WEB COPY

University of Glasgow

COURT

Minute of the meeting held in the Senate Room on Wednesday 26 March 2003

PRESENT: Mr Greg Hemphill (Rector)
Mrs Joy Travers (Chancellor’s Assessor)
Professor Sir Graeme Davies (Principal)
Mr Henry Adams
Professor David Bennett
Mr Norman Berry
Mr J Scott Cairns
Dr Jocelyn Dow
Ms Katherine Doran (Assessor, Student’s Representative Council)
Mr Ronald G Graham
Dr Alastair Hunter
Dr Geoffrey Moores
Dr Keith Nimmo
Ms Kate Phillips
Dr Craig Reede
Mr Ian Russell
Mr Michael Sandford
Professor John Sewell
Professor David Watt
Dr Judy Wilkinson

ATTENDING: Mr Dugald Mackie (Secretary of Court)
Ms Annie Vaz (Acting Director of Publicity Services)
Mr Ian Hawkins (Administrative Officer)
Professor Robin Leake (Vice-Principal)
Mr Ray Lewis (Director of Human Resources)
Professor Chris Morris (Vice-Principal)
Professor Andrew Nash (Vice-Principal Learning and Teaching and Clerk of Senate)
Mr Chris Rusbridge (Director, Information Services)
Mr Robert Wilson (Director of Estates and Buildings)
Mr Michael Yuille (Director of Finance)

APOLOGIES: Members
Professor Chris A Corrin
Mr Eamon Fitzgerald
Mrs Margaret RH Paxton
Mr Ben Zielinski (President, Students Representative Council)

Attendees
Professor Peter Holmes (Vice-Principal Research)
Ms Jan Hulme (Academic Secretary)
Professor Malcolm McLeod (Vice-Principal External Relations)

54 CAPITAL PROGRAMME – UPDATE

The Director of Estates and Buildings gave a presentation on the University’s Capital Projects including a background to the Department of Estates and Buildings, an outline of its work, how the Estates Strategy was being developed and an indication of what new projects were on the horizon.

Court noted that the Director of Estates and Buildings would arrange a tour of the University Estate for interested members of Court.

Court was informed that part of the Scottish Executive strategy on Biodiversity involved support for Urban Biodiversity projects and the Director of Estates and Buildings considered that this could be something the Amenities Committee could take on board as part of its remit. Court noted that the Gilmorehill site was essentially managed on a “parks and gardens” basis but that some element of biodiversity could be introduced into that management.

With regard to a question about routine maintenance the Director of Estates and Buildings stated that these were prioritised on the basis of Health and Safety considerations and on making buildings wind and watertight. The Principal confirmed that the University operated a priority system for non-routine maintenance and that the strategy was to seek to bring all of the teaching space into the top priority groups.

The Director of Estates and Buildings undertook to reply to a question about the management of rhododendrons at the Garscube Estate.

[Note from the Secretary of Court – Following the meeting, the Director of Estates and Buildings reported that the rhododendrons being removed were Ponticum, the common wild variety which are very vigorous and in great numbers within the Garscube campus. They are also very invasive and require thinning on a regular basis. The work is being carried out as part of an ongoing project of regeneration of the bridle paths and woodland areas and the removed Ponticum will be replaced in April by large specimen plants from a specialist supplier.]

In response to a question about the refurbishment of the Estate the Principal confirmed that the University Management Group often considered business plans which included a large element of improvement to the quality of teaching space where a sound business case could be made on the basis of increased income generation from activity using that space.

Court otherwise thanked the Director of Estates and Buildings for his presentation.

55 SHEFC Grant Letter
The Principal tabled the following three documents at the meeting and indicated that he would be happy to field questions from Members either at the meeting or at a later date:

1. A copy of the Press Release from SHEFC dated 20 March 2003 summarising the grant allocation for teaching and research for 2003-04;

2. A Summary Table setting out a comparison of the overall grants in 2002-03 and 2003-04 for the Scottish Universities;

3. A ranked table setting out the level of research funding for various Scottish and English Universities in 2002-03, 2003-04 and the percentage changes.

The Principal reported that the University had been awarded an increase of 4.2% overall and 3.8% in research funding which was a reasonable settlement for the forthcoming year.

He stated that one area of disappointment was that there were only to be 400 additional FTE funded student places for Scotland as a whole and that no specific mention was made of student numbers at Crichton College. He confirmed that, locally, this was likely to become a political issue as part of the run-up to the parliamentary / local elections in May 2003.

