Community Board Quarterly Meeting

Thursday 23 September 2021, 2-4pm

Microsoft Teams

Chair: Dave Gorman, Director of Social Responsibility and Sustainability

Attending:

Sarah Anderson, Community Engagement Programme Manager, Social Responsibility and Sustainability

Michelle Brown, Deputy Director and Head of SRS Programmes, Social Responsibility and Sustainability

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

Gavin Donoghue, Deputy Director, Stakeholder Relations, Communications and Marketing

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

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

Christina Hinds, Development Worker: Organisational Development & Capacity Building, EVOC

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

Jacky MacBeath, Head of Museums, Museums

Lesley McAra, Assistant Principal Community Relations and Director, Edinburgh Futures Institute

Derek MacLeod, Head of Global Partnerships, Edinburgh Global

Jen Middleton, Head of Engagement, Communications and Marketing, College of Medicine and Veterinary Medicine

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

Ellie Roger, Community Relations Manager, Communications and Marketing (temporary cover for Stuart Tooley; substantive post in Centre for Regenerative Medicine)

Beth Simpson, EUSA VP Community

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

Apologies:

Kate McHugh, Director of Open Studies, Centre for Open Learning (on maternity leave)

Stuart Tooley, Community Relations Manager, Communications and Marketing (on shared parental leave)

In Attendance:

Anne Douglas, Community Engagement Administrator & Projects Coordinator

Agenda

	Time	Item	Paper (closed/ open)
1.	2.00pm	Approval of meeting minute of 22 April 2021 **(Dave Gorman)**	A
2.	2.05pm	Matters Arising, not otherwise covered in the agenda **(Dave Gorman)** - Placemaking update **(Lesley McAra)**	-
3.	2.15pm	Standing item: Community Plan implementation – progress, risks and issue **(Sarah Anderson)** *Please see tracker*	-

4.	2.25pm	Reporting on year one of the Community Plan **(Sarah Anderson)**	B (open)
5.	2.35pm	Community survey results – verbal update **(Lesley McAra, Gavin Donoghue)**	-
6.	2.50pm	City Deal/EFI and potential intersections with the Community Plan - presentation **(Sean Smith)**	-
	3.10pm	Comfort break	
7.	3.15pm	Tailloires Network – introduction and verbal update **(Lesley McAra)**	
8.	3.30pm	Support for community grant-created partnerships **(Sarah Anderson)**	-
9.	3.45pm	Standing Item: Community Team update **(Sarah Anderson)** *Paper for information*	C (open)
10.	3.50pm	A.O.B.	-
11.	4.00pm	Meeting close	-

UNIVERSITY OF EDINBURGH
MINUTE OF A MEETING *of the Community Board held via MS Teams on Thursday 22 April 2021.*

Present:	Dave Gorman, Director of Social Responsibility and Sustainability (Chair) (DG)
	Sarah Anderson, Community Engagement Programme Manager (SA)
	Michelle Brown, Deputy Director of Social Responsibility and Sustainability (MB)
	Gavin Donoghue, Deputy Director, Stakeholder Relations, Communications and Marketing (GD)
	Patricia Erskine, Head of Stakeholder Relations & Policy Officer, College Office – CAHSS (PE)
	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)
	Jacky MacBeath, Head of Museums, Museums (JMacB)
	Lesley McAra, Assistant Principal Community Relations and Director, Edinburgh Futures Institute (LMcA)
	Kate McHugh, Director of Open Studies, Centre for Open Learning (KM)
	Derek MacLeod, Head of Global Partnerships, Edinburgh Global (DM)
	Jen Middleton, Head of Engagement, Communications and Marketing, College of Medicine and Veterinary Medicine (JM)
	Cameron Ritchie, Depute Director and Head of Operations, University Sport and Exercise (CR)
	Amanda Scully, EUSA VP Community (AS)
	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)
In attendance:	Anne Douglas, Community Engagement Administrator & Project Coordinator (AD) (minute)
	Brendan Seenan, SRS Community Engagement Project Coordinator
Apologies:	Katrina Castle, Head of Strategic Partnerships and Transitions, Student Recruitment and Admissions (KC)

1   Approval of meeting minute, 20 January 2021   **A**

The Community Board minute of 20 January 2021 was approved.

