



THE UNIVERSITY *of* EDINBURGH

Court Services
The University of Edinburgh
Old College
South Bridge
Edinburgh EH8 9YL

Email: court@ed.ac.uk

Day Month Year

Name
Address

Dear XXXXX

Appointment: XXXXX

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

1) Code of Conduct

The University has a Code of Conduct for Members of the University Court. New Court members are required to confirm that they are familiar with the Code and understand their obligations under it. Please find attached a copy of the Code of Conduct for your review.

2) Charities and Trustee Investment (Scotland) Act 2005

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

3) Register of Interests

A Register of Interests of Court members, external committee members and senior executive officers is held, with the interests of Court members, the University Secretary and the Director of Finance published on the University's website as expected by the Scottish Code of Good Higher Education Governance. I would be grateful if you could complete the attached pro-forma enclosed with this letter and return it as soon as possible. I would also be grateful if you could please notify me of any new relevant interests as soon as they arise. We will also contact you on an annual basis to confirm that the information held about you in the Register remains correct.

4) Biographical Details and Photograph

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

5) Contact Details

Also attached are the contact details we hold for you. I would be grateful if you could check that these are correct and add any missing information, thank you.

6) Governor Information Form – Equality Monitoring

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

7) Data Protection

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

8) Skills Register

Under the Scottish Code of Good Higher Education Governance we are expected to make a regular assessment of the balance of skills across the membership of Court to help inform the recruitment of new members by identifying any skills gaps. To this end, I would be grateful if you could please complete the enclosed skills register self-assessment form and return this to me. A one page summary of the responses from all Court members is published in anonymised form on the University website and is used by Court's Nominations Committee when considering the recruitment of new members.

9) Other Matters

Whilst this is a voluntary position, the University will endeavour to provide you with all the necessary support and induction in order to facilitate your success as a Court member.

Reasonable expenses incurred will be refunded as per the University's Expenses Policy and to this end I would be grateful if you would provide us with your bank account details: name, sort code and account number, to enable us to set you up on the expenses system. Claims should be made within three months of the expense being incurred. If overnight accommodation in Edinburgh is required for any Court business please do let us know and we will book suitable University accommodation for you. If suitable University accommodation is not available we can assist in booking alternative accommodation.

The University also operates an informal mentoring scheme, please let me know if you are interested in joining this scheme. Previous members of Court have found it helpful in their first year of appointment to have an appropriate mentor.

Many congratulations on your appointment.

Yours sincerely

Dr Dan Wedgwood
Head of Court Services

Enclosures:

Code of Conduct for Members of the University Court (including General Duties of a Charity Trustee and Anti-Bribery and Corruption Policy)

Acknowledgement of Code of Conduct (please complete and return)

Register of Interests Form (please complete and return)

Contact Details (please complete and return)

Governor Information Form (please complete and return)

Skills Register (please complete and return)