**The University of Edinburgh**

**Charles Stewart House**

**Multiple-Occupancy Building Users’ Group**

**Terms of Reference**

**October 2022**

1. **Background**

1.1 University buildings which are jointly occupied by different Departments and units are required to have a Multi Occupancy Building User Group (MOBUG) to oversee:

* Fire safety (including escape routes, signage, emergency lighting, weekly fire alarm checks and Fire Action Plan)
* Annual fire drill report
* Security of the building
* Normal and out of hours for the building
* First aid provision in the building
* Maintenance issues, for example scaffolding on the building or carpet replacement works
* Visitor access to the building
* Staff Safety during the Pandemic

1. **Purpose**

2.1 The Charles Stewart House MOBUG has been established to oversee the above matters on behalf of Departments and staff whose offices are within the building.

1. **Composition**

3.1 The CSH MOBUG consists of the following:

* Convener – appointed by the Director of Corporate Services (DoCS)
* Secretary – Services Administration Supervisor (SAS)
* Fire Safety Unit representative
* Estates representative – when required for specialist items
* Representative(s) from each Department within the building

3.2 The membership of MOBUG is set out in Appendix 1. Other colleagues may be invited to attend meetings from time to time.

3.3 The Convener of the CSH MOBUG is appointed by the DoCS. The Convener has the authority to ensure that all fire safety, security and health and safety matters relevant to the building are maintained. All the occupiers of the building are expected to recognise and support the Convener on all fire safety, security and health and safety matters.

3.4 The SAS acts as the MOBUG Secretary and, with authority delegated by the DoCS and MOBUG Convener, acts as the first point of contact for all fire safety, security and health and safety matters relating to the building. They should be informed of fire drill dates and disseminate this information to service Directors or equivalent who occupy the building. The SAS:

* organises dates and rooms for meetings and informs all MOBUG members accordingly;
* assembles the Agenda and other papers and distributes these prior to the meeting;
* takes minutes and distributes them after the meeting in a timely manner;
* records the MOBUG membership, ensuring that the Convener invites new occupiers to the building to send a representative.

3.5 Other professional services Directors must appoint a representative for their Department. Such Directors and their representatives must fully support and enforce fire safety, security and health and safety issues determined by the MOBUG Convener and members.

3.6 Representatives of professional services departments nominated to MOBUG must be of sufficient seniority to implement any decisions made by the MOBUG. They should:

* attend all meetings if possible or send a deputy;
* participate in the MOBUG decision making process; and
* ensure that such decisions are all carried out within the area occupied by their Department.

3.7 The University Fire Safety Representative should attend all meetings if possible and advise on fire safety issues.

3.8 The Estates representative should attend all meetings if possible and advise on building issues such as security and maintenance.

3.9 The Convener and members of MOBUG will have regard to the University’s Health & Safety Policy and associated documents.

1. **Meetings**

4.1 The CSH MOBUG meets four times per year, on a quarterly basis and when required to address specific issues.

4.2 Agendas and papers will normally be circulated at least five working days in advance of the meeting. Only in the case of extreme urgency and with the prior agreement of the Convener will papers be tabled at meetings of the Group.

4.3 A minute, including record of actions, will be kept and submitted for approval at the next meeting of MOBUG.

4.3 All MOBUG members must ensure that their teams are sent copies of the minutes of the meetings and, where possible, include the minutes as an item in team meetings.

**Appendix: List of CSH MOBUG members**

|  |  |  |
| --- | --- | --- |
| Ashley Shannon | Convener | Corporate Services |
| Susan Ryan | Secretary | Corporate Services |
| Susan Burns | Administrator | Health & Safety |
| Donna Lumsden | Planning and Resource Officer | Development & Alumni |
| Angela Penman | PA | Senior Vice Principal’s Office |
| Beatriz Saalfeld Barreto | PA | Edinburgh Research Office  Finance |
| Robert Taylor | Fire Safety Advisor | Fire Safety Unit |
| Stacey Maxwell | Business Manager and Executive Assistant | Place |
| Alex McCallum | Estates | Estates |
| Maureen Connolly | Office Manager and Executive PA | Finance |
| Morag Eadie | PA | Procurement  Finance |

**Attendees:**

The following are invited to attend MOBUG meeting for their expertise and knowledge of CSH

|  |  |  |
| --- | --- | --- |
| MilenaFolta-Banaszkiewicz | Receptionist | CSG |
| Aga Sagan | Servitor | CSH |
| Representative from Finance Admin Support |  | Finance |
| Lisa Anderson | Cleaning Supervisor | Estates |