With regard to comparisons with the University’s peer Institutions the Principal reported that it was difficult to make comparisons with those in England. The English Institutions had received higher levels of funding for widening participation but to a certain extent this was counterbalanced by a reduction in funding for research at some Institutions. He stated that, compared to the University of Birmingham, last year the University was some £2.5M ahead in funding but this was to be reduced to about £50k in 2003-04. He pointed out however that this was offset to a degree by the reduction in teaching grant to Birmingham. He added that the third of the tabled papers showed a huge increase in research funding for the Universities of Cambridge and Oxford, University College London and Imperial College and that this additional money might lead to the position where those Institutions could effectively seek to “raid” Universities such as Glasgow for researchers in order to utilise that additional funding. If that were to be the case the University would seek assistance and protection from the Scottish Executive.

Court noted that the full text of the Grant Letter could be found at http://www.shefc.ac.uk/content/library/circs/03/he0903/contents.htm

56 minute of last meeting

Court approved the minutes of the meeting held on 19 February 2003 subject to Minute 51.5 being amended to read, “The provisional allocation to the University was £22.6M.”

57 matters arising from the minutes

57.1 Restructuring (Minute 42)
The Vice-Principal (Staffing) reported that the Restructuring process was generating £790k of additional savings from pay in the current year. He added that the VSER scheme would cost £2.2M in the current year but had also generated £2.2M in savings in 2002-03 and £0.8M in 2001-02; savings thereafter were likely to be in excess of £3M per annum.

The Director of Human Resources reported that there had been 360 expressions of interest in the VSER scheme, 103 leavers and that there were still 60 applications to be resolved.

57.2 Student Unions (Minute 47.1)

Court noted that the Secretary of Court had met with Counsel whose opinion had been sought on how the provisions of the Education Act 1994 would impact upon any decision to amend the Constitution of the Glasgow University Union to remove the clause precluding membership by members of the Queen Margaret Union. Counsel was now considering the University’s memorial in detail. The Secretary of Court expected a response by the end of April in time for a report to be made to the May meeting of Court.

57.3 Closure of the Department of Ophthalmology (Minute 47.2)

Court noted that the Redundancy Committee had met on the morning of 26 March 2003 to consider a report by the Structural Change Committee on the closure of the Department. The Secretary of Court apologised for the late submission of the paper and explained that it had not proved possible to arrange for the Redundancy Committee to have met any earlier. Subject to the proviso that members be afforded the opportunity to pass any comments they might have to the Secretary of Court and that no action be taken on the following decisions until 4 April 2003, Court agreed:

a) to note the termination of the posts of the Academic Head of the Department, the Departmental Secretary and one of the Technicians under the VSER scheme;

b) to terminate the contracts of the remaining two technicians and the part-time manual post subject to providing salary protection for one year for one of the Technical Staff from the Central Redundancy Pay Fund to allow her to be redeployed into a lower graded post.

c) to allow the research assistant to finish her project within the Department of Clinical Neurosciences and that her contract not be terminated but amended to reflect the new arrangement.

d) to note that a further report on wider issues relevant to the Faculty of Medicine and to the University as a whole would be submitted to Court in due course.

57.4 Appeal against the Decision of a Disciplinary Tribunal (Minute 47.3)

Court noted that the appeal against dismissal by a member of staff in the Faculty of Medicine had been dismissed by Dr Doris Littlejohn. The Secretary of Court stated that
consideration of this case had led the University to take another look at its regulations on the use of IT and the growing problem of unsolicited Emails (spam). Court noted that it would receive a report on these matters in due course.

57.5 Shares in Alcatel Ltd (Minute 48.1.3)

Court noted that the University had sold its shares in Alcatel Ltd and that the advice of Dundas and Wilson on how best to deal with the disposal of any such future shareholdings would be reported to Court in due course.

57.6 Remuneration Committee (Minute 48.6)

Court noted that although the Remuneration Committee had given preliminary consideration to the proposals on the remuneration of Deans and Heads of Departments further recommendations would be forthcoming on the remuneration of other office holders such as the Senate Assessors and various Senate Advisors. Court noted that these recommendations would be reported to the May meeting of Court.

57.7 Science Research Infrastructure Fund (SRIF) (Minute 51.5)

The Vice-Principal (Estates) reported that there had been two initial invitations to staff from the Deans for bids from the Fund and that these had been the subject of an oral review at the last meeting of Senate. The outcome of that Review had formed the basis of a list for consideration by the University Management Group in order to draw up a shortlist. The costings for the bids on that shortlist would be firmed up with a list (and a reserve list) prior to the closing date for the receipt of bids.

