University of Glasgow

COURT

Minute of the meeting held in the Senate Room on 26 June 2002

PRESENT:
Mr Greg Hemphill (Rector – in the Chair)
Mrs Joy Travers (Chancellor’s Assessor)
Professor Sir Graeme Davies (Principal)
Mr Henry Adams
Mr Norman Berry
Professor Graham Cale
Professor Andrew Christie
Dr Jocelyn Dow
Mr Ronald G Graham
Mr Alistair J Mack
Dr Geoffrey Moores
Dr Keith Nimmo
Mr Craig Reede
Mr Ian Russell
Mr Michael Sandford
Professor John Sewell
Mr Tim Shand (President, Students Representative Council)
Professor David Watt
Dr Judy Wilkinson

ATTENDING:
Mr Dugald M Mackie (Secretary of Court)
Mr Mike Brown (Director of Publicity Services)
Dr Ron V Emanuel (Vice-Principal - by invitation)
Professor Peter H Holmes (Vice-Principal - by invitation)
Mr Ian Hawkins (Administrative Officer)
Ms Jan Hulme (Academic Secretary)
Professor Robin Leake (Vice-Principal - by invitation)
Mr Ray Lewis (Director of Human Resources)
Professor Malcolm D McLeod (Vice-Principal - by invitation)
Professor Chris Morris (Vice-Principal - by invitation)
Professor Andrew Nash (Clerk of Senate - by invitation)
Mr Chris Rusbridge (Director, Information Services)
Mr Robert Wilson (Director of Estates and Buildings)
Mr Michael Yuille (Director of Finance)
Mr Ben Zielinski (President-elect, Students Representative Council)

APOLOGIES:
Mr J Scott Cairns
Mr Eamon Fitzgerald
Dr Alastair Hunter
Ms Katherine Milne (Assessor, Students Representative Council)
Ms Kate Phillips
71 MINUTE OF LAST MEETING

Court approved the minutes of the meeting held on 15 May 2002 save for the amendment of Minute 67.3.6 such that Professor Malley’s appointment as the University’s representative on the General Convocation of Heriot-Watt University would run until 31 July 2004 and not 2005 as previously indicated.

72 MATTERS ARISING

72.1 Student Unions (Minute 6.3 of 10 October, 13.6 of 14 November, 24.1 of 12 December 2001, 50.1 of 13 March 2002 and 62.1 of 15 May 2002

The Secretary of Court reported that the Board of Management of the Glasgow University Union had agreed to recommend to its membership to remove Article 111, clause 10 from its constitution which states that, “Membership to the GUU and the Queen Margaret Union shall be mutually exclusive”. He explained that the Board of Management of the GUU had sought assurances on a number of points before putting the matter to its membership but nevertheless he reported that this was a major step forward.

The Secretary of Court informed Members that he would need to seek Counsel’s advice on the legality of some of the Glasgow University Union’s (GUU) requests with regard to the provisions of the Education (Scotland) Act 1994 and that he would continue discussions with the Presidents of the GUU, Queen Margaret Union (QMU) and SRC. He reported that it would not be possible change the Constitutions prior to the start of the next academic year, as that required the approval of both Court and the memberships of the Unions, but he had received assurances from the Student representatives that there would be no repeat of the unseemly incidents that had marred Fresher’s Week in October 2001.

The President of the SRC welcomed the proposal of the GUU but expressed concern that the underlying issue of competition for members between the GUU and the QMU remained.

72.2 Restructuring the University (Minute 69)

The Principal reminded Court that the Voluntary Severance Scheme reported to its May 2002 meeting had been prepared on the basis of a financial payback of redundancy costs within a six month period. He reported that this had subsequently proved to be out of line with equivalent schemes elsewhere in the sector which were considerably more generous to staff. That being the case he considered that the likely take-up within the University would not be sufficient to meet its financial target.

Court therefore agreed that members of the Task Group established under the aegis of the Restructuring Committee to oversee the Voluntary Severance Scheme be authorised to devise and implement a suitable and attractive voluntary scheme which would:

(a) satisfy the criteria of achieving all possible savings in a payback period normally not exceeding 12 months.
(b) be offered during the summer/early autumn of 2002 for a defined limited period only; and
(c) be publicised with a clear commitment to compulsion based on significantly reduced levels of payment should the required levels of savings not be achieved.

