University of Glasgow

COURT

Minute of the meeting held in the Senate Room on 13 March 2002

PRESENT:
Mrs Joy Travers (Chancellor’s Assessor)
Professor Sir Graeme Davies (Principal)
Mr Henry Adams
Mr Norman Berry
Professor Graham Cale
Mr J Scott Cairns
Professor Andrew Christie
Dr Jocelyn Dow
Dr Alastair Hunter
Mr Alistair J Mack
Ms Katherine Milne (Assessor, Students Representative Council)
Dr Geoffrey Moores
Professor Andrew Nash
Dr Keith Nimmo
Dr Craig Reedie
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)
Mr Chris Rusbridge (Director, Information Services)
Professor Andrew Nash (Clerk of Senate -by invitation)
Mr Robert Wilson (Director of Estates and Buildings)
Mr Michael Yuille (Director of Finance)

APOLOGIES:
Mr Greg Hemphill (Rector)
Mr Eamon Fitzgerald
Mr Ronald Graham
Ms Kate Phillips
CONVENER

In the absence of the Rector, the Chancellor’s Assessor convened the meeting.

MINUTE OF LAST MEETING

Court approved the minutes of the meeting held on 6 February 2002 subject to the Heads of Divisions of the Faculty of Medicine as set out in Minute 40 being formally approved at the present meeting as the names had not been available in February. It was confirmed that in future such Headships would be reported to Court for ratification, in accordance with the existing Guide to Headships of Academic Departments.

MATTERS ARISING FROM THE MINUTES

50.1 Student Unions (Minute 38.1)

Court noted that the Students Representative Council (SRC) had resolved to seek the establishment of a single Student Association at the University and that the SRC was to initiate discussions with the other student bodies, seek permission to hold a referendum of students on the matter and report back to Court before the end of the academic year. Court noted that any such referendum would be held in the next academic session.

Court agreed that it would take due cognisance of the both the level of participation in the referendum and its outcome.

Court noted the intention of the Queen Margaret Union to seek to enroll all students as members of that Union at matriculation but accepted the advice of the Secretary of Court that such action would result in unnecessary difficulties in relations with the GUU and agreed not to support the proposal at this time. The Secretary of Court would continue discussions on finding a mechanism to allow all students free access to both Unions.

50.2 Good Practices in Sustainability (Minute 41.4)

Court noted that the Principal had endorsed, on behalf of the University, two international agreements on sustainability; the University Charter for Sustainable Development promoted by the European Universities Association through its COPERNICUS Programme and the Talloires Declaration on Environmental Citizenship.

Court also noted that a report from the Amenities Sub-Committee regarding good practices in sustainability would be submitted to Court later in the year.

50.3 Research Planning and Strategy Committee (Minute 45.5 - Appointment to Committees)

Court noted that matters of concern to Court which had been considered by the Research Planning and Strategy Committee would be reported to Court by means of the paper Communications from the Senate rather than being the basis of a separate item.

50.4 Chair of Agriculture (Minute 45.6)

Court noted that Professor Bill McKelvey had been appointed to the Chair of Agriculture at its last meeting with immediate effect but that the Scottish Agricultural College had requested that the outgoing Chief Executive and Principal retain the Chair until his retirement on 31 July 2002. Court therefore agreed that Professor McKelvey take the Chair of Agriculture at the University with effect from 1 August 2002.

50.5 Appointment of Principal (Minute 46)
Court noted that the Chancellor had agreed to the formal designation of the next Principal to act as his deputy as Vice-Chancellor.

51 MINUTES AND REPORTS OF COURT COMMITTEES

51.1 Finance Committee

51.1.1 Tuition Fee Report

Court noted that the inconsistencies in the data in the Tuition Fee Report were being investigated by the Finance Office and the Registry.

51.1.2 Restructuring the University

Court noted that the Principal was in the process of putting together the Restructuring Group referred to in Minute F.27 of the Finance Committee.