2   Matters Arising, not otherwise covered in the agenda

- Minute item 6 – No further comments were received on the Granton Waterfront Development. If time permits, include this in the next Board meeting agenda.
  <u>Action: AD</u>
- Minute item 7 – Any suggestions for alternative ways to source funds for the community grants scheme continue to be welcomed.
  <u>Action: All</u>
- Minute item 7 – The Community Team have yet to discuss the community grants scheme with Ian Fyfe.
  <u>Action: SA/ST</u>

3   Update on Focus, Purpose, Remit and Responsibilities of the Board   **B**

Gavin Donoghue presented his updated paper on the focus, purpose, remit and responsibilities of the new Community Board. The Board approved the proposed purpose, remit and responsibilities, as set out in paragraphs 9 – 11 of the paper.

4   Reflection on progress 2016 –2020 and forward look   C

Dave Gorman introduced a paper on progress since the 2016 Community Engagement Strategy and a forward look through the lens of the 2020 Community Plan.

Issues discussed included:

- Once it becomes possible, a meeting room access pilot will proceed, making available selected University rooms to external organisations, as set out in the 2019 Social Impact pledges.
- To follow the lead of Manchester University and seek to utilise other resources, such as University vehicles, to be employed effectively for the community.
- The importance of embedding community engagement organisational infrastructure within the University, notably, within research, the curriculum and the City Region Deal.
- Linking into Edinburgh City Council's Community Partnership Plan 2018 – 2028.

As Gavin Donoghue and Stuart Tooley are both connected with Edinburgh City Council's Partnership Board, GD agreed to give a verbal update to Community Board meetings, but will firstly check the Partnership meeting cycle.

Action GD: to check Edinburgh City Council's Partnership Board cycle, and to give a verbal update to the Community Board.

5   Community Plan, measures of success and implementation plan

Measures of success   D

Stuart Tooley introduced the Community Plan measures of success paper. The following additional points were discussed:

- The inclusion of new community projects (e.g. the Bayes Centre and DDI projects) and how these are to be accommodated in existing Community Plan metrics.
  Action ST/SA: to discuss with Sean Smith the inclusion of these specific projects into Community Plan measures of success.
- Whether it is viable to link 4 or 5 key Community Plan measures with the Social & Civic Report metrics, and those for Strategy 2030.
  Action MB, ST, SA: discuss and bring 4 or 5 suggested measures of success to the September 2021 Board meeting, and subsequently for the Autumn Social Responsibility and Sustainability Committee.
- The importance of changing the perception of the University externally, and to this end conducting a social impact evaluation. A baseline is available from a previously conducted survey.
  Action GD & LMcA: to discuss sampling for survey.

Implementation of the Community Plan   E

Stuart Tooley presented the Implementation of the Community Plan paper. Board comments and suggestions included:
- In addition to the Red, Amber, Green & Gold categories, to also have Grey for projects not yet started.
- Having separate actions, which are not tracked as part of the Community Plan, but remain under the authority of the Community Board. These could be added under a separate section of the Implementation Plan.
- In relation to paragraph 14 of the report, Community Engagement and student courses, Lesley McAra is on the Curriculum Transformation Board and can report on progress.

- In relation to the commitments set out in paragraphs 14 and 15 of the paper, it was agreed that progress on the following specific commitments will be reported at the September 2021 Community Board:
  Action DG: Paragraph 14(32) - Cultural heritage and green spaces (to be discussed with Liz Vander Meer, SRS Research & Policy Manager)
  Action LMcA: Paragraph 14(15) - Community Engagement and student courses. Report on Curriculum Transformation Board progress to the Community Board.
  Action GD/ST Paragraph15(7): Look at way to arrange light-touch update for Board on community planning.
  Action GD: Paragraph 15(36) – the Social Impact Survey
- The commitment to knowledge exchange (paragraph 17(13)) can be discussed when Sarah Anderson and Stuart Tooley meet with the Public Engagement group in May.
  Action ASL, SA, ST: update the September 2021 Community Board on commitment to knowledge exchange.
- In relation to the 14 priorities set out in paragraph 17, it was queried where and how student engagement sat with these priorities.
  Action AS: to pass on thoughts to Stuart Tooley of how student engagement can be part of these priorities.
- Once the new Director of Governance and Strategic Planning (GaSP) is in post Dave Gorman and Lesley McAra to have Social Impact Survey discussion with them.
  Action DG & LMcA: to consider discussion needed with new GaSP Director.

