University of Glasgow

COURT

Minute of the meeting held in the Senate Room on Wednesday 14 March 2001

PRESENT:
Mr Greg Hemphill (Rector)
Dr J H Forbes Macpherson (Chancellor’s Assessor)
Professor Sir Graeme Davies (Principal)
Mr Henry Adams
Mr Christopher Anderson (Assessor, Students’ Representative Council)
Ms June Barrie
Mr J Scott Cairns
Ms Marilyn Croser (President, Students Representative Council)
Professor Graham Caie
Dr Robert Gemmill
Mr Ronald G Graham
Mr Alistair J Mack
Dr Geoffrey Moores
Professor Andrew Nash
Mr Craig Reedie
Mr Michael Sandford
Professor John Sewell
Dr William M Stewart
Professor David Watt
Dr Judy Wilkinson

ATTENDING:
Mr Dugald M Mackie (Secretary of Court)
Professor Arthur Allison
Mr Ian Brennan (Internal Audit)
Dr Ron V Emanuel (Vice-Principal - by invitation)
Professor David R Green (Vice-Principal - by invitation)
Monsignor Dan Hart (former Governor of St Andrews College - by invitation)
Mr Ian Hawkins (Clerk)
Professor Peter H Holmes (Vice-Principal - by invitation)
Ms Jan Hulme (Academic Secretary)
Professor Malcolm D McLeod (Vice-Principal - by invitation)
Professor Chris Morris (Vice-Principal - by invitation)
Ms Diane Masson (Internal Audit)
Mr John Oates (former Chairman of the Board of Governors of St Andrews College - by invitation)
Mr Robert Wilson (Director of Estates and Buildings)
Mr Michael Yuille (Director of Finance)

APOLOGIES:
Mr Norman Berry
Dr Jocelyn Dow
Mr Eamon Fitzgerald (Assessor, Glasgow City Council)
Ms Kate Phillips
Mrs Joy Travers
44 WELCOME

The Chancellor’s Assessor welcomed Mr Greg Hemphill to his first meeting of Court as Rector. The Rector swore the oath of faithful administration and signed the Register.

The Chancellor’s Assessor also welcomed as observers Mr Ian Brennan and Ms Diane Masson from the University’s Internal Audit Service.

45 MINUTE OF THE LAST MEETING

Court approved the minute of the meeting held on 7 February 2001 subject to the following amendment:

- Minute 36.9 should read November 2000 not October 2000.

46 MATTERS ARISING FROM THE MINUTES

46.1 Disciplinary Matters (Minute 36.7)

With regard to the member of staff who had made representations to the Secretary of Court about the extension of his suspension under the disciplinary procedures the Sub-Group of Court considered the matter at a meeting on 9 February 2001. Court noted:

(a) the Sub-Group’s decision not to uphold the appeal but to seek to ensure that the disciplinary process was completed as quickly as practicable; and

(b) that the Principal had approved the extension of the suspension to 23 March 2001.

On a separate matter the Secretary of Court reported that the Principal had agreed that the suspension under the disciplinary procedures of an employee of Accounting and Finance be extended for a further month from 5 March 2001. The employee had made representations to the Secretary of Court about the extension of the suspension and it was agreed that these representations be considered imminently by a small sub-group of Court consisting of:

- Mr Henry Adams (Convener)
- Professor Andrew Nash (Veterinary Clinical Studies)
- Professor John Sewell (Electronics and Electrical Engineering)

46.2 The 1998 ERVS Scheme (Minute 36.9)

Court noted that SHEFC had still not replied to the report sent to it by the Chairman of the Audit Committee in November 2000 and that as a consequence, the final report on the operation of the Scheme was also delayed. It was agreed that the final report be submitted to the next meeting of Court regardless of whether a response was received from SHEFC.

46.3 Topographic Science (Minute 39.1)

It was noted that the Secretary of Court had met with the Dean of Physical Sciences, the Head of the Department of Geography and Topographic Science and staff in Topographic Science. Various options for the future of Topographic Science had been considered and had been put to the University’s Management Group for its views.
46.4 Headship of the Division of Molecular Genetics, IBLS (Minute 41.2.5)

Court noted that the membership of the Appointing Committee for the Headship of the Division of Molecular Genetics had been increased to include the Dean, Professor John Coggins and now stood as:

- Vice Principal Peter Holmes
- Dean of IBLS, Professor John Coggins
- Senate Assessor, Professor John Sewell

46.5 Review of the Wellcome Unit for the History of Medicine (Minute 41.6)

Court noted that recommendations had been put into effect including the change of status of the Unit to a Centre for Medical History as part of the Department of Economic and Social History and the transfer of the former Director to the Faculty of Arts with effect from 5 March 2001.