Court also agreed that the Director of Human Resources be given the necessary discretion to manage the process to the desired outcomes.

The Principal stated that the figures attached to the various proposals on restructuring reported to the last meeting of Court had been revised following discussions with the Deans and that these would be circulated to Members of Court in the near future.
He added that once the budget for 2002-03 had been approved by Court he would be in a position to circulate widely the details of the process to be implemented by the Restructuring Committee and the proposed way forward.

Mr Russell expressed concern that the University had adopted a strategy on Restructuring without early consultation of the Trades Unions and that this strategy had been influenced by discussion with the Deans at the series of Star Chamber meetings which were held without any trade union representation.

The Principal stated that there had been discussions with representatives of the Trades Unions on the Restructuring Process and the Director of Finance confirmed that the Star Chamber meetings were a separate matter, being an annual series of meetings designed to inform the budget making process. He advised Court that the Star Chamber meetings did not consider matters such as terms and conditions of staff.

Mr Russell also expressed the concern of staff that the Voluntary Severance scheme was to be targeted at support staff. The Director of Human Resources replied that it had not been the intention to target particular categories of staff and that this had subsequently been made clear to staff.

The Secretary of Court apologised for the late appearance of the report on Restructuring at the last meeting of Court and confirmed that he would normally expect Members to have papers at least three days in advance of the meeting. He explained however, in that particular case, this had not proved possible as discussions on the detail of the report had continued until the day of the Court meeting. In the circumstances it was important for Court to receive a report, despite the fact that the normal period of notice had not been observed. In any case, it was simply a report – no decisions were required of Court. Had that been the case, the report would have been held over until the present meeting.

The Secretary of Court reported that the University’s Accounts for the year ended 21 July 2001 could be found on its Web Site at:

http://www.gla.ac.uk/services/finance/statements/statement2001.htm

73 MINUTES AND REPORTS OF COURT COMMITTEES

73.1 Finance Committee

73.1.1 Residences Transaction

Court noted that the residences transaction had been closed on 21 May 2002. The total proceeds amounted to just over £47.5M, payable in two tranches. The first deposit was received on 22 May and the second was to be received on the hand-over of the Queen Margaret Hall in August 2002. Court thanked the Director of Finance and his team in their efforts in bringing this major element of the University’s financial strategy to a successful completion.

73.1.2 Equipment Report

Court noted that it had been the intention in the draft budget to reduce the allocation for equipment from £4.5M in 2001-02 to £3.5M in 2002-03. Court also noted however that the equipment budget would be the first priority should the saving targets shows in the draft budget be made.
73.1.3 **Principal’s Strategic Development Fund**

Court noted that the Principal’s Strategic Development Fund had provided support for 306 projects covering a wide range of the activities of the University and 109 projects were still active. The total expenditure charged to date amounted to £6,655k and the provision in the draft budget for 2002-03 was reported as being £1,036k.

73.1.4 **Vice-Principal’s Discretionary Funds**

Court noted that the Vice-Principal’s Discretionary Funds showed fairly restrained levels of expenditure by the five Vice-Principals within the overall allocation of £174k in 2001-02.

73.1.5 **Draft Budgets 2002-05 and IDRM**

Court approved the Draft Budgets 2002-05, the IDRM and the Financial Forecasts for submission to SHEFC with the Strategic Plan.

Court noted the receipt of the following papers tabled by the Principal:

(a) A Summary Budget;
(b) A replacement of the IDRM Schedules showing Social Sciences and Law and Financial Studies as a single resource unit and also Medicine and Dentistry as a single resource unit.

