



Community Board Quarterly Meeting

Thursday 1 December, 2-4pm

Argyle House, Meeting Room 14, Floor E & Teams

Chair: Lesley McAra, Assistant Principal Community Relations and Director of Institute for Advanced Studies in the Humanities

Attending:

Sarah Anderson, Community Engagement Programme Manager, Social Responsibility and Sustainability
Bridie Ashrowan, Chief Executive, EVOC

Katrina Castle, Head of Strategic Partnerships and Transitions, Student Recruitment and Admissions

Patricia Erskine, Head of Stakeholder Relations & Policy Officer, College Office – CAHSS

Gemma Gourlay, Head of Social Impact, Department of Social Responsibility & Sustainability

Hazel Lambert, Interim Head of Communications, Engagement and Marketing, College of Medicine and Veterinary Medicine

Anne-Sofie Laegran, Head of Knowledge Exchange and Impact, Edinburgh Research Office

Lesley McAra, Assistant Principal Community Relations and Director of Institute for Advanced Studies in the Humanities

Derek MacLeod, Head of Global Partnerships, Edinburgh Global

Lauren McLeron, Communications Manager (Finance and Community Engagement) – maternity cover

Lynn McMath, Deputy Director Stakeholder Relations, Communications and Marketing

James Mooney, Director of Open Studies, Centre for Open Learning (cover for Kate McHugh)

Cameron Ritchie, Depute Director and Head of Operations, University Sport and Exercise

Sean Smith, Director of the Centre for Future Infrastructure, Institute for Infrastructure and Environment

Zoe Stephens, Head of Organisational Development and Change, Estates Management Group

Stuart Tooley, Community Relations Manager, Communications and Marketing

Apologies:

Dave Gorman, Director of Social Responsibility and Sustainability

Ian Fyfe, Senior Lecturer, Moray House School of Education and Sport, IECS

Jacky MacBeath, Head of Heritage Collections (Access & Engagement), Library & University Collections, ISG

Isi Williams, EUSA VP Community

In Attendance:

Anne Douglas, Community Engagement Administrator & Projects Coordinator

Agenda

	Time	Item	Paper (closed/ open)
1.	2.00pm	Approval of meeting minute of 15 September 2022 (Lesley McAra)	A
2.	2.05pm	Matters Arising, not otherwise covered in the agenda (Lesley McAra)	-

3.	2.15pm	Bioquarter Community Impact strategy imprint and its alignment to the University's Community Plan (Sarah Anderson)	
4.	2.30pm	Annual Community Plan update (Sarah Anderson/Stuart Tooley)	B (closed)
5.	3.00pm	Community wealth building (Bridie Ashrowan, EVOC)	
6.	3.30pm	Standing item: report from the Cost of Living Working Group (Lynn McMath)	-
7.	3.40pm	Standing Item: Community Team and Communications update (Sarah Anderson/Stuart Tooley) <i>Paper for information</i>	C
8.	3.50pm	AOB	-
9.	4.00pm	Meeting close	-

UNIVERSITY OF EDINBURGH

MINUTE OF A MEETING *of the Community Board held via MS on Thursday 15 September 2022*