58 minutes and reports of court committees

58.1 Finance Committee

58.1.1 NASPS Actuarial Valuation

In response to a question regarding the reference to salary adjustment in the Minute of the Finance Committee, the Chancellor’s Assessor clarified that the point being made referred to the management of pension / National Insurance contributions to the best advantage of both the employee and the employer.

58.1.2 CST Global Ltd – Update [restricted access]

Court re-affirmed that the Acting Director of Research and Enterprise be authorised to continue discussions on the available options and that, if necessary, a decision on the way forward be made on behalf of Court by the Principal, the Chancellor’s Assessor and the Secretary of Court acting together in accordance with their delegated authority.
58.1.3 Private Car Mileage Rates

Court noted that the University currently aligns its reimbursement rates for private car mileage with those of the Inland Revenue in order that all business mileage rates can be paid tax free. Court also noted that the Inland Revenue had decided not to increase its rates during the forthcoming tax year so Court therefore agreed that the University’s car mileage rates remain unchanged at 40p per mile for all claims in a tax year up to 10,000 miles and beyond 10,000 miles a rate of 25p per mile for the tax year April 2003 to March 2004.

58.1.4 Banking Matters

Court approved the opening of a bank account for the Scottish Council for Research in Education to operate an imprest account to purchase small items locally and be reimbursed by the University’s Finance Office by direct transfer.

Court agreed to delegate authority to the Finance Office to open, when required, imprest/petty cash bank accounts with the provisos that such accounts should not be overdrawn and would have a maximum balance of £2,000. This delegated authority would be effected only by the signatures of two of the authorised bank signatories within the Finance Office.

Court agreed to authorise the opening of two additional bank accounts with the Bank of Scotland, a Corporate Investment Account (Same Day Access) and the Corporate Reserve Account (Seven Day Notice). Court noted that interest rates were tiered, allied to base rate and compete favourably with the rates available on overnight and with the Clydesdale Bank Investment Account.

Court agreed to the renewal of the existing facility at Barclays for an overdraft in the sum of £10M. At present this facility was being used to fund the purchase and refurbishment of the St Andrews Building with the interest payments being met by the Funding Council.

Court otherwise noted the report of the Finance Committee held on 12 March 2003.

58.2 Audit Committee

58.2.1 Membership of the Audit Committee

Court noted that an advertisement had appeared in the University Newsletter seeking applications for a member of staff to serve on the Audit Committee and that a number of expressions of interest had been received.

Court also noted that the Chancellor’s Assessor, the Convener of the Audit Committee and the Vice-Convener of the Audit Committee were to meet with the Secretary of Court to assess the applications (and also to seek a replacement for Mr Ronald Graham who recently resigned from the Committee) with a view to making
appropriate recommendations to the May meeting of Court.

58.2.2 Internal Audit - Terms of Reference

Court noted the receipt of an updated, tabled version of the Terms of Reference of Internal Audit, which included the views of the Audit Committee, and approved the Terms of Reference subject to members being afforded the opportunity to pass any comments they might have to the Secretary of Court by 4 April 2003.

Court otherwise noted the minute of the Audit Committee held on 5 March 2003.

58.3 Human Resources Committee

58.3.1 Equality and Diversity Strategy Committee

Court agreed in principle the Terms of Reference of the Equality and Diversity Strategy Committee as set out in the report subject to the outcome of discussions between the Vice-Principal (Staffing) and (Teaching and Learning) on the details of the remit and composition of the Committee.

Court noted that as part of the ongoing follow up to the Review of the Department of Philosophy that the Implementation Group and the Strategy Group were meeting on a monthly basis between January and June 2003, addressing each of the 23 substantive items highlighted in the Review. The Implementation Group would report to the Review Committee which in turn would report to Court on the outcome of this exercise. The Vice-Principal (Staffing) explained that the current staffing level of 13.5 FTEs had been reduced from an earlier high of 21 FTEs. He reported that the Restructuring Group had advised the Implementation Group that the level of staffing should be maintained at this level with perhaps one or two replacement posts in the near future.

Court otherwise noted the report of the Human Resources Committee held on 5 March 2003.

58.4 Health, Safety and Environment Committee

58.4.1 Face Fit Testing for Respiratory Protective Equipment

The Secretary of Court undertook to inform Court of the resource implications of the HSE guidance for the University in this area.

Court otherwise noted the report of the Health, Safety and Environment Committee held on 26 February 2003.

58.5 Safety Directorate

Court noted the report of the Safety Directorate held on 3 March 2003.

58.6 External Relations and Marketing Committee
58.6.1 North American Working Group

Court noted that the North American Working Group had been set up to assess the effectiveness of the University’s presence in North America with particular regard to the activities of the Alumni Office and the enhancement of the recruitment of students both Junior Year Abroad undergraduates and postgraduates (taught and research).