6   Employee volunteering and digital inclusion

F&G

Sarah Anderson introduced the papers on employee volunteering and digital inclusion, and informed the Board that Brendan Seenan's one year post ends on 24 May 2021.

In relation to volunteering the Board discussed the changed volunteering climate due to Covid-19 restrictions. There was also discussion about the possibility of matching staff with community project volunteer requirements, however, the Community Team lacks the resource required to provide such a service. EUSA's student volunteering service provides this for students and within the community EVOC provides this service.

On the digital inclusion paper, the following points were raised:

- In relation to digital inclusion and Dumbiedykes (paragraphs 19.4 and 19.5 of the digital inclusion paper), Stuart Tooley will ascertain who is best to represent the University on the Dumbiedykes Working Group.
  Action ST: discuss with SA and PE representation on the Dumbiedykes Working Group
- It was suggested that future digital inclusion projects could include University staff on lower grades.
  Action SA: to discuss with Zoe Stephens digital skills possibilities for relevant Estates staff.
- Bayes/DDI were considering applying for Digital Priority area research funds (Digital Economy Theme Research Priority Areas - EPSRC website (ukri.org)), and it may therefore be beneficial for relevant staff to speak to the Community Team.
  Action AD: Add Digital Priority area research to the next Community Board agenda.

7   Social Impact Pledge

Lesley McAra gave a presentation and verbal update on the University's Social Impact Pledge.

Discussion focussed on whether new Social Impact Pledges would be additional to the Community Plan commitments, or whether they needed to come within these commitments. There was also the issue of Edinburgh City Council priorities, notably the prevention of homelessness and rough sleeping, and if there was an aligned Social Impact

Pledge whether this may give greater visibility to the work of the Centre for Homelessness and Inclusion Health.

It was agreed that Social Impact Pledges would be discussed further at the September 2021 Community Board, and meantime there would be consultation with the Board.

Action LMcA/SA/ST: consult with the Board ahead of the September meeting.

Action AD: add Social Impact Pledge to September 2021 Community Board agenda.

8   Poverty Commission & other City of Edinburgh Council priorities

Gavin Donoghue introduced his paper on Interaction with City of Edinburgh Council Priorities and requested the Board's endorsement of the recommendations set out at paragraphs 13, 17 and 22.

Convening a Community Board sub-group

The Board endorsed the recommendation in paragraph 13 of the paper, and Dave Gorman volunteered to join a newly convened Community Board sub-group that will look at how the University can meet the recommendations of the Edinburgh Poverty Commission.

Action GD: convene sub-group and invite Dave Gorman and other Board members.

Action PE & SA: to discuss where it could be helpful to update on mapping engagement.

Preventing homelessness within City of Edinburgh Council and Community Plan commitments

The Board endorsed the recommendation set out in paragraph 17, and noted the discussion in respect of the Social Impact Pledge, agenda item 7 above.

20 minute neighbourhoods

It was brought to the Board's attention that there was already University work in connection with 20 minute neighbourhoods.

Action GD & SS: to discuss existing University connections with 20 minute neighbourhoods.

Action AD: circulate to the Board the Edinburgh Partnership Board's 20 minute neighbourhood presentation.

The Board endorsed the recommendation in paragraph 22, including that Gavin Donoghue will be the single University point of contact.

9   Standing Item: Community Team Update

The paper prepared by Stuart Tooley was noted.

10   Any Other Business

COP26 and the city and our developing thinking

Michelle Brown informed the Board that learning and development opportunities for Edinburgh citizens would be promoted in connection with the COP26 November summit in Glasgow. There would also be links to employee volunteering, a special edition of community grants, as well as student and staff grants. If Board members have any queries or thoughts relating to these COP26 related activities they should contact Dave Gorman.