The Director of Finance reported that the Commentary to the Financial Forecasts was a good summary of the University’s financial position. He highlighted in particular that the budget had been constructed on the basis of achieving a recurrent surplus on a historical cost basis of £2.361M in 2002/03. He reported that the very large overall surplus on a historical cost basis of £13.829M in 2002-03 was largely for accounting reasons: it was changed from that reported to the Finance Committee mainly as a result of the gain on sale of the St Andrews site at Bearsden not now being available until 2002-03. Court noted that this gain on sale was likely to provide sufficient funding to cover the purchase and redevelopment of the St Andrews site, the purchase and development of the Congregational Church on University Avenue and the funding SHEFC would claim back on the Estates Transactions. Court agreed that the Principal be authorised to sign the University’s Financial Forecasts for submission to SHEFC and the Director of Finance be authorised to sign the Statement of Integration at the end of the commentary also for submission to SHEFC.

The Director of Finance reported that the savings targets in 2003-04 of £5.9M and 2004-05 of £10.8M were estimated on the basis of the previous year’s targets having been met.

With regard to the University’s Voluntary Severance Scheme and the question of pay-back times longer than 12 months not producing savings in 2002-03 the Principal stated that this was a matter of cash flow rather than one of level of resource. He reported that the possibility of setting up a particular account to provide the necessary up-front resource for the severance scheme was being investigated. It was envisaged that such an account would be repaid at a later date from the ongoing savings from the Voluntary Severance Scheme. He added that such arrangements existed at other Universities.

The Senate Assessors queried why the academic departments were required to reduce the 2002-03 volume by 4% whereas Administration and Central Services received a 1% increase (Table 2b staff costs – annex E of the Financial Forecast refers). The Secretary of Court confirmed that the figures were in a form requested by SHEFC that did not correspond directly to the actual make-up of the
Central Administration Resource Unit. In fact, the Resource Unit was required to make cuts in its budget for 2002-03 of just under 4%, with the discrepancy with the academic areas being due to increased costs resulting from new buildings coming on stream. The Principal stated that the Financial Forecasts were based on the IDRM, input from the Resource Strategy Committee and the series of Star Chamber meetings held with individual Deans as part of the budget making process. He undertook to meet with the Senate Assessors over the summer to discuss the figures set out in the Financial Forecasts.

Concerns were expressed about the serious and adverse effect of the University’s financial position on staff morale: it was therefore of particular importance that staff be kept fully informed and, if possible, involved in the challenging task of achieving Court’s overall strategic financial objectives.

In response to questions from the SRC the Principal stated that there might be changes to the way teaching might be affected by restructuring in the University and the Vice-Principal, Learning and Teaching reported that the acquisition of the Congregational Church on University Avenue would enable larger lecture facilities to be developed. This would allow lectures to be delivered once to a larger group of students rather than the current position where some lectures are required to be delivered twice to smaller groups.

The minute of the Finance Committee was otherwise noted.

73.2 Audit Committee

73.2.1 Software Licensing Audit

Those members of Court who were present at the meeting of the Audit Committee questioned the accuracy of the minute regarding the appointment of the University’s external auditors to provide an Internal Audit function, namely a review of the University’s software licensing arrangements. They concurred that it had been agreed by the Committee that Ernst & Young undertake the review but reported that the Committee had considered that this was a one off not to be repeated except in exceptional circumstances, and that the minute should reflect this. The Secretary of Court undertook to raise the matter with the Convener of the Audit Committee.

The Report of the Audit Committee was otherwise noted.

73.3 Research Misconduct Procedure

The Vice-Principal (Staffing) introduced the report and directed members' attention to the extract of the Minute of Human Resources Committee regarding Research Misconduct Procedure.

Court approved the proposed changes to the Research Misconduct Procedure for immediate implementation.

The report of the Human Resources Committee was otherwise noted.

73.4 Estates, Planning and Strategy Committee

73.4.1 New Medical School

The Vice-Principal (Estates) reported that he expected the keys of the new Medical School Building to be handed over on 29 July 2002, the exterior of the building to be completed by early August, the building to be open from the end of August and tours to be arranged in early September. He was not yet in a position to be able to comment on the time or nature of the official opening.
73.4.2 St Andrews Building

The Vice-Principal (Estates) reported that notwithstanding the expected delay in the completion of the battery pack element of the development staff were expected to be able to move into the building by the week beginning 25 August 2002 with the first students (Postgraduates) moving in on 13 September. At that point the only entrance available would be that used by the previous occupants. The battery pack, and the new front entrance were expected to be in place prior to the majority of students requiring access on 7 October 2002.

