

UNIVERSITY COLLECTIONS COMMITTEE

Terms of Reference

1 Constitution and purpose

- 1.1 The purpose of the Collections Committee is to recommend strategy and policy, in order to preserve, promote access to and develop the University's museum and archive collections and its heritage, to support the University's mission and strategic plan and to advance knowledge, culture, science, heritage and education for the widest public benefit.
- 1.2 The Collections Committee reports to the University Executive and to the Finance Committee, which is a committee of the Court established in accordance with Statute XII (paragraph 10, clause 1).

2 Remit

- 2.1 The Collections Committee will:
- a. Have oversight of the preservation, management, use and development of the collections in all media, across all University campuses
 - b. Promote academic, student and public engagement with, access to and use of the collections
 - c. Promote the effective use of the University's heritage to support University business and strategy across its functions, from marketing and recruitment to alumni relations and fundraising
 - d. Promote and seek to enhance the preservation and enjoyment of the heritage features of the Edinburgh campus
 - e. Promote and support partnership working with other educational, heritage and cultural organisations for the benefit of our users to raise the profile and broaden the recognition of the University and its museum and archive collections
- 2.2 The Collections Committee advises the Finance Committee by reviewing the preservation, management, use and development of the collections; and recommending:
- a. The scope of the University museum and archive collections, including its corporate archive, to be held permanently as inalienable assets
 - b. Strategy and policy for the preservation, care, access, promotion and development of the University's museum and archive collections in accordance with relevant professional standards
 - c. Any revisions to the governance of the collections necessary to maintain appropriate standards of collections care and access and the continued benefits of meeting museum and archive Accreditation standards
 - d. That the estate master plan, received by the Campus Committee, makes appropriate provision for the preservation, accommodation and access to the University's heritage collections.
 - e. Any acquisitions with significant resource implications and any proposed disposal of items from the collections

- 2.3 Equality and Diversity: the Committee will exercise its responsibility, as far as possible, to promote diversity of representation within its membership and the membership of any working group or committees established by the Committee. The Committee will also act to promote equality of opportunity for all colleagues who are involved in carrying out the business of the Group.

3 Membership

- 3.1 The Committee shall include:

The Secretary of the University (as Chair)
The Director of Governance and Legal Services
One or more representatives of Schools, where the collections can be used to support the academic mission of the University
HW-Engage representative
The Director of Finance or nominee
The Director of Marketing and Communications or nominee
The Assistant Principal (Development) or nominee
The Director of Campus Services or nominee
The Director of Information Services or nominee

In attendance:

The Head of Heritage and Information Governance
The Curator
The Archivist

- 3.2 The Committee may co-opt members who they consider have particular skills and experience which would assist the work of the Committee.

- 3.3 The current membership of the Committee is as follows:

Ex-Officio Members

Ms Sue Collier, Director of Governance and Legal Services
Professor Máiréad Nic Craith, School of Management and Languages, or nominee
Professor Fiona Waldron, Head of School of Textiles and Design, or nominees:
Mr Mark Parker, Lecturer, School of Textiles and Design/
Dr Aude Le Guennec, Lecturer, School of Textiles and Design
Mr Andrew Menzies, Director of Finance
Ms Nuala Boyle, Assistant Principal, Development, or nominee
Mr Martyn Spence, Director, Marketing and Communications, or nominees:
Mr Greg Cowper, Interim Head of Media Services/ Mr Calum Wilson, Senior Graphic Designer, Media Services
Mr Malcolm Deans, Director of Campus Services or nominee
Ms Kathy McCabe, Director of Information Services (IS) or nominee:
Ms Wendy Pirie, Head of Academic and Learner Services, IS

In attendance

Ms Ann Jones, Head of Heritage and Information Governance
Ms Angela Edgar, Curator
Mrs Helen Taylor, Archivist

Clerk: Executive Assistant, Heritage and Information Governance

4 Committee Chair

The Chair of the Committee shall be the Secretary of the University.

4.2 In the absence of the Chair of the Committee, the Secretary of the University will nominate an alternate Chair.

5 Frequency

5.1 The Committee usually meets once a year

5.2 Additional meetings may be held in order to meet business requirements at the request of the Chair of the Committee.

6 Attendance at meetings

6.1 In addition to the members, and associated with agenda business, other members of staff and external participants may be invited to attend on an ad-hoc basis for particular agenda items.

6.2 The Committee will maintain a record of attendance at each of its meetings and will include this information in its annual report to the University Executive and to the Finance Committee.

7 Reserved business

7.1 There may be occasions when the Collections Committee's business is designated reserved (confidential). On occasion, with the approval of the Chair, any member of the Committee may be asked to withdraw from the meeting during consideration of a reserved item of business.

7.2 The record of matters which the Chair and the Committee are satisfied should be dealt with on a reserved basis will be recorded separately.

8 Reporting procedures

8.1 The Chair of the Committee will report to the University Executive and to the Finance Committee on any matters which the Committee considers ought to be brought to the attention of the Finance Committee and on any matters requiring the approval of the Finance Committee or Court.

8.2 Matters requiring the approval of the University Executive, the Finance Committee or the Court will be highlighted in the Committee's report.

8.3 The Committee will submit an annual report on collections strategy, policy and management, including major acquisitions, loans or disposal of collections items, to the University Executive and to the Finance Committee which will report annually to the Court.

8.4 The Chair will approve the content of reports before release including the redaction of any information deemed necessary for reasons of confidentiality.

8.5 The Committee's records (agenda, papers, and minutes) are included in the University's Freedom of Information Publication Scheme. Information will be readily accessible on request to members of the public under the terms of the Freedom of Information (Scotland) Act 2002 (FOI(S)A) with the exception of information which is deemed to be covered by a specific exemption under the Act.

8.6 Minutes and reports of the Committee will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A.

9 Forward planning

9.1 The Committee will review its Terms of Reference and submit recommendations on these to the Finance Committee annually for approval.

9.2 The Committee will set its meeting dates two years in advance, aligned to the schedule of meetings of the Professional Services Leadership Board, University Executive, the Finance Committee and Court, and will maintain an annual workload plan for the Committee.

Supporting Information

Groups feeding into the Collections Committee

Digital Preservation Group

The Committee may establish other short life working groups as required.

Effectiveness and lifespan

Lifespan: ongoing.

Actions that may be taken by the Committee

The Collections Committee may:

- Note
- Receive
- Consider
- Endorse
- Approve
- Recommend
- Reject

Most appropriate minuting style

Traditional / formal minutes in accordance with internal University guidance.

Resources

Clerk Executive Assistant, Heritage and Information Governance

Meetings Once per academic year