51.1.3 Renewal of Banking Facility

Court authorised the renewal of the Banking facility with the Clydesdale Bank as set out in Appendix 1 to the Finance Committee Minute (attached to the principal copy of this minute).

51.1.4 Change in NASPS Contribution Rate

Court agreed to increase the NASPS Employer's contribution rate by 1% with effect from 1 April 2002.

51.2 Audit Committee

Court noted the report of the Audit Committee held on 6 March 2002.

51.3 Estates Planning and Strategy Committee

Court noted the report of the Estates, Planning and Strategy Committee held on 1 March 2002 and agreed that a condition survey of University Buildings be carried out. When the results of that survey were available further discussion would take place on an affordable backlog maintenance plan.

51.4 Human Resources

Court noted the report of the Human Resources Committee held on 27 February 2002.

51.5 Board of Review

Court noted the report of the Board of Review held on 19 February 2002 and approved the recommendations as set out in the report.

51.6 Committee on Personal Professorships and Readerships

Court noted the report of the Committee on Personal Professorships and Readerships held on 30 January 2002 and approved the recommendations as set out in the report.

Court also noted that the title afforded to each individual would be intimated to Court at a later date.

51.7 External Relations and Marketing Committee

Court noted the report of the External Relations and Marketing Committee held on 9 October 2002.
51.8 Health, Safety and Environment Committee

Court noted the report of the Health, Safety and Environment Committee held on 30 January 2002.

51.9 Joint Committee, Secretarial/Clerical

Court noted the report of the Joint Committee, Secretarial/Clerical held on 5 February 2002.

52 MINUTES OF JOINT COURT/SENATE COMMITTEES

52.1 Resource Strategy Committee

Court noted the report of the Resource Strategy Committee held on 11 February 2002.

52.2 Education Committee

Court noted the report of the Education Committee held on 13 February 2002.

52.3 Information Strategy Committee

52.3.1 Student Cluster Facilities

Court agreed that:

- a policy be adopted of a four year rolling replacement programme for PCs with a target of three year replacement in student clusters
- cluster facilities be increased where possible
- remote and flexible computing be promoted and resourced
- large open cluster spaces be factored in to new builds and that the Vice-Principal Estates be advised of this
- the University’s Computing Service, with the support of the Deans, co-ordinate the purchase of PCs to ensure best value

52.3.2 Policy on the Disposal of PCs

The Head of Information Services reported that there were four of five charity groups willing to take computers from the University and that the policy was intended to facilitate this.

Court noted members’ concern that the onus for the disposal of PCs should not fall solely to the individual departments and the Secretary of Court assured Court that departments would be given clear advice on the policy.

Court noted that the implementation of the policy still required work and that members’ views would be taken into account when the details of the implementation of the policy were established.

Court otherwise approved the policy on the Disposal of PCs as set out in Appendix 1 to the report and attached to the principal copy of the minute.

52.3.3 Policy on the Security and Management of Web Servers

Court approved the policy statement on the Security and Management of Web Servers as set out in Appendix 2 to the report and attached to the principal copy
of the minute and agreed that the policy statement apply to all Web Servers whether serving the inter and/or the extranet.

52.3.4 Network Charging

Court agreed that the University continue with the method of top-slicing the JISC network charge rather than charging out on the basis of use to Faculties.

Court noted that the charge for 2002-03 was estimated to be approximately £75,000

Court otherwise noted the report from the Information Strategy Committee held on 21 February 2002.

53 COMMUNICATIONS FROM SENATE

53.1 Draft Constitutions

Faculty of Arts
Court approved the following constitutions as set out in Appendices 1 and 2 to the report and attached to the principal copy of the minute:

(i) the Centre for Screen Studies
(ii) the Crichton Tourism Research Centre

Court also agreed that the constitution of the Centre for Emblem Studies be amended as follows:

“Committee members will normally serve for four years, such that one member will be replaced each year. The retiring member is eligible for re-election.”