Court otherwise noted the report of the Estates, Planning and Strategy Committee held on 12 June 2002 and approved the Estates Management and Action Plan for submission to SHEFC.

73.5 Health Safety and Environment Committee

Court noted the report of the Health Safety and Environment Committee held on 29 May 2002.

74 MINUTES AND REPORTS OF JOINT COURT/SENATE COMMITTEES

74.1 Resource Strategy Committee

Court noted the report of the Resource Strategy Committee held on 10 June 2002 and also noted that the issue of Postgraduate Research Scholarships would continue to be a regular item on the Committee’s Agenda.

74.2 Information Strategy Committee

Court noted the report of the Information Strategy Committee held on 23 May 2002.

75 COMMUNICATIONS FROM SENATE

75.1 Appointment of Head of School of Divinity

Court noted that the issue of the method of remuneration of the Heads of all the Schools in the University was currently under discussion as part of an ongoing review led by the Vice-Principal, Staffing.

Court agreed to await the outcome of that review before coming to a final view on the remuneration of the Head of the School of Divinity and whether that post should be elected, or a Court appointment.

75.2 Report from the Education Committee: Students’ Representative Council Proposals on the Operation of Staff-Student Committees and the Class Representative System

Court approved the proposal that the University should include information about staff-student committees in the induction process for new members of staff.

75.3 Report from the Academic Regulations Committee: Crichton Honours Regulations for Students Matriculated prior to session 2002-03

Court approved the draft Crichton Honours Regulations for Students Matriculated prior to session 2002-03 as set out in the report attached to the principal copy of the Minute.
75.4 Code of Discipline for Students

Court approved the Code of Discipline attached to the principal copy of the Minute together with the following amendments:

That paragraph N15 be amended to read,

“An appeal against the decision of the Senate Assessors for Discipline shall normally have the effect of suspending, for the duration of the appeal proceedings, any penalty imposed. The foregoing notwithstanding, the Clerk of Senate shall have the right to not suspend a penalty on the recommendation of the Senate Assessors for Discipline. In such cases the Clerk of Senate shall inform the appellant of the decision and the reasons for that decision.”

That paragraph 33.37 be amended to read,

An appeal against the decision of the Senate Disciplinary Committee shall normally have the effect of suspending, for the duration of the appeal proceedings, any penalty imposed. The foregoing notwithstanding, the Secretary of Court shall have the right to not suspend a penalty on the recommendation of the Senate Disciplinary Committee. In such cases the Secretary of Court shall inform the appellant of the decision and the reasons for that decision.”

76 REPORT FROM THE MANAGEMENT GROUP

76.1 Scottish Council for Research in Education (SCRE)

Court approved the revised figures and formal transfer and management agreement between the University and the Scottish Council for Research in Education as set out in the report attached to the principal copy of the Minute.

76.2 Update on English as a Foreign Language (EFL) Unit

Court agreed that the University enter into detailed negotiation with the Hawthorn English Language Centre (now known as the Edinburgh School of English) while ensuring that links with the University of Strathclyde about future provision are maintained.

76.3 Race Relations Amendment Act

Court noted that a presentation on this matter would be given to the Lay Members Advisory Committee at its meeting on 16 October 2002.

76.4 Corporate Web Policy

Court agreed to adopt the policy on there being a consistent approach to top-level faculty, departmental and services web pages on the www.gla.ac.uk website.

Court otherwise noted the Report from the Management Group.

77 REPORT FROM THE SECRETARY OF COURT

77.1 Remit of Committees

Court approved the remits of its Committees as set out in Appendix 1 to the report subject to the following amendments:-
77.1.1 Audit Committee

Amend the remit to read, “The effectiveness of the financial and other control systems of the University.”

77.1.2 Remuneration Committee

Amend the Membership to read:

Chancellor’s Assessor
Principal
Two external members, normally current or former lay members of Court.