47 MINUTES AND REPORTS OF COURT COMMITTEES

47.1 Finance Committee

Glasgow Cardio-Vascular and Glasgow Bio-Medical Research Centres
Court approved expenditure in the financial year 2001-2002 of up to £400,000 on design work for these two projects (£200,000 each).

Financing the Residences
The Director of Finance undertook to ensure that the meeting with the staff side on the proposal from Chesterton Structured Finance Ltd would take place as soon as practicable. The Chancellor's Assessor reported that the small group appointed by Court to oversee the due diligence process had not yet met.

Court otherwise noted the report and minute of the meeting of the Finance Committee held on 28 February 2001 and also agreed that the amount of paper associated with future reports of the Finance Committee be reduced.

47.2 Audit Committee

The Secretary of Court clarified the information set out in Audit Committee Minute 29 regarding the Managing Director of GU Holdings Ltd and Kymata Ltd. The Manager of GU Holdings Ltd had merely been asked to clarify the confusion over the University's percentage holdings in Kymata Ltd. Court noted that the statement in the Audit Committee Minute that a report would be submitted to the next meeting on an "investigation" was misleading.

Court otherwise noted the report of the Audit Committee held on 7 March 2001.

47.3 Estates Planning and Strategy Committee

Court noted the report of the Estates Planning and Strategy Committee held on 26 February 2001.

Court agreed that Estates and Buildings proceed with option 1 of the Queen Margaret Hall re-development as set out in the report ie University funded, with start and completion dates of March 2001 and May 2002 (15 months) and at a cost of £9,606,377.
Court also noted that the Committee considered that, subject to contingencies being reduced, the total cost of option 1 could be brought within the budget of £9.5m.

47.4 Human Resources Committee

Court noted the report of the Human Resources Committee held on 28 February 2001 and considered, separately, the following documents:

- Revised Disciplinary Procedure for Support Staff Non-Academic Staff (now known as Support Staff)
- Revised Promotion Procedures for Academic Staff
- Revised Guide to Headships of Academic Departments

Revised Disciplinary Procedure for Support Staff

Court noted that the term “Non-academic Staff” had been replaced by the term “Support Staff”.

Court also noted that a number of minor amendments submitted by Members of Court would be incorporated into the final version of the Procedure: otherwise the revised procedure was approved for immediate implementation.

Revised Promotion Procedures for Academic Staff

(i) Personal Chairs; Criteria and Procedures

Court agreed that, with regard to the Committee on Personal Chairs and Readerships, the membership include the Vice-Principal (Staffing).

(ii) Readerships: Criteria and Procedures

Court agreed that, with regard to the Committee on Personal Chairs and Readerships, the membership include the Vice-Principal (Staffing).

(iii) Appeals Procedure for Personal Chair, Readership and Senior Lectureship Applicants

Court agreed that:

(a) the membership of the Appeals Committee for Personal Chair, Readership and Senior Lectureship applicants also include a lay member of Court and be convened by the VP (Staffing), where he/she is not precluded as a result of any earlier involvement in the process, so that it reads:

- VP (Staffing) (Convener);
- Three Professors appointed by Court after consultation with the relevant Dean and having regard to the provenance of the appellant;
- Two nominees of the Joint Committee of Court and GAUT of whom one should be a lay nominee and one a Senate Assessor;
- A lay member of Court.

(b) staff appealing against a decision of the Personal Professors Committee that a prima facie case for promotion had not been made should, if requested by the member of staff, be given reasons in writing for the Committee’s decision.
With regard to the membership of the Board of Review Court noted that a senior academic officer of a cognate University was invited to attend and, in practice, he/she would be likely to be from the University of Edinburgh.

Revised Guide to Headships of Academic Departments

Court agreed that on appointment, in addition to the documents listed in paragraph D4 of the report, new Heads of Departments be given copies of the individual conditions of service of the support staff in the Department; the Revised Guide was otherwise approved.

47.5 Board of Review

Court noted the report of the Board of Review held on 6 March 2001 and approved the recommendations as set out in the report. Court also noted that the recommendations on Accelerated Increments and Discretionary Points for ALC Staff would be decided shortly.