Faculty of Divinity
Court approved the constitution for the Centre for Inter-Faith Studies as set out in the report.

53.2 Department of Psychology

Court noted that the Department of Psychology would transfer from the Faculty of Social Sciences to the Faculty of Computing Science, Mathematics and Statistics with effect from 1 August 2002 and that the Faculty be known as the

“Faculty of Computing Science, Mathematics, Psychology and Statistics”

53.3 Dates of Terms

Court approved the proposed dates of terms for session 2002-03 and the provisional dates of terms for 2003-04 as set out in the report and attached to the principal copy of the minute.

54 REPORT FROM THE MANAGEMENT GROUP

54.1 Visual Identity

Following the Management Group Retreat, the Principal had presented to Management Group drafts of a new visual identity based on the outline of the Gilbert Scott Building. Court agreed that further preparatory design work on the new visual identity be undertaken on the basis that there would be no significant resource implications resulting from any change.
54.2 Court Review of the Department of Philosophy

Court agreed the establishment of a Committee of Review similar to that set up to review The Department of Adult and Continuing Education (Minute 30.9 refers) except that it would be acceptable for a former Senate Assessor to serve on this occasion.

[Note from the Secretary of Court - following the meeting the membership and remit of the Committee of Review was established as follows:

Membership
Professor Geoffrey Webb (Convener)
Professor John Caughie (Dean)
Professor Mike MacMahon (Former Senate Assessor)
Dr Thomas Munck (Head of the Department of History)
Ms Kate Phillips (Lay Member of Court)
Vice Principal (Staffing)
One External Assessor (To be confirmed)

Remit
To undertake a review of the Department of Philosophy, paying particular attention to the resourcing of the Department, its organisational structure and its relationship to other activities in the Faculty of Arts and elsewhere in the University.]

54.3 Tuition Fees

Court noted and approved the recommended levels of Tuition Fees for 2002-03 as set out in the report and attached to the principal copy of this minute.

Court agreed that the costs of fee waivers granted to members of staff should continue to be met from central funds and not be a charge on individual Faculties.

54.4 Faculty Reconfiguration

Court agreed that, with effect from August 2002, the Faculties of Social Sciences and Law and Financial Studies become a single resource unit. The Deans will come forward before July 2002 with details of arrangements for the resource unit management structure.

Court also agreed that the existing Deans would remain in place for academic year 2002-03 while the move to a single Faculty was explored further.

54.5 Congregational Church

Court noted that the University had put in an offer to acquire the Church on the corner of University Avenue and Gibson Street and that although an agreement had been reached on the Heads of Terms it might take six months to complete the acquisition.

55 REPORT FROM THE SECRETARY OF COURT

55.1 Grievance of a Member of Staff in the Faculty of Biological and Life Sciences

Court noted the report from the Grievance Committee and agreed that the following suggestions be submitted to the Human Resources Committee for consideration:

- inclusion of time limits for raising grievance
- an explicit clause on the distribution of grievance statements in the informal stage
- an explicit clause on the circumstances under which grievance statements should be released to witnesses
- clarification of the arrangements for confirming and distributing records of meetings
• guidance on the process for notifying the person against whom the grievance was raised about the progress of the grievance
• guidance on the process for notifying the outcome to the person against whom the grievance was raised and to those investigating the grievance at the previous stages
• clarification of the role of the HR Managers in Grievance Committees

Court also referred to the Human Resources Committee the recommendation that more guidance be available to those preparing grievance statements.

55.2 Resolutions of Court

Resolution 489 - Code of Discipline

Court ratified Resolution 489, attached as Appendix 1 to the report and to the principal copy of the Minute.

55.3 Scottish Community Development Centre (SCDC)

Court approved the changes to the constitution of the Policy and Development Committee of the SCDC.

55.4 Calendar of Actions

Court noted the report.