COMMUNITY BOARD

23 September 2021

Reporting on year one of the University's Community Plan

Description of paper
1.   This paper suggests an approach that the Community Board could adopt for reporting on year one of the University's Community Plan 2020-25.

Action requested/Recommendation
2.   Feedback or approval from the Board is requested on the outlined approach as highlighted at various points. Other feedback is also welcome.

Background and context
3.   The University's Community Plan 2020-25 launched on 3rd November 2020. In the Plan, the University committed to *"publish[ing] an annual report detailing the progress made against the commitments in this plan, and a final report after five years"* ('Delivering on what we promise').

4.   The Community Plan sits underneath the University's Social and Civic Responsibility Delivery Plan, the implementation of which is managed by the Social Responsibility and Sustainability Committee (SRSC). The University's progress against this report is also published annually and includes public reporting; an example of the 2020 public report can be viewed here. The next report is due to be published in January 2022. Data collection and drafting of the Social & Civic Responsibility report is being coordinated by Matthew Lawson (Student Engagement, Events & Reporting Programme Manager, Social Responsibility and Sustainability). Matthew is planning to invite input from the following parts of the University:
- Energy office (Dean Drobot)
- Travel and Transport office (Emma Crowther)
- Waste (Kate Fitzpatrick)
- Responsible investment work (Dave Gorman, SRS)
- Good food (Sion Pickering, SRS)
- Estates developments (Chris Litwiniuk, SRS)
- Widening Participation (Laura Cattell)
- Student Recruitment and Admissions (Katrina Castle, Jefferson Shirley)
- Human Resources (Caroline Wallace)
- Disability Office
- Community Team
- Edinburgh Community Engagement Forum
- SRS Academic Network
- Research policy (Charlotte Brady)
- Edinburgh Global (Alan Mackay)
- Institute for Academic Development (Velda McCune)
- Edinburgh Innovations (Robert Pembleton)
- Edinburgh University Students' Association (Beth Simpson)

- Biodiversity work and carbon data (Liz Vander Meer, SRS)
- Staff and student engagement with SRS issues (Sarah Ford-Hutchison, SRS)

The forthcoming report is expected to be shared in draft with SRSC and to have final sign-off from Dave Gorman and Sandy Tudhope, with publication sometime around Christmas 2021.

5.   At the meeting of the Community Board which met on 22nd April 2021, a proposed approach for the measures of success for the Community Plan was outlined by Stuart Tooley of the Community Team (paper D, April 2021). The purpose of these measures of success was to pin down, in more concrete terms, what successful implementation of the Community Plan's 32 commitments would look like. Some of the Community Plan commitment are reasonably broad and varying levels of thought were given to how they could be implemented when the Community Plan was being developed. Measures of success and the implementation plan as they currently stand can be viewed here.

6.   The term 'measures of success' was suggested by Board members as preferable to 'key performance indicators' at the January 2021 Board meeting as the latter was felt to bring to mind solely numerical data.

7.   The responsible University business area and Community Board member is listed alongside each measure of success here, along with a member of the Community Team who can support liaison to obtain data or provide data from their own work, as appropriate.

8.   It can be seen that not all measures of success for the Community Plan have yet been confirmed. It was agreed at the April Community Board that Board members will have discussions with colleagues regarding some of these. They are:
- Commitment 7 (community planning): Gavin Donoghue and Stuart Tooley looking for light touch way to update Board.
- Commitment 13 (knowledge exchange): Anne Sofie Laegran, Sarah Anderson and Stuart Tooley discussing with Public Engagement Strategy Group (Group officially disbanded but still exists informally).
- Commitment 15 (community engagement and student courses): Lesley McAra will report on Curriculum Transformation Board progress
- Commitment 32 (cultural heritage and green spaces): Dave Gorman discussing with Liz Vander Meer

9.   There are currently still no measures of success defined for the following:
- Commitment 5: Community grants network
- Commitment 8: Sharing resources
- Commitment 23: University of Sanctuary – any additional measures beyond re-accreditation
- Commitment 26: Apprenticeships and mentoring
- Commitment 27: Student social enterprise
- Commitment 31: Procurement
- Commitment 33: Communications