58.6.2 Minutes of Museums and Galleries Committee

Court noted that the Director of the Museums and Galleries Committee was required to send the Scottish Museums Council an approved copy of the Minutes of the Museums and Galleries Committee, signed by the Secretary of Court, to attest to Court’s approval of the Hunterian’s full policy documents. Court therefore also noted the full Minutes of the Museums and Galleries Committee available at http://committees.gla.ac.uk/admin/CAERM/Minutes/20030211.htm

Court otherwise noted the report of the External Relations and Marketing Committee held on 11 February 2003.

58.7 Estates Planning and Strategy Committee

Court noted the report of the Estates Planning and Strategy Committee held on 24 February 2003.

58.8 Board of Review

Court noted the receipt of a replacement tabled paper and the instruction to discard the previously circulated report which was inaccurate.

With regard to the question of gender balance the Principal, as Convener of the Board of Review, accepted that the position was not quite as the University would like to see it – there being a greater number of men than women identified in the report. He informed members however that the system was based on self application and it seemed that many of the University’s female staff were less inclined to put themselves forward than their male counterparts. He added that the Deans and the Heads of Departments were being pressed to give even more encouragement to their staff to counter this apparent tendency and that it was notable that in the areas where the staff numbers were more balanced with regard to gender this was reflected in the numbers of promotions and advancements etc.

The Vice-Principal (Staffing) reported that this was the third year that reliable statistics had been collected on this issue and that the figures would be analysed to ascertain whether any lessons could be learned.

The Principal stated that, to a certain extent, the University was continuing to work through the historical background of Higher Education being a predominantly male preserve but that the gender balance within the younger age profiles (30-40) had shifted significantly; a point borne out by the changes seen in the last five years regarding the gender of Professorial appointments.
Court otherwise **homologated** the recommendations as set out in the report from the Board of Review held on 17 February 2003, having previously agreed that the Board’s decisions be approved at the meeting of Court held on 19 February 2003 (Minute 48.5 refers).

**58.9 Committee on Personal Professorships and Readerships**

Court **noted** the chosen designations for Personal Professorships and Readerships as set out in the report.

**58.10 Joint Committee (Technicians)**

Court **noted** the report from the Joint Committee (Technicians) held on 12 February 2003.

**59 minutes and reports of joint court/senate committees**

**59.1 Resource Strategy Committee**

Court **noted** the report of the Resource Strategy Committee held on 18 February 2003.

**59.2 Education Committee**

Court **noted** the report of the Education Committee held on 19 February 2003.

**60 communications from Senate**

**60.1 Pro-tem appointment of Senate Assessor on the University Court**

Court **noted** that Professor David Watt would be absent from the University from August - December 2003 (inclusive) leaving a potential shortage of Senate Assessors. In order that there be a full complement of Senate Assessors, and particularly in view of the coincidence of next year’s promotion round with Professor Watt's absence, Court **approved** the following proposals:

- That Dr Jocelyn Dow be appointed to act as Senate Assessor on the University Court during the period of Professor Watt's absence
- That Dr Dow continues to act in the foregoing capacity with respect to Court business concerned with the promotions process with which she is involved until such business is concluded.

Court **noted** that Dr Dow's period of appointment as a Senate Assessor in her own right was due to terminate on 31 July 2003, immediately prior to Professor Watt's temporary departure.

Court otherwise **noted** the Communications from Senate.
61 report from management group

61.1 Recommended Levels of Tuition Fees

Court approved the recommended levels of Tuition Fees as set out in the report from Management Group.

Court otherwise noted the report from Management Group.

62 report from the secretary of court

62.1 Appointments

62.1.1 Safety Directorate

Court agreed to appoint Professor Alan Taylor of IBLS to the Safety Directorate to replace Professor Richard de la Rue of the Department of Electronics and Electrical Engineering as one of the two 'lay' members of academic staff, one of whom should have a special interest in environmental matters. The appointment would be effective from 1 August 2003.

62.1.2 Director of SUERC

Court agreed to renew the directorship of Tony Fallick on SUERC for the period 1 November 2003 to 31 October 2007. At the end of this period Professor Fallick would take a year's sabbatical leave from his duties at the University.

62.1.3 Chair of Statistics

Court noted the appointment of Professor Stephen John Senn, currently Professor of Pharmaceutical and Health Statistics at University College London, to the Chair of Statistics with effect from 1 September 2003.