55.5 Election for the Deanship of the Faculty of Physical Sciences

Court noted that an election would be held in April for the deanship of the Faculty of Physical Sciences with ratification of the appointment by Court at its meeting on 15 May 2002.

Court noted that, under the existing policy on the Appointment of Deans where an election is called, the post of Dean is elected by the whole Faculty and not just the academic members as had been the case in the past. The non-academic constituencies of the Faculty had been represented on the Committee of Recommendation which had consulted those constituencies and it was therefore appropriate that these same constituencies should not be disenfranchised in the subsequent election of the Head of the Resource as well as Academic Unit.

55.6 Exploration Society

Court noted that the Secretary of Court, using his powers of delegated authority, had endorsed, on Court’s behalf, the following grants proposed by the Exploration Council:

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<tbody>
<tr>
<td>Iceland</td>
<td>£700</td>
</tr>
<tr>
<td>Ecuador</td>
<td>£1,700</td>
</tr>
<tr>
<td>Trinidad</td>
<td>£2,200</td>
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<tr>
<td>Cyprus</td>
<td>£1,850 (assistance of RAF noted)</td>
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<tr>
<td>Health and safety documentation for participants</td>
<td>£50</td>
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The Secretary of Court had also on Court's behalf, endorsed a postgraduate expedition to Madagascar but no grant had been made. Those going on the expedition had been advised to seek the advice of the Foreign Office on whether to travel to what is currently a politically unstable country.
55.7 Management of Organisational Change Guidance on Provisions for Staff Restructuring Measures [Early Retirement/Voluntary Severance (ERVS)]

Court agreed the overall principles and guidelines, attached as Appendix 5 to the report and to the principal copy of the minute, as the University of Glasgow’s generic scheme for dealing with early retirement and voluntary severance.

55.8 Travel by the Principal and Lady Davies

Court noted that the Chancellor’s Assessor had agreed that

a. it had been appropriate for the Principal to attend the British Council Education Fair and various events in Cyprus between 8 and 10 March 2002 on behalf of the University; and

b. it had been appropriate for Lady Davies to accompany the Principal to:

1. host alumni events in Philadelphia and North Carolina between 28 February and 3 March 2002; and

2. attend honorary degree ceremonies in New Zealand and China (also making various visits on behalf of the University in China) between 22 March and 6 April 2002.

In view of the long distances and very strict schedules involved, and in accordance with normal practice for senior officers, Court noted that the Chancellor’s Assessor also agreed that these flights be made on Business Class.

55.9 Student Complaints Handling

Court agreed that the University should not subscribe to the Scottish scheme at this time but should await the proposed UK wide scheme and contribute to its development. If the UK wide scheme failed to materialise the University would become involved in the Scottish scheme.

55.10 Public Holidays

Court noted that the University would be closed on 3 and 4 June 2002 and that it would remain open on Monday 27 May 2002.

55.11 Appointment to the Headship of the Division of Environmental and Evolutionary Biology in FBLS

Court ratified the appointment of Professor Felicity Huntingford to the Headship of the above Division from 1 August 2002 to 31 July 2006.

55.12 Honorary Professorships

Court noted that Klaus Jung had been appointed as the Head of the School of Fine Art at the Glasgow School of Art. Court agreed that Professor Jung be offered the title of Honorary Professor at the University.

Court also noted that Karen Vousden had been appointed as the new Director of the Beatson Institute for Cancer Research and agreed that she be offered the title of Honorary Professor at the University. Court also agreed that the University look to establish an appropriate Chair to be occupied by the Director of the Institute on an ex-officio basis.
Court noted the receipt of a tabled paper from the Students Representative Council (SRC) and the Director of Finance undertook to provide the President of the SRC with a written response to the points raised in it.

Court discussed the proposed acquisition by GSV, a company to be incorporated with charitable status and limited by guarantee, of six halls of residence and related arrangements (together, ‘the Transaction’), viz: Cairncross Hall, Kelvinhaugh Gate, Kelvinhaugh Street, Murano Street Village, Winton Drive and the new Queen Margaret Hall (‘QMH’) (together, ‘the Properties’).