- Present:** Dave Gorman, Director of Social Responsibility and Sustainability (DG) (Chair)
 Sarah Anderson, Community Engagement Programme Manager (SA)
 Bridie Ashrowan, Chief Executive, EVOC (BA)
 Ian Fyfe, Senior Lecturer, Moray House School of Education and Sport, IECS (IF)
 Christina Hinds, Development Worker: Organisational Development & Capacity Building, EVOC (CH)
 Anne-Sofie Laegran, Head of Knowledge Exchange and Impact, Edinburgh Research Office (ASL)
 Hazel Lambert, Public Engagement with Research Manager, College of Medicine & Veterinary Medicine (in place of Jen Middleton, now on secondment) (HL)
 Jacky MacBeath, Head of Heritage Collections (Access & Engagement), Library & University Collections, ISG (JMcb)
 Derek MacLeod, Head of Global Partnerships, Edinburgh Global (DM), for part of meeting
 Lauren McLeron, Communications Manager (Finance and Community Engagement) – maternity cover
 Lynn McMath, Interim Deputy Director, Stakeholder Relations, Communications and Marketing (LMcM)
 Cameron Ritchie, Depute Director and Head of Operations, University Sport and Exercise (CR)
 Sean Smith, Director of the Centre for Future Infrastructure, Institute for Infrastructure and Environment (SS)
 Zoe Stephens, Head of Organisational Development and Change, Estates Management Group (ZS)
 Stuart Tooley, Community Relations Manager, Communications and Marketing (ST)
- In attendance:** Anne Douglas, Community Engagement Administrator & Project Coordinator (AD) (minute)
- Apologies:** Katrina Castle, Head of Strategic Partnerships and Transitions, Student Recruitment and Admissions (KC)
 Patricia Erskine, Head of Stakeholder Relations & Policy Officer, College Office – CAHSS (PE)
 Gemma Gourlay, Head of Social Impact, SRS department (GG)
 Lesley McAra, Assistant Principal Community Relations and Director of Institute of Advanced Studies in the Humanities (LMcA)
 James Mooney, Director of Open Studies, Centre for Open Learning (cover for Kate McHugh)
 Isi Williams, EUSA VP Community (IW)

1 Approval of meeting minute, 12 May 2022

A

The Community Board minute of 12 May 2022 was approved.

2 Matters Arising, not otherwise covered in the agenda

(1) Minute item 1(1) – Ukraine response: Lessons learned – Derek McLeod informed the Board that a meeting on global emergencies was due to be held on 26 September 2022 on which he'll provide an update at the 1 December Board meeting.

Action: DMcL – provide an update at the December Board.

- (2) Minute item 1(2) – Ukraine response. Nikola Brown has now left the University.
- (3) Minute item 1(3) – Ukraine response. Sarah Anderson passed onto Derek MacLeod the paper on the University’s response to Covid-19.
- (4) Minute item 1(4) – Ukraine response. Dave Gorman reported that the suggestion of the University being a place of sanctuary had been well received at the University Executive, who would discuss this further once more information and costing details were provided.
- (5) Minute item 3(1) – Matters Arising, Community Plan tracker. Sarah Anderson thanked those Board members who had populated the implementation tracker and requested that members who had still needed to add to the tracker to do so as soon as possible.
Action: All – continue to update the [Tracker](#)
- (6) Minute item 7 – University response to Edinburgh Partnership Community Plan 2022-2028. Dave Gorman confirmed that the University Executive had approved the Partnership Plan 2022-28, and were also willing to delegate future approval to the Community Board.
- (7) Dave Gorman updated the Board on the SRS land acquisition. A new Forest and Peatland team within the Social Responsibility & Sustainability department has been hired, led by Yvonne Edwards, Forest, Peat and Rural Land Manager. Good progress is being made on acquiring two pieces of land, and it’s hoped that there will be a further update later in the year. Yvonne Edwards has been invited to present at a Community Board meeting.

The following italicized items were noted in an Action Points tracker, but not raised in the meeting:

- (1) *Minute item 3(14) – Matters Arising, Community Plan Implementation Tracker – commitment 15 has been amended.*
- (2) *Minute item 3(15) – Matters Arising, End Poverty Edinburgh – The former Poverty Commission Working Group, now the Cost of Living Working Group, will deal with the End Poverty Edinburgh outstanding items from the February 2022 Community Board.*
- (3) *Minute item 8 – Standing Item: Community Plan Implementation – where tracker items remained incomplete, each Board member was contacted.*

3 Introduction to EUSA Vice Principal Community

As Isi Williams, the new EUSA VP Community, had given her apologies for today’s meeting, this agenda item was postponed to 1 December 2022 Board meeting.

4 Our Edinburgh Neighbourhood – the project so far and early findings

Professor John Brennan, Chair of Sustainable Architecture, gave a presentation on Our Edinburgh Neighbourhood, part of the Community Consultation & Quality of Life (CCQoL) study.