10. It can be seen that there is a degree of overlap between those members of the University who will feed into Social and Civic Responsibility Delivery Plan reporting and those who will help provide data for Community Plan reporting. The overlaps are as follows:
- Dave Gorman – responsible and social investment
- Katrina Castle – widening participation data
- Community Team
- Edinburgh Community Engagement Forum
- Students Association's Vice President Community
- Liz Vander Meer – biodiversity and green spaces
- Robert Pembleton – student social enterprise

11. An action from the April 2021 Community Board was for Sarah Anderson, Michelle Brown and Stuart Tooley to discuss whether the performance indicators under objective 3 of the Social and Civic Responsibility Delivery Plan – which map to Community Plan commitments and measures of success – were the most important areas of progress from the Community Plan to highlight to SRSC and in the forthcoming Social and Civic Responsibility Delivery Plan report. The discussion has taken place and it has been agreed that these are indeed the most important.

12. A question from the April 2021 Community Board was how new community projects, including Edinburgh City Region Deal projects, could be included in current Community Plan's measures of success. The outgoing Vice President Community was also asked to reflect on how student engagement could fit into the Community Plan's commitments.

13. The importance of undertaking a social impact evaluation of the University, as committed to in the Community Plan, was highlighted at the April 2021 Community Board. Lesley McAra and Gavin Donoghue have recently undertaken some survey work on public perception of the University that bears some relationship to this. An action for Lesley McAra and Dave Gorman from the April board was to discuss a social impact survey with the new director of Governance and Strategic Planning.

14. In the Community Board remit agreed at the April 2021 meeting (paper B, April 2021, the Board's purpose was agreed as being: "*To drive the delivery, and have oversight, of Community Plan commitments and to report on this to the SRSC Committee.*"

Discussion
15. The Community Plan needs to be reported on formally internally, by the Community Board to SRSC. The audience for this reporting is Committee members but, unless the paper is closed, it would be publicly viewable once Committee papers are posted online.
- This paper needs to highlight progress on the handful of Community Plan commitments that are Social and Civic Responsibility delivery Plan objective 3 indicators/metrics (re. paragraph 11, above).
- It could include progress in other areas if felt important for SRSC to see?
- Upcoming meetings of SRSC are 5th October 2021 and 10th March 2022.

- The author of this update to SRSC (presumed to be in the form of a paper) needs to be agreed.
- **Requested action of Community Board:** Agree when the Board will report to SRSC, the rough contents of the report, its format and the report's author(s).

16. The Community Plan also needs to be reported on publicly. Eppy Harries-Pugh (Communications Manager, Finance and Community Engagement, SRS) is discussing the format for this with Ellie Roger (Community Relations Manager, Communications and Marketing) and Matthew Lawson. Because progress will not be made against all 32 Community Plan commitments every year, and given that the Social and Civic Responsibility Delivery Plan report makes public a comprehensive list of metrics and progress against them, the current thinking is to:
- Have a summary webpage, highlighting commitments that have been achieved and providing case studies of key areas of focus from the past year.
- Where progress has been made but it does not merit a case study, it could be briefly listed within these webpages.
- For purposes of transparency, we will address commitments where progress has not been made.
- Given that University communications channels and staff are likely to be busy with COP26 in November 2021, to report publicly in January 2022.
- Liaise with Matthew Lawson and communications colleagues regarding the timing and sequencing of public communication to ensure coordination with public communication of Social and Civic responsibility annual report.
- **Requested action of Community Board:** To approve this approach to external communication of the University's progress against the Community Plan.
- Consider what should be the areas of focus for next year and whether these should be included in external reporting.

17. Gathering the data for the reporting will involve the whole of the Community Board. This includes the Community Team, who share a Board place between them, but the Community Team only work directly on a handful of the Community Plan commitments and Community Team staff in SRS only have time allocated with their roles for reporting directly on these.
- **Requested action of Community Board:** Consult with colleagues in own business areas to gather relevant data for the measures of success they are responsible for. Enter this data into the tracking spreadsheet, or nominate a local colleague who can do so on their behalf. If no measure of success is yet agreed, discuss and agree with colleagues what would be practical to report (making use of existing data and reporting is fine). Agree a date by which data should be entered into the spreadsheet in order to be included in this year's Community Plan reporting.