47.6 Committee for Personal Professorships and Readerships

Court noted the report of the Committee for Personal Professorships and Readerships held on 20 February 2001 and approved the recommendations as set out in the report.

47.7 Health, Safety and Environment Committee

Court noted the report of the Health, Safety and Environment Committee held on 31 January 2001 and that the Safety Directorate was considering the Committee’s suggested actions on the matter of disabled egress in emergencies.

47.8 External Relations and Marketing Committee

Court noted the report of the External Relations and Marketing Committee held on 10 October 2000.

48 MINUTES OF JOINT COURT/SENATE COMMITTEES

48.1 Committee on Educational Strategy and Resource

SHEFC Consultation on the Funding of Teaching

The Secretary of Court reported that funding had been identified from within the University which, together with additional monies from SHEFC, it was hoped would be sufficient to fund two additional full time Special Needs Advisers by the start of the next academic year.

Court otherwise noted the report of the Committee on Educational Strategy and Resource held on 14 February 2001.

49 COMMUNICATIONS FROM SENATE

Court noted the Communications from the meeting of Senate held on 8 March 2001.
50 REPORT FROM MANAGEMENT GROUP

Scott Flow Dynamics Ltd

Court noted that, were the inconsistencies in the records of tunnel usage not resolved, the University might have to repay a VAT rebate of around £200,000, not “would have to” as stated in the report.

Purchasing Cards

Court approved the recommendation that purchasing cards for departments be adopted and that authority be delegated to the Project Group to proceed with the roll-out of the scheme. Court also noted that a report would be presented to the Management Group after the first 6 months of operation.

Court otherwise noted the report from the Management Group.

51 REPORT FROM THE SECRETARY OF COURT

51.1 Election of Rector

Court noted that Mr Greg Hemphill had been elected the 118th Rector of the University of Glasgow and would be installed, formally, at a ceremony on Friday 4 May 2001. The Rector would hold office for 3 years.

51.2 Appointments

51.2.1 Headships of Departments

Court approved the following recommendations of the Appointing Committee:

Mechanical Engineering  Dr John Howell, 1 August 2001 - 31 July 2005

Civil Engineering  Professor Alan Ervine, 1 August 2001 - 31 July 2005

Court noted the following appointment:

School of Nursing  Ms Nora Kearney, 1 March 2001 - 15 April 2001 as Head of School Designate and 16 April - 31 July 2005 as substantive Head of School

51.2.2 Professorial Appointments

Court noted the following appointments made by the Principal under his delegated authority to act between meetings of Court:

HONORARY PROFESSOR

• Professor Nigel Grant of the Department of Educational Studies for the period 1 October 2000 to 30 September 2003
Visiting Professors

- Mr David Bolger of the Glasgow Business School for the period 1 March 2001 to 28 February 2006
- Dr Kah Cha Chan of the Department of Business and Management for the period 1 March 2001 to 28 February 2006
- Dr Carole Anne Costly of the Glasgow Business School for the period 1 March 2001 to 28 February 2006
- Professor Eli Katunguka - Rwakishaya of the Faculty of Veterinary Medicine for the period 1 March 2001 to 28 February 2006
- Mr Tom McGuffog of the Glasgow Business School for the period 1 March 2001 to 28 February 2006
- Dr Joseph Mathu Ndung'u of the Faculty of Veterinary Medicine for the period 1 March 2001 to 28 February 2006

51.2.3 Joint Acting Deans of the Faculty of Law and Financial Studies

Court noted that during the absence of Professor Neil Garrod, Professors Fraser Davidson, Head of the School of Law, and Robert Rennie, of the School of Law, would serve as Acting Joint Deans of the Faculty of Law and Financial Studies for the period 15 April to 21 June 2001. Professor Garrod was undertaking an “Ultra Run” as part of the 2001 Celebrations.

51.2.4 University’s Representative on the University of Stirling Conference

Court noted that Professor Geoff Webb, Dean of the Faculty of Science, had been appointed as the University’s representative on the University of Stirling Conference for the period 1 March 2001 to 28 February 2004 in succession to Dr John Asbury.

51.2.5 Appointing Committees

Court noted that Professor David Bates would stand down as Head of the Department of History on 1 August 2001 to take up a BA Research Fellowship and Mr Tony Pearson, the Head of the Department of Film Theatre and Television Studies, was due to retire on 30 September 2001.