Key points and discussion included:

- The CCQoL is funded by the EHRSC and is a collaborative project involving the Universities of Reading, Cardiff, Belfast and Edinburgh. Partners within Edinburgh include EVOC, The City of Edinburgh Council and the Scottish Government.
- Our Edinburgh Neighbourhood is part of the CCQoL study and has sought to understand how people believe they can make an effective contribution in the engagement and development of their neighbourhood. The project focussed on what people thought was important in their neighbourhood, and why.
- Part of the project was an Urban Room at Waverley Market, where people could drop in, speak with staff and each other about quality of life in the city, complete a survey and pin a location on an Edinburgh neighbourhood map that they considered improved their quality of life. It was a space that was also used for various group, craft and networking events. The Urban Room had 17 events, 809 visitors, 332 surveys completed and 468 pins placed on the board.

- Student ambassadors carried out a combination of in-person and digital consultation with Liberton and Restalrig residents.
- The work carried out by John and his team could be a critical, subjective component for the Scottish Futures Trust who were likely to have oversight of the 20 minute neighbourhood rollout.
- The contrast between what local people want to discuss and formal planning and local authority agendas was raised.
- John and his team hoped to continue with capacity building for locally produced, community based plans, to ensure that communities get what they want. A strong gain from the Our Neighbourhood work would be for communities to become adept at co-creation so that community based plans could influence the Local Development Plan, a formal, semi-legal document on which Planning Authorities determine applications.

Action: AD – circulate John’s presentation to the Board

5 Social Impact Pledge

B

Sarah Anderson introduced her paper on the Social Impact Pledge, highlighting the last pledges made in 2019. She drew attention to the proposed three new Pledges, set out in paragraph 15 of the paper, and invited the Board to consider whether these Pledges were of value to the University and the most suitable ones to make.

There was discussion about the proposed Pledges and the practicalities around providing veterinary support to the pets of homeless people. It was also suggested that the third proposed commitment (‘we will situate additional community services in the Dick Vet in the Community venue’) be reworded to indicate the breadth of work that would be involved in fulfilling this commitment.

Action: SA – to expand the wording of the third proposed commitment.

Action: SA – to check with Isi Williams and ensure that the Pledges are compatible with VP Community and Student Association plans.

The Board was supportive of proceeding with the new Pledges.

6 Meeting break.

7 (1) Poverty and Cost of Living Crisis

Dave Gorman provided an update on the University’s response to the cost of living crisis. Lesley McAra, Gemma Gourlay, Lynn McMath, Gary Jebb, James Saville and Dave had met to discuss ways the University could help, and Lynn will be pulling together the various responses across the University. At present, this group will focus on staff as Colin Harmon, Vice-Principal Students, is to present a paper to the University Executive on cost of living support for students.

Lynn McMath explained that the University’s Poverty Commission Working Group was due to wind up, following a final report (see paper C). However, given the current cost of living issues, it has been decided that the Working Group will not only continue but meet more frequently, and has been renamed the Cost of Living Working Group. As well as immediate actions, the Group will also be considering medium and longer term work. A communication plan is in draft for staff and students.

Other discussion points included:

- It was queried whether the University would consider undertaking a Poverty Proofing Audit, as carried out by some schools and English local authorities.
- Reference was made to some of Edinburgh City Council’s poverty responses in the last couple of years, for example extending free school meals and the provision of heating grants. The Scottish Government has a cost of living support programme, which includes freezing public and private sector rents.

- The particular difficulties that students from widening participation backgrounds and those who may not be able to work was flagged.
- The Edinburgh and South East City Region is facing an affordable accommodation shortage, with household demand outstripping available accommodation.
- To take on board the community plans (e.g. local churches/church halls) for winter community provision.