18. Where there is overlap in those consulted for input for Community plan reporting with those consulted for Social and Civic Responsibility Delivery Plan reporting, Sarah Anderson and/or Eppy Harries-Pugh will liaise with Matthew Lawson to either make use of information he has already gathered or vice-versa. In some cases, Matthew Lawson is speaking with parts of the University for which Community Plan

measures of success are still to be confirmed (e.g. student social enterprise), so this is a great opportunity to pin those down.

- **Requested action of Community Board:** To approve this joined-up working so that colleagues around the University are not consulted twice on similar/same topics at a similar time of year.

19. New community projects that Board members conceive are likely to fit under one or more of the Community Plan's commitments as some of these (e.g. commitment 13 on knowledge exchange) can be interpreted very broadly. Information about these activities are very welcome for reporting on the Community Plan. The remit of the Community Board does include:

> *"The generation, discussion and evaluation of any new priorities and ideas not currently covered in the Community Plan, bearing in mind resource requirements, and helping ensure their successful delivery should they be agreed."*

Where agreed activities fall outside the current Community Plan, this is useful learning as to the usefulness of the current Community Plan and should be documented in order to shape the post-2025 Community Plan.

- **Action requested of Board:** Consider whether any new community activities they are involved with fall inside or outside Community Plan 2020-25 commitments and feed this back to other Board members, with the aim of shaping future University community strategies and ensuring inclusion in Community Plan reporting where within scope.

20. Both internal reporting to SRSC and external reporting via communications channels will need institutional sign-off.

- **Action requested of Board:** To confirm who needs to do final sign-off of internal and external communication of Community Plan reporting.

21. The University is committed to the current Community Plan for 5 years and the Community Board was formed to ensure it is delivered. However, in spite of the extensive consultation involved in developing the current Community Plan, it is inevitable that, as it is delivered, there will be learning about where the Plan is a useful instrument and where a different approach might have been more useful. This is valuable data that can be used to shape future community strategies and should be shared with other Board members.

- **Action requested of Board:** To feed back on what aspects of the Community Plan seem to be working well and what aspects they would change, in hindsight. (One topic already raised is tighter themes to help with focus in a whole-institution approach.)
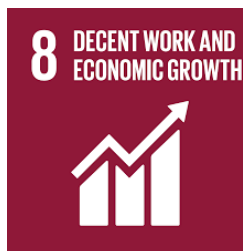
Resource implications

22. There are no additional requests for resource. There is an ask for some time of all Community Board members (including Community Team members) to be spent gathering and entering data for reporting. Being practical, it's likely that Community Team members may need to 'nudge' some data collection and defining of measures of success, and this time may not strictly fall be in their work plans.

Risk Management

23. There is a reputational risk for the University if the Community Plan is not reported on in a public and timely manner as it has committed publicly to doing so. There is a risk of lack of internal coordination if SRSC is not reported to or Matthew Lawson not liaised with.

Responding to the Climate Emergency & Sustainable Development Goals
24. The work of the Community Plan particularly contributes to the following Sustainable Development Goals:

1 NO POVERTY

4 QUALITY EDUCATION

8 DECENT WORK AND ECONOMIC GROWTH

10 REDUCED INEQUALITIES

11 SUSTAINABLE CITIES AND COMMUNITIES

Equality & Diversity

25. There are negative equality and diversity implications for the University not delivering on some of its Community Plan pledges. It must also be reported publicly and reach the widest possible audiences, including those currently underrepresented in the University's communications audiences, to avoid negative implications.

Next steps/implications

26.   Community Board members to report on their business areas within deadlines agreed at this Board meeting. Reporting to SRSC in format and timescale agreed at Board meeting. Public communication of Community Plan, with appropriate sign-off, in early 2021. Sarah Anderson and Eppy Harries-Pugh to liaise with Matthew Lawson.

Consultation

27. This paper has been drawn up based on conversations with the Community Team, with Michelle Brown (Deputy Director and Head of SRS Programmes, Social Responsibility and Sustainability) and Matthew Lawson. All Community Board members have ongoing access to the implementation plan and measures of success and are encouraged to treat it as a 'living' document, updating as they go.