77.2 Appointments

77.2.1 Head of Department of Politics

Court approved the recommendation of its Appointing Committee that Mr Andrew Lockyer, Senior Lecturer, be appointed Head of the Department of Politics from 1 September 2002 to 31 July 2004, in the first instance. Court noted that while the appointment procedures normally allow for a period of four years, Mr Lockyer felt unable to commit at this stage to longer than two years. Any extension of Mr Lockyer’s appointment would be subject to the normal Headship appointment process in two years time.

Court also noted that although the term of the current Head of the Department, Professor Chris Berry did not expire until 30 September 2002, the Appointing Committee recommended that it would be more appropriate for the new HoD to take over a few weeks before the start of the academic year and both Mr Lockyer and Professor Berry had agreed to this course of action.

77.2.2 Head of the Department of Accounting and Finance

Court approved the recommendation of its Appointing Committee that Mr J Kenneth Shackleton be appointed as Head of the Department of Accounting and Finance for two years from 1 August 2002 to 31 July 2004.

77.2.3 Acting Head of the Department of Religious Education

At its meeting on 26 June 2001 Court had agreed that Mr James Conroy be re-appointed as Head of the Department of Religious Education from 1 August 2001 to 31 July 2004 and that Fr Gordian Marshall be appointed as Acting Head of the Department of Religious Education for the period of Mr Conroy’s study leave, with the possibility of an extension for one term subject to confirmation from the Faculty that funds were available to cover this additional period. The Faculty had confirmed that it would resource Mr Conroy’s study leave until 31 March 2003 and Court therefore extended Fr Marshall’s appointment as Acting Head of the Department of Religious Studies until 31 March 2003.

77.2.4 Representative on the Newbattle Abbey College Board of Governors

Court noted that Dr Robert Hamilton, of the Department of Adult and Continuing Education had been appointed as the University’s representative on the Newbattle Abbey College’s Board of Governors for a period of three years from 1 September 2002.
77.2.5 Visiting Professorship

Court noted the appointment of Professor Keith Johnson as a visiting Professor in the Division of Molecular Genetics of the Faculty of Biomedical and Life Sciences for the period 1 August 2002 – 31 July 2005.

77.2.6 Personal Professorship

Court agreed the recommendation of its Committee on Personal Professorships and Readerships that Dr Paul Garside be appointed as a Professor of Immunobiology in the department of Immunobiology and Bacteriology with effect from 1 July 2002.

77.3 Correspondence from the General Council

Membership Fee: Degree of B.Arch

Court agreed not to accede to the request from the General Council’s Business Committee that Court pay the General Council registration fees of students graduating with a B.Arch in 2002.

77.4 Grievances

77.4.1 Grievance raised by a member of staff in the Faculty of Biomedical and Life Sciences

Court noted that no aspect of the grievance had been upheld by the Grievance Committee.

77.4.2 Grievance raised by a member of staff in the Faculty of Arts and Divinity

Court noted that the grievance was not upheld on any count.

77.5 Redundancy Issues

77.5.1 Closure of the Centre for Mathematical and Computational Science in Medicine (CMCSM)

Following the end of a three year Research Development Grant from SHEFC to establish the CMCSM. Court noted that it had not proved possible to attract sufficient funding for the Centre to sustain itself financially and the Universities of Glasgow and Strathclyde had reluctantly come to the view that it should be closed with effect from 31 October 2002.

Court approved the recommendation for redundancies set out in the report and to set up a Redundancy Committee as follows in accordance with the provisions of the Model Statute (Statutory Instrument 1992 No 2698):

- A Chairman (Mr Alistair Mack)
- Two Lay Members of Court (Ms Kate Phillips and Mr Norman Berry)
- Two Members nominated by Senate (to be confirmed by the Principal and Clerk of Senate under their summer powers)

77.5.2 Appeal against Redundancy

Court noted that the appellant had withdrawn the appeal and that Doris Littlejohn JP, a former President of the Employment Tribunals (Scotland), had indicated her willingness to serve as the Independent Person should any further appeals against redundancy be made.
The Secretary of Court undertook to investigate a number of seemingly valid points made by the appellant about the University's procedures in this matter.

77.6 Calendar of Actions

Court noted the report.

77.7 Resolution 491 – Composition of Faculties

No comments were received on the Draft Resolution regarding the transfer of the Department of Psychology to the Faculty of Computing Science, Mathematics and Statistics which now wished to be known as the Faculty of Information and Mathematical Sciences. Court ratified the Resolution attached to the principal copy of the Minute.

