Top Risks for 2018/19*

UC(17/18)56

- 12.1. Court received the paper which presented the draft Top Risks Register for 2018/19 as recommended by the Audit & Risk Committee.
- 12.2. In relation to risk 12, it was noted that the University was scheduled to receive an audit from UKVI over the summer.
- 12.3. Thereafter Court **approved** the Top Risks Register for academic year 2018/19.

b) Key Risks Monitoring Schedule*

UC(17/18)57

- 12.4. Court received and **noted** the paper which provided the final assessment of confidence in the management of the University's top risks for academic year 2017/18.

13. NOMINATIONS FOR HONORARY AWARDS* UC(17/18)58

13.1. Court **approved** the proposal for an Honorary Award, as recommended by the Honorary Awards Committee and approved by Academic Board.

Part B For information

14. ACADEMIC BOARD MEETING 1 JUNE 2018 UC(17/18)59

14.1. Court **noted** the minutes from the meeting of the Academic Board of 1 June 2018.

15. SFC OUTCOME AGREEMENT UC(17/18)60

15.1. Court **noted** the final version of the University's Outcome Agreement for 2018/19 as submitted to the Scottish Funding Council.

16. HEALTH AND SAFETY ANNUAL REPORT UC(17/18)61

16.1. Court received the Annual Report of activity in Health & Safety management, on the recommendation of the Health and Safety Committee, as confirmation that there are effective arrangements in place to secure and promote Health and Safety across the University. Court's ultimate responsibility for Health and Safety was emphasised and thanks were extended to all those involved for the quality of the report and effective management of this area.

16.2. Discussion around mental health related staff sickness absence followed during which the importance of highlighting and communicating the support available in the area of mental health and wellbeing was recognised. It was noted that sickness absence rates and reasons were monitored closely and that a range of activity was in place to support this area, including the recent investment in resource focussed on the behavioural and mental health aspects of wellbeing.

17. EQUALITY, DIVERSITY & INCLUSION: ANNUAL REPORT FROM THE INCLUSION COMMITTEE UC(17/18)62

17.1. Court received and welcomed the annual report from the Inclusion Committee which provided an overview of activity to support and promote equality, diversity and inclusion at the University from both the staff and student perspectives.

17.2. Discussion followed during which it was noted that a summary presentation of future reports would be welcomed.

17.3. Thereafter Court **noted** the report.

**18. EDINBURGH NAPIER STUDENTS' ASSOCIATION: UC(17/18)63
UPDATE**

- 18.1. Court received the paper and presentation from the ENSA President, on behalf of the ENSA Trustee Board, which outlined the Association's key activities and a number of perceived issues concerning funding and interactions with the University.
- 18.2. Discussion followed during which the range of ways through which the University engaged with ENSA were highlighted, and issues relating to funding were explained and clarified. Further opportunities to assist ENSA through provision of services in kind by the University and support from the University's student employability and wellbeing resources were also highlighted. It was noted that efforts would continue to enhance the engagement mechanism between the University and ENSA for the coming year.
- 18.3. With regard to the ENSA constitution review, it was noted that Court was expected to receive the proposed revised constitution at its October meeting, with the final version to be presented for approval in December.
- 18.4. Thereafter Court **noted** the update.

Part C Not intended for discussion

19. REPORTS FROM COURT COMMITTEES

**19.a Finance & Property Committee meeting on UC(17/18)64
28 March 2018***

19.1. The report was **noted**.

**19.b Finance & Property Committee meeting on UC(17/18)65
24 May 2018***

19.2 The report was **noted**.

**19.c Audit & Risk Committee meeting on UC(17/18)66
30 May 2018***

19.3 The report was **noted**.

20. VALEDICTIONS

20.1. The Chair paid tribute to demitting members of Court; Pamela Woodburn, Paul Stollard, Manish Khatri and Hannah Markley. All were thanked for their significant contributions to the work of Court and the University. Thanks were also extended to Vaughan Ellis who had stepped down from Court.

21. DATE OF FUTURE MEETINGS AND EVENTS

21.1. The dates of future Court meetings were **noted**.

*Denotes a paper to which an exemption under the Freedom of Information (Scotland) Act 2002 applies.