(2) End Poverty Edinburgh Progress Report (from the Poverty Commission Working Group)

C

Stuart Tooley referred to his Edinburgh Poverty Commission progress report, which was for noting. He explained that the governance of the Cost of Living Working Group sits under the Community Board, but discussions about staff, student and community poverty occur across the University, and the Board may want to consider the extent to which it is a part of the University-wide conversation. Dave Gorman suggested that the Board should stick with the community aspects, however, it was agreed that Stuart would put a question for the Community Board on Teams about what role, if any, the Board has in governance of the Cost of Living Working Group.

Action: All – to respond to Stuart Tooley’s question on Teams for the Community Board about their role in the University’s response to the cost of living crisis (now posted: [Stuart Tooley: Input from Board members: On Cost-of-Living Crisis/Poverty - What rol...](#))

Action: LMCM/AD – to add as an agenda standing item reporting from the Cost of Living Working Group

8 Standing item: Community Plan implementation –progress, risks and issue

Sarah Anderson referred to the Community Plan implementation tracker, specifically commenting on:

- Commitment 24 – Sport & Exercise – to grow the scale of what can be offered and the take up of S&E by external people
- Commitment 4 – Equalities Impact Assessment for Community Grants will be ready for the spring 2023 community grants round.
- Commitment 6 – IntoUniversity. Their current challenge is to get student volunteer mentors recruited.
- Commitment 11 – Alumni – following the General Council event in June this is now Green on the Red, Amber, Green status.

Stuart Tooley noted that for commitment 9, Day to Make a Difference, 85 staff had so far participated.

9 Standing Item: Community Team Update

D

Paper D was noted by the Community Board with no questions or comments.

10 Any Other Business

There was no other business.



COMMUNITY BOARD

1 December 2022

Community Team and communications update

Description of paper

1. This paper is a regular update on the activity of the Community Team since the last Board meeting in September 2022.

Action requested/Recommendation

2. No action is requested as this paper is just for information.

Background and context

3. The Community Team is currently a group of six staff who hold community-focused roles in the Department for Social Responsibility and Sustainability and Communications and Marketing. Team members are line-managed and their roles and operational budgets financed by their respective departments. The Community Team help to deliver the Community Plan, including several commitments where they have full responsibility.

4. Managers within the Community Team (Sarah Anderson, Lauren McLeron and Stuart Tooley) are members of the Community Board.

5. The Community Team provide a short regular update to each Board meeting. Previously, this has included updates on the implementation plan and changes in RAG status. This information is at this meeting addressed in the separate Community Plan paper. This paper covers the Community Team's own activities.

Discussion

6. **Membership of the Community Team** will change in early 2023 when Eppy Harries-Pugh (Communications Manager) return from maternity leave.

7. Round 11 of the **University's Community Grants scheme** took place in October and November 2022. A total of 10 projects with a combined cash value of £40,975 were agreed for funding. An additional £16k was found by Dave Gorman (Director, Social Responsibility and Sustainability) on top of the allocated budget. The impact of People & Money has meant heavily delayed payment of micro-grants awarded in the first quarter of 22/23 but recent escalation has been effective in getting payment made. The same process will hopefully ensure the latest awards are paid in a reasonably timely fashion. The actual process for payment, however, is unsatisfactory as it is almost entirely manual and outside the People & Money system, reducing the agency of Community Team staff when compared to the old system.

8. The **Edinburgh Community Engagement Forum's** membership has grown since the previous meeting by 24 to 403 (on Teams). The network meeting in October 2022 was the first in-person meeting of the Forum since before the Covid-19

pandemic. A total of 15 attendees (University staff and students from various parts of the University) attended and provided useful information for Community Plan reporting.

9. Sarah Anderson and Iona Barrie provided underpinning support for the resident-led **Dumbiedykes Gala Day** on 24 September. The idea to resurrect the event had come about in discussion between Iona and residents as a way of engaging residents. It was a piece of lateral thinking to get around of the challenge of having no inclusive meeting space within Dumbiedykes itself to consult residents on their digital inclusion needs. The University and Greyfriars Charteris together provided most of the financial support for the event. It was an emotionally demanding and time-intensive piece of work but the resident response was excellent. An estimated 120 residents attended, including many children and older people. Local councillors attended and Andrew Gardiner from All4Paws/Dick Vet judged the dog show. Hot free food was very popular. Resident consultation was built into event entry, resulting in 30 questionnaires about digital inclusion and other needs completed. The future of community-led activity within Dumbiedykes is uncertain at the time of writing, in part due to the dissolution of the Braidwood Centre's management committee but also due to residents taking stock of their own capacity to contribute to community-led events in an uncertain context.