The Director of Finance reminded members that the Court had agreed at its November 2001 meeting that the proposed financial structure for the Transaction should proceed to full documentation, and reported that a considerable amount of work had been undertaken since the November meeting. He tabled the latest draft of the Sale, Development, Nominations and Service Level Agreement (‘the Agreement’) between the University and GSV relating to the Properties. The Court carefully considered the draft of the Agreement and noted with approval its terms and conditions including, among others, the proposed provisions pursuant to which the University (i) would guarantee to GSV the payment of certain student rents, all as might be set out in the final version of the Agreement and (ii) could in certain circumstances reacquire the Properties, all as might be set out in the final version of the Agreement.

The Director of Finance explained that other documents relating to the Transaction (including, among others, the proposed short-term lease of the Properties (excluding QMH) by GSV to the University, and the proposed loan documents between GSV and Halifax plc) were less advanced. As a result, final documentation was not yet available for Court approval or execution. Having explained to the Court the hope and intention that completion of the Transaction would be possible before the Court’s next meeting in May, the Director of Finance recommended that the Court delegate full authority for the Transaction to its Advisory Group (comprising Mrs Travers, Mr Cairns, Professor Nash and Professor Jack, together with the Principal, the Secretary of Court and the Director of Finance).

The Secretary of Court and the Director of Finance both confirmed to the Court that its powers entitled it to enter into the Transaction and to delegate its powers and discretions as recommended by the Director of Finance.

Having noted and fully considered all of the above, including, among others, all financial aspects of the Transaction, the Court RESOLVED as follows:-

1. that the Transaction, being in the best interests of the University, be entered into but subject always to the final approval and decision of the Advisory Group hereafter appointed (which, for the avoidance of doubt, was to have full power at its absolute discretion to alter or reverse the decisions taken at this meeting);

2. that, pursuant to Court’s power to do so, the Advisory Group (comprising Mrs Travers, Mr Cairns, Professor Nash and Professor Jack, together with the Principal, the Secretary of Court and the Director of Finance) be appointed a Committee of Court with full power at its absolute discretion to exercise all powers and discretions of the Court connected with the Transaction including, without limitation, (i) the power to decide not to proceed with the Transaction and (ii) unfettered authority, for and on behalf of the Court and the University, to conclude the Transaction by doing all acts and things (including, for the avoidance of doubt, agreeing the price to be paid by GSV for the Properties), and by agreeing the terms of, entering into, executing, and delivering all such deeds and documents directly or indirectly connected with the Transaction, as to the Advisory Group should seem proper;

3. that the Advisory Group be empowered to meet on whatever period of notice (no matter how short) as to the Advisory Group should seem proper;

4. that the quorum for any meeting of the Advisory Group be any five of its members;
5. that all decisions of the Advisory Group be made by a majority of the of the Advisory Group; and

6. that deeds and documents to be executed as above be signed in accordance with The University’s Ordinance No 177 [Execution of Deeds].

Court agreed that the President of the SRC, or his nominated substitute, be invited to attend any further meetings of the Advisory Committee.

[Note from the Secretary of Court – a copy of the latest draft of the Agreement between the University and GSV at the time of the meeting is available for inspection from the Court Office]

57 PROPOSED RESIDENCES FEES FOR SESSION 2002-03

Court noted the receipt of a tabled paper setting out the proposed residences fees for the session 2002-03.

Court agreed the proposed increase in Residence Fees for the Session 2002-03 as set out in the paper attached to the principal copy of the minute which equated to an increase of 3.5% across all residences.

Court noted that a qualification had been built into the figures to accommodate any increases due to HMO licensing costs (including any directives related to 24 hour availability of heating).

58 DATE OF NEXT MEETING

The next meeting of Court would be held on Wednesday 15 May 2002 at 4pm.