77.8 Draft Resolution 494 – Dissolution of the Faculty of Divinity

At its last meeting Court had agreed that the Faculty of Divinity be dissolved (Minute 65.1 refers). Court agreed to transmit the Draft Resolution, set out in Appendix 7 to the report, to Senate and to the General Council for consideration.

77.9 Gifts, Benefactions and Bequests

Court noted that the University had received £150,000 in 1996 from the Trustees of the M.L.B. Hutchison Trust, to set up a fund known as the Alexander and Margaret Hutchison Trust.

Court agreed that the sum of £10,000 be made available from that fund, in addition to £5,000 recommended in May 2002, to develop a proposal from the Centre for Drug Misuse Research to explore the issue of the extended family caring for children of drug-using parents, with a view to support mechanisms being developed for those family members.

77.10 Remuneration of Deans

The Principal reminded Court that the additional payment to Deans in respect of their office was not, at present, consolidated into their salaries. Court noted that the Remuneration Committee had recommended that these honoraria be consolidated and that consideration of this question would be included in the ongoing overall review of such payments and other honoraria being conducted by the Vice-Principal (Staffing) and the Director of Human Resources. The Review would include consideration of an appropriate start date for any such consolidation, which might exceptionally be retrospective in the case of Deans demitting office in the current year.

78 REVIEW OF THE DEPARTMENT OF ADULT AND CONTINUING EDUCATION

The Vice-Principal (Staffing) introduced the main report and highlighted the salient points and conclusions of the Review which he commended to Court. In addition he commented on the report submitted by DACE in response to the Review (Appendix 3 to the report attached to the principal copy of the Minute).

The Vice-Principal stated that DACE had co-operated with the Review process, and had in general responded reasonably positively to the outcome. While overall he considered that the Review had identified a number of important issues and/or problems to be addressed, in academic terms it had re-affirmed the importance of DACE within the University, and of the place of DACE within the Faculty of Education in helping the University to achieve its mission as a research-led University in an international context.

Court agreed to adopt the following recommendations
Strategy

1 Consideration be given, at University level, to the arrangements supporting the institution’s access and lifelong learning activities with a view to identifying a more effective structure in which DACE might operate. This would (amongst other things):

- provide a clearer focus for University-wide part-time degree developments
- integrate the many activities across the institution in support of the University’s strategies for widening participation and lifelong learning.

A key element of any new arrangements would be a revised role and possible re-designation for the Director of Adult and Continuing Education. The Widening Participation Committee should be invited to consider what other changes should be implemented (sections 7.3 and 8.1.3 of the report attached to the principal copy of the Minute refer).

2 The Department consider the extent to which its core, and any proposed new, activities relate to the Faculty’s strategy and the University’s Widening Participation Strategy and refocus its activities accordingly (sections 4.2 and 10 of the report refer).

Research

3 To strengthen the Department’s profile in adult education/lifelong learning, the research work of individuals should be more closely aligned with the Department’s core activities (section 6.1 of the report refers).

4 The research direction of the subject specialist staff be reviewed (section 6.3 of the report refers).

5 The professoriate and other senior staff with a research remit in the Faculty consider how to improve support to staff (section 6.5 of the report refers).

6 A new post of senior empirical researcher be created within the Faculty to lead long-term development in research including the development of links across the research bases of the Faculty - but not until the rest of the agreed recommendations are implemented (section 6.5 of the report refers).

Teaching

7 Fully-costed business plans be prepared for the undernoted courses to address issues raised about financial viability:

- Diploma/MSc Adult Education (section 7.1.1 of the report refers)
- MPhil in English, Education and Cultural Studies (section 7.1.2 of the report refers)
- Bachelor of Community Education and Community Development and associated Certificate in Community Work (section 7.2 of the report refers)

and the Department satisfy itself that it has an appropriate mechanism in place for financial approval of proposals for courses delivered overseas (section 7.1.3 refers).

8 The Department withdraw from direct delivery of pre-access courses and consider franchising this activity (section 7.4.2 of the report refers).