Further information

Author   *Presenter*
Sarah Anderson   **Sarah Anderson**
Community Engagement Programme
Manager
Social Responsibility and Sustainability
(on behalf of the Community Team)

Freedom of Information

30. Open paper

COMMUNITY BOARD

23 September 2021

Community Team update

Description of paper
1.   This paper is a regular update on the activity of the Community Team since the last Board meeting in April 2021.

Action requested/Recommendation
2.   Input from the Board is invited in the form of possible mitigations for issues flagged in paragraph 17. The Board is asked to note the rest of the paper.

Background and context

3.   The Community Team is currently a group of four staff who hold community-focused roles in the Department for Social Responsibility and Sustainability and Communications and Marketing. The team meet weekly to coordinate their activities and work collaboratively on a number of them. Team members are line managed and their roles and operational budgets financed by their respective departments, where their work delivers on a small number of the longer list of Community Plan commitments. As per the finalised remit of the Community Board, the Board oversees the implementation of the Community Plan, including commitments the Community Team contribute to, but does not directly steer the work of the Community Team.

4.   Members of the Community Team share a place on the Community Board.

5.   The Community Team provides a short regular update to each Board meeting. This covers their own activities and also highlights any commitments listed in the Community Plan's implementation plan where the Community Team is aware the RAG status has changed, or remains Red.

Discussion

6.   Membership of the Community Team has changed since April 2021. Brendan Seenan's 12-month position as SRS Community Engagement Projects Coordinator has ended and he has moved to a student support role at Moray House. Ellie Roger has joined the Team on secondment until December 2021 as shared parental leave cover for Stuart Tooley (Community Relations Manager, Communications and Marketing). Ricardo Ribeiro Ferreira has taken up a 6-month part-time PhD internship in Social Responsibility and Sustainability, line-managed by Eppy Harries-Pugh (Communications Manager, Finance and Community Engagement). Ricardo's current doctoral studies follow on from a career as a political journalist. Ricardo will be evaluating Community Team communications and engagement, audience analysis and best practice in other higher education institutions.

7.   A total of £127,475 in community grants were awarded in the 2020/21 academic year. This is more than double the £50,000/annum committed to in the Social & Civic Responsibility Delivery Plan 2020-30. From June until the end of August 2021, local community organisations could also apply for some time-limited 'green' micro-grant funding in the lead up to the 2021 United Nations Climate Change Conference ('COP26') that's happening in Glasgow in November 2021. Just over £15,000 has been awarded to 17 Green Micro-grant projects, details of which will be made public shortly. As of August 2021, the University has awarded over £400,000 in community grants since the scheme launched in October 2017.

8.   It has been a good quarter for Edinburgh Local communications. All social media and stories have been aligned to Community Plan commitments.
   • Edinburgh Local was the lead University channel for the Social and Sustainable Capital press release for the University's £1million investment.
   • Popular online stories included Green Micro-grants, Volunteers' Week 2021, and profiles of community grantee projects.
   • A number of requests have been received for copies of a 'kettle recipes' cookbook created by University medical students and shared on Edinburgh Local channels
   • Planning for public communication of reporting on year 1 of the Community Plan is underway.

9.   The Edinburgh Local brand refresh has been completed, with various materials created with new branding (pop-up banners, bunting, postcards). The Edinburgh Local newsletter frequency will be reduced to every other month to release capacity for other communications activities. Key statistics for Edinburgh Local channels as of quarter 4 of 20/21 were as follows:

Social media followers	Instagram: **1,260** (Q3 1,207) Facebook: **679** (Q2 671) Twitter: **1,600** (Q2 1,517)
Newsletter subscribers and click-to-open rate	Subscribers: **1,411** (Q1 1,448) due to GDPR clean-up Click-to-open rate: 20% (Q2 22%)
Website stats	Sessions: **12,838** (Q2 13,145)
ECEF subscribers	Subscribers: **261** (Q2 245)

10. The Community Team had a stall at the Craigmillar Festival on 14th August. St Cecilia's Hall and the Centre for Open Learning joined the stall; toy musical instruments and bubbles were both popular! Around 30 people interacted us, with the majority coming from the very local area (based on audience sampling). Colleagues from Biological and Biomedical Sciences and Open Learning also had

their own stalls. This was the first time the Festival had run in recent years; it will hopefully recur annually.