10. After some uncertainty, **Doors Open Day** did go ahead in September 2022. Only four University buildings participated due to the late confirmation of various aspects. The ambition is to do much more in 2023 and discussions are ongoing with colleagues around the University, especially public engagement professionals. Stuart Tooley is also exploring an additional new event, Open Edinburgh, that would open up the University's estate in May of each year. The timing of Doors Open Day is challenging for University colleagues as those in relevant roles have often been busy with major festival events in August. Open Edinburgh is, therefore, appealing.

12. **Dick Vet in the Community** (127 Nicolson St) is being ably supported by Isla Parker. Signage and WiFi for the building are immediate priorities. Legalities around the premises' lease may mean it is not possible to accommodate Street Assist after all. Other projects within the University are being shown the space with a view to moving into it.

13. Iona Barrie's **Dumbiedykes Digital Inclusion project** is now at the half-way point. The technical options and nuanced nature of resident need regarding digital inclusion have been identified. Priorities for the remaining 6 months of the project are: (1) working with The Crannie to try and revive the Holyrood Court IT training suite as an internet café; (2) working with the Council and City Fibre to get a social tariff introduced for social tenants. Both are ambitious, but the key contacts at the Council have been identified and engaged. Resident engagement remains a very delicate process but good relationships have been built.

14. The University's community grant scheme received a '**Highly Commended**' at the UK & Ireland Green Gown Awards in November 2022.

15. Sarah Anderson attended the first meeting of the **Edinburgh Bioquarter Community Impact Sub-Board**. Michelle Brown, former Deputy Director of Social

Responsibility and Sustainability at the University, is the chair. The Sub-Board is distinct from the procurement process and is looking at Bioquarter generally. Sarah Anderson and Cathy Southworth are consulting with University colleagues to map what the University already is or could offer to communities adjacent to Bioquarter. This is being brought to the December meeting of the Board in a separate paper.

16. Collating content for the 2022 annual report on the University's **implementation of the Community Plan** has kept Sarah Anderson busy in November 2022. The wealth of content is a really good problem to have and means we are in a very different position to November 2021. This is covered in more detail in a separate paper.

17. The process for a **five-year evaluation of the community grant scheme** is still underway, with completion date of the final report slightly postponed from December 2022 to early 2023. Case studies from a stratified sample of former grantees have been produced which capture some of the longer-term impacts of the University's funding. The first draft of the **Equalities Impact Assessment** of the scheme has been completed and published. Sarah Anderson, Gemma Gourlay and Isla Parker are building on Anne Douglas' existing analyses of some end-of-grant reports. Sarah Anderson is also re-scheduling some external meetings regarding best practice that she needed to postpone due to illness. Financial and legal due diligence have been re-checked and affirmed.

18. The University's **Community Access to Rooms** pilot scheme will reach its mid-way point at Christmas. The Equalities Impact Assessment for the scheme has been completed and published. Demand from community groups has been lower than we would hope but not lower than we would expect. The working group involving Estates colleagues is working very well, with colleagues being generous with their time and very solution-focussed. While the Community Team is keen to boost participation, the agreement with Estates colleagues is to wait until semester 2. The Community Team currently do not have permissions to make bookings via Resource Booker for semester 2, which is making things more challenging. Current University guidance for individuals requiring a PEEP do not completely satisfactorily cover community use of rooms and dialogue with Fire Safety is continuing on this. The Equalities Assessment flagged a need to make rooms available to under-18s which will require some due diligence and research to obtain Estates consent. At the time of writing:

- 10 community organisations have made booking inquiries (8 for 2022; 2 for 2023)
- The Welcoming is using rooms 3 times per week and will have used rooms on 43 Separate instances by the end of this calendar year
- For 2023, Bare Productions is booked in for 28 instances. The Welcoming for 39 instances and Health in Mind for 6 instances.