9 The Department withdraw from its outreach activities in Argyll & Bute and Dumfries & Galloway making arrangements for these to be delivered by other providers (section 7.5.2 of the report refers).

10 The organisation and management of the open programme be streamlined (section 7.5.3 of the report refers).

11 The potential for collaboration with the University of Strathclyde in open continuing
education, particularly in the area of language provision, be actively explored (section 7.5.4 of the report refers).

**Staffing**

12 The Department adopt the Faculty (and ultimately the proposed Arts-Side) workload model (section 8.1.1 of the report refers).

13 As a matter of some urgency the portfolios of academic staff be reviewed with a view to freeing up capacity to exploit new developments. This review to include steps to reduce the administrative load on academic staff and provide more time for research (section 8.1.2 of the report refers).

14 A working group comprising the Head of Administration in DACE, the Faculty Secretary, the HR Manager and another senior administrator from outwith the Faculty be established to consider what changes should be made to the organisation of administrative and support staffing in the Department in light of other recommendations from the Committee (section 8.2.1 of the report refers).

15 A report be made to UMG on the projects and priorities of the SRIP Board together with costings for improvement to the interface between DACE and University Registry systems (section 8.2.2 of the report refers).

16 Following the review referred to in recommendation 14, the Dean, Faculty Secretary and Head of DACE, in conjunction with the post-holder, should review the role of the DACE Head of Administration (sections 8.2.1 and 8.2.4 of the report refer).

**Financial Management**

17 The accounting structure underpinning DACE be revised as a matter of some urgency so that it provides appropriately detailed financial information on a regular basis (section 9.3 of the report refers).

18 UMG identify an appropriate level of top-slice for DACE (section 9.2 of the report refers).

19 All activities must be properly costed and appropriately priced so that income levels can be maximised and decisions taken on a sound financial footing (section 5.3.2.7 of the report refers).

**Structural Configurations**

20 The FMG consider the merits of a School-based structure for the Faculty should circumstances deem a reconfiguration necessary (section 11.5 of the report refers).

Court also agreed that a Working Group be established to look at the time-scale for the implementation of the above recommendations and that:

1. The UMG be asked to consider a report on progress in late September/early October (before the next meeting of Court), to ensure that progress is made over the Summer.

2. The recommendations adopted above be put in train for the next session beginning on 1 August 2002, with the Implementation Sub-Group looking at issues where phased transition is necessary.

Court did not approve the suggestion from DACE that additional people from the Department be included in the groups established to undertake reviews: the Head of Department and Head of Administration have managerial responsibility and can consult colleagues as necessary. The groups could, if needed, co-opt individuals for particular issues.
Court noted that the Academic Standards Council of Universitas 21 looked at all the academic entrance requirements and that all standards are consistent with those that would be expected by the University of Glasgow.

Court noted the report on Universitas 21

Court expressed its thanks and congratulations to the Academic Secretary on producing an effective and readable document.

Court was reminded that the Funding Council required, in the usual way, an annual submission from the University. Court accordingly approved the following documents for submission to SHEFC subject to any specific comments on the content of the narrative being passed to the Academic Secretary by Members of Court as soon as practicable.

- Narrative: Strategic Plan 2002-2006
- Three year financial plan: 2002-2005 (Also see Minute 73.1.5)
- Student number projections
- Estates Management Action Plan (also see Minute 73.4)

The Secretary of Court undertook to ensure that the revised timing and delivery of the University's Strategic Plan 2002 was acceptable to SHEFC.

Court noted the thanks of the Honorary Consul of the Federal Republic of Germany for the very enjoyable evening on the occasion of the dinner of the Stevenson Chairs of Italian and Hispanic Studies held on 417 June 2002.

The Chancellor’s Assessor led Court in thanking the following Members of Court who were due to demit office before its next meeting for their support and valuable contributions during their terms of office:

Professor Graham Caie
Mr Alistair Mack
Mr Tim Shand

Court also thanked the Director of Publicity Services, Mr Mike Brown who was leaving the University, for his diligence and high quality reporting of Court’s activities.

The next meeting of Court would be held on Wednesday 16 October 2002 at 4pm.