11. Planning for the 2021 Doors Open Day is underway, with the University's presence being online again (existing virtual campus tours will be re-used). Ellie Roger is also picking up on KB101 artwork, a new art installation to celebrate The King's Building campus centenary. One of the aims of the artwork is to encourage local communities onto campus.

12. Membership of the Edinburgh Community Engagement Forum – the University's informal internal network for staff and students involved with community engagement – stood at 323 members as of August 2021. The network meeting in June 2021 on the topic of procurement community benefit was well-attended and included guest speakers from the DDI (Data-Driven Innovation) project management office and Capital City Partnership. Meetings for 21/22 are being scheduled.

13. Community relations work is still ongoing regarding some anti-social behaviour in Bristo Square and changes that are likely to happen to the children's garden as a result of the Edinburgh Futures Institute development.

14. Work on the DDI-funded 'Edinburgh Eats' project officially ended in July. This project examined the possibility of using a recipe box scheme as a dignified solution to local food poverty. Bridgend Farmhouse, Edinburgh Food Social, Edinburgh Community Food and a student society have been involved. Kirsteen Shields (Lecturer in International Law and Food Security), Sarah Anderson and Michelle brown were the project investigators.

15. The end of Brendan Seenan's role means the Community Team does not currently have significant staff time allocated to employee volunteering. The Team may do a small amount of work on this area in 2021/22: some communications work, and work with HR to enable reporting on staff uptake of volunteering leave ('A Day to Make a Difference').

16. Sarah Anderson is working with Gavin McLachlan (Vice Principal and Chief Librarian) to get the University to sign People Know How's 'Connectivity Now' pledge. The pledge aims to get internet access for everyone in Scotland based on what households can afford. Also on digital inclusion, around 130 old University PCs have very recently been donated to People Know How, who can ready and pass them on to local households in need. People Know How and the University are working towards a partnership agreement to cover this and other activities.

17. The following Community Plan commitments currently have 'red' status in the RAG classification for the implementation plan:
- Social impact pledges: New pledges still to be decided and presented to Community Board
- Community planning: Still to work out what commitment 7 means in practice.
- Alumni: Still to gauge Development & Alumni's attitude towards commitment 11.
- Physical front doors: Not clear where resourcing would come from for reception staff and anything else needed for public entry points to campus.

- Community room bookings: Not been possible due to pandemic and Estates staff unlikely to have capacity to engage until at least semester 2 of 2020/21.
- Social Impact survey: No plan or budget yet in place.

18. The following Community Plan commitments have changed implementation status since the April 2021 meeting of the Community Board:
- Commitment 1, Social Impact Pledges: From amber to red
- Commitment 16, Community Engagement - links and showcase: From amber to green
- Commitment 21, local events: From amber to green
- Commitment 21, University of Sanctuary: From amber to green

Resource implications
19. Resources may be required to mitigate some of the implementation risks flagged in paragraph 17. Otherwise inapplicable as this is an update.

Risk Management
20. There are reputational and other risks to the University if it is unable to deliver on its Community Plan commitments. Otherwise inapplicable as this is an update.

Responding to the Climate Emergency & Sustainable Development Goals
The work of the Community Team and Community Plan particularly contributes to the following Sustainable Development Goals:
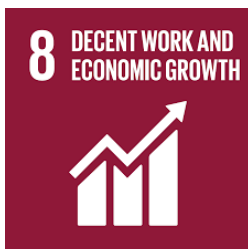
Equality & Diversity

22. There are negative equality and diversity implications for the University not delivering on some of its Community Plan pledges. Otherwise inapplicable as this is an update.

Next steps/implications

23. Community Board to review and make any necessary amendments to implementation plan if they have not already done so. Otherwise inapplicable as this is an update.

Consultation

24. This paper has been drawn up based on conversations with the Community Team. All Community Board members have ongoing access to the implementation plan.

Further information

29. *Author*   *Presenter*
Sarah Anderson   **Sarah Anderson**
Community Engagement Programme
Manager
Social Responsibility and Sustainability
(on behalf of the Community Team)

Freedom of Information
30. Open paper