Staff at the new NUCLEUS building at King's Buildings are keen to make it available for community use. Estates colleagues are facilitating this conversation.

19. Unfortunately, we believe that none of the local community organisations know that universities in Edinburgh were successful under the [UKRI Community Research Networks](#) funding call. The overall success rate was very low. This is a bit of a blow,

especially for Edinburgh Research Office (ERO) public engagement colleagues and Assistant Principal Community Relations Lesley McAra who had been preparing for this place-based call for some time.

20. The University's **social impact working group** has identified the community grant scheme as a pilot metric. Gemma Gourlay, Head of Social Impact, has access to this data as line manager of some Community Team colleagues.

21. The focus of the Edinburgh Poverty Commission working group has changed to focus on University staff and student **cost of living**. Stuart Tooley reported into the Council and End Poverty Edinburgh colleagues on what action the University had taken in response to the recommendations of the Edinburgh Poverty Commission. Brokered by Sarah Anderson, the CEO of the **Rock Trust** met with key student-facing staff at the University to give practical advice on homelessness prevention among the University's student population. The incoming 'Ask then Act' legislation coming in for public sector bodies in 2023 was also covered.

22. A **Digital Marketing Modern Apprentice** has been appointed. This person will start in December 2022 and will be in post for eighteen months. The successful candidate will be line managed by Stuart Tooley but work with Community Team colleagues in both Communications and Marketing and Social Responsibility and Sustainability. The Apprentice will help with communications as well as general Community Team administration. The Community Team is pleased to lead by example by employing an Apprentice and welcomes the potential extra capacity this role brings.

23. **EVOC** (Edinburgh's third-sector interface) held its annual **conference** at Pollock Halls in November 2022. Head of Social Impact Gemma Gourlay provided sponsorship of £1,000 from her own budget which was very gratefully received by EVOC. Gemma and Lynn McMath (Deputy Director, Stakeholder Relations) attended the conference and participated in breakout sessions as well as AGM. The University was acknowledged in the conference welcome by EVOC's head, Bridie Ashrowan.

24. Members of the Community Team are **regularly catching up** with Edinburgh Research Office public engagement colleagues, Binks Hub staff, Forest and Peatland project staff, the Head of Stakeholder Relations for College of Humanities and Social Science, Patricia Erskine, and Assistant Principal Community Relations and Director of the Institute for Advanced Studies in the Humanities, Lesley McAra.

Communications

25. Engagement across the Edinburgh Local suite has **moderately increased** since the last Community Board meeting. Engagement trends on social media indicate that our best performing posts on social media were relating to the Community Grants Scheme; these posts were boosted (e.g. paid for) so they received further reach. It's recommended to continue utilising this approach for further funding rounds or important campaigns. We have been automating existing processes (e.g. newsletter signups, grants application, room booking requests, email queries) to sit within the recently procured CRM, Salesforce. By automating processes, we aim to reduce manual admin and improve capacity across the team. Since October, reporting has been an ongoing task for comms – we are creating internal and external reports for

the Community Grants Scheme and the Community Plan. This has involved interviewing previous grantees to develop case studies, and work across the University and local community to identify high-impact projects that have progressed the 32 commitments under the Community Plan.

Resource implications

26. There are no additional requests for resource.

Risk Management

27. N/A

Responding to the Climate Emergency & Sustainable Development Goals

28. The work of the Community Team particularly contributes to the following Sustainable Development Goals:



Equality & Diversity

28. N/A as this is an update.

Next steps/implications

29. N/A as this is an update.

Consultation

30. This paper was written in consultation with the Community Team.

Further information

Authors

Sarah Anderson

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Social Responsibility and Sustainability

Presenters

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Communications and Marketing

Freedom of Information

31. Open paper