62.1.4 Deanship of the Faculty of Veterinary Medicine

Court noted that the membership of the Committee of Recommendation for the Deanship of the Faculty of Veterinary Medicine had been finalised with the nomination of the representatives for the academic staff and the non-academic staff constituencies. The membership of the committee now stood as:

- Territorial Vice-Principal Professor Peter Holmes
- Two members of Court Professor Andrew Christie and Dr Jocelyn Dow
- Cognate Dean Professor Michael Farthing
- Academic Staff Representative Professor Jacky Reid
- Non-Academic Staff Representative Ms Clarice Scott
62.2. **Draft Resolution of Court**

Court noted that paragraph 2, Part II, Schedule 2 of the Universities (Scotland) Act 1966 provided that the power to approve any additions or amendments to the regulations for existing degrees was exercisable by a Resolution of Court. Court therefore approved the following Draft Resolution, as set out in Appendix 1 to the report. The Appendix contained a schedule summarising the proposed changes to the Degree Regulations approved by Senate’s Education Committee/Academic Regulations Committee together with submissions 1-7 setting out the detailed changes. The documentation had been sent to the General Council for comment on the changes to the Regulations.

- Resolution 500 – Changes to the Regulations of Various Degrees.

62.3 **Gifts Benefactions and Bequests**

Court noted the following bequest:

The late Professor John Cameron Bryce: £264,210 to the Department of English Literature primarily to perpetuate the memory of Professor Peter Alexander, former Professor of English Literature and also to perpetuate the memory of Professor W Mac Neile Dixon. It had been agreed with the Executors that the annual interest on the sum would be used for a scholarship for a student pursuing a taught or research M.Phil. in any area of English Literature with preference being given to a student who hopes to continue to PhD. Level. The scholarship would be called the Alexander and Dixon Scholarship (Bryce Bequest). The Secretary of Court had exercised his delegated authority to act on behalf of Court to discuss and agree the exact use of the funds with the Department and to agree those details with the Executors.

62.4 **Calendar of Actions**

Court noted the report.

62.5 **Deputy Deanship of the Faculty of Medicine**

The Vice-Principal (Staffing) reported that the University Management Group, acting on a proposal from the Honoraria Working Group, had concluded that it would be good management practice to establish the post of Deputy Dean in each of the Faculties. It was proposed that the process of appointment of the Deputy Dean should resemble that for the Dean and that it would be a Court appointment.

For the avoidance of doubt Court agreed that the post of Deputy Dean be established in each of the Faculties, that it be a Court appointment and that the process of appointment resemble that for the appointment of the Dean with the exceptions that the Dean replace one of the Members of Court on the Committee of Recommendation and that there be no requirement for staff representation on the Committee.

Court noted that following the resignation of the Executive Dean of Medicine reported to the last meeting (Minute 51.4 refers) the process to identify a replacement had begun and it was hoped
that this would be completed by 1 October 2003 but certainly by 1 January 2004. In the meantime, in accordance with the proposal above, the post of Deputy Dean of Medicine would need to be established and filled. Court therefore agreed that a Committee of Recommendation for the Deputy Deanship of the Faculty of Medicine be established with the following membership:

Territorial Vice-Principal (Convener) Professor Peter Holmes
Dean Professor Michael Farthing
Senate Assessor Professor David Bennett
Lay Member of Court Chancellor's Assessor
Dean of a Cognate Faculty Professor John Coggins (IBLS)

62.6 Headship of the Department of English Literature

Court noted that the ongoing quinquennial review by Senate of the Department of English Literature had identified a number concerns regarding the governance and management of the Department and had advised that the Appointing Committee for the Headship of the Department be extended to take better account of these concerns. Court therefore agreed that the membership of the Appointing Committee be extended to include the Vice-Principal (Staffing) and a second Senate Assessor and be established as follows:

- Professor John Caughie (Dean)
- Professor David Bennett (Senate Assessor)
- Dr Jocelyn Dow (2nd Senate Assessor)
- Professor Chris Morris (Vice-Principal (Staffing))

Court noted that the Appointing Committee expected to report to the May meeting of Court with an appropriate recommendation.

62.7 Headship of the Department of Sociology

Court noted that the Appointing Committee established regarding the Headship of the Department of Sociology had agreed to wait for the completion of the transfer of Social Policy into the Department and meet with the combined department before returning to Court with a recommendation.

62.8 Court Awayday

Court noted that the proposed Awayday would be held on the morning of Friday 12 September 2003 at a venue within the Gilmorehill campus to be notified at a later date.

63 race equality policy and action plan

64 RECENT LEGAL DEVELOPMENTS IN EQUALITY LEGISLATION

Court noted the report.

65 DATE AND TIME OF THE NEXT MEETING

Court noted that the next meeting of Court would be held at 4:00pm on Wednesday 7 May 2003.