Court therefore agreed to establish the following Appointing Committees:

Department of History
- Professor John Caughie (Dean)
- Professor John Sewell (Senate Assessor)

Department of Theatre, Film and Television Studies
- Prof John Caughie (Dean)
- Dr Judy Wilkinson (Senate Assessor)

51.2.6 Clydesdale Bank

The University had received the regular facility letter from Clydesdale Bank, attached to the principle copy of this minute, and approved the amendments as set out therein.
51.2.7 Finance Committee - Change Of Membership

Court **approved** the appointment of Mrs Joy Travers as an additional lay member of the Finance Committee so that its membership be:

Chancellor’s Assessor (Convener)
Principal
Director of Finance
Three Lay Members of Court:  Mr Scott Cairns
Dr Robert Gemmill
Mrs Joy Travers
President of the SRC
Two Senate Assessors:  Professor Andrew Nash
Professor John Sewell

51.2.8 Gifts, Benefactions and Bequests

Court **noted** the receipt of a bequest in the sum of £182,437 from the late Lieut-Cdr John Hamilton from two testamentary trusts, for medical research. This was in addition to £300,000 received in 1997 from the same trusts and, in line with Lt Cdr Hamilton’s wishes, the bequest would be used for research into pain relief, by funding PhD studentships in the areas of anaesthesics, rheumatology, child and adolescent psychiatry and palliative medicine.

51.2.9 Head of Division of Biochemistry and Molecular Biology, IBLS

Court **noted** that when Professor Graeme Milligan was appointed as Head of Division the normal appointment was for three years and he was therefore due to demit office on 30 September 2001. That practice had been changed in the intervening period and appointments were now normally for a period of four years. The Director of IBLS, Professor John Coggins, had consulted the Division and talked at length to Professor Milligan who had agreed to serve for a further year and all members of the Division were content with this. Court therefore **ratified** the extension of Professor Milligan’s period of office by one year so that he would be due to demit office on 30 September 2002.

51.2.10 Calendar of Actions

Court **noted** the current report which was attached to the principle copy of this minute.

51.2.11 Report From the General Council

Court **noted** the report from the General Council.

52 REVIEW OF STRUCTURES IN THE FACULTY OF EDUCATION

Court **noted** the report from the Merger Implementation Group and the paper tabled at the meeting which set out the views of a special meeting of the Board of Catholic Education held on 12 March 2001 and **agreed** that:

1. The Management Team, Departmental structure and Committee structure as set out in the report be approved save that:

(a) further consideration be given by the Post Transition Working Group to the nature of the proposed Professional and Undergraduate Studies Committee and whether it might not be divided into two Committees, viz one dealing with Initial
Teacher Education (ITE; Undergraduate, PGCE and Post-qualification) and one dealing with Non-ITE and other Professional Studies. The Convener of the former Committee would provide reports to the Board of Catholic Education as well as to the Faculty on relevant matters related to ITE;

(b) the Faculty Human Resources (HR) manager be a member of the Faculty Management Group, at least for HR matters;

2. The person with responsibility for ITE be a senior member of Faculty (and therefore a member of the Faculty Management Group for that purpose);

3. The person with responsibility for ITE should:
   - have responsibility for programmes of study, including development
   - have an influence on pastoral and professional formation
   - maintain an overview of trends and balances in staff appointments
   - oversee admissions;

4. The post with responsibility for ITE should have a title which readily identified its role;

5. Appointment to the post with responsibility for ITE be through the same procedures as proposed for Vice Dean and Conveners of the two strategic committees. Additionally, in this case, approval of the Bishops' Conference would be required;

6. Regarding the posts of Heads of Departments, the Vice-Dean and the Conveners of the Research Committee and the Learning and Teaching Committee the composition of the Headship Committees be:
   - Convener of MIG (Convener)
   - Senate Assessor
   - Dean
   - Dean-designate.

Court noted the concern of Mr Oates that ITE should not be split away from the mainstream of the Faculty's administrative structures.

53 PROPOSED RESIDENCE FEES FOR SESSION 2001/2002

Court approved the proposed residence charges for session 2001/2002 and noted an increase of 3.5% across self-catered residences and 4.5% across catered residences plus £5.00 per person per week charge for utility in those residences that had previously been exclusive of utilities.

54 ACADEMIC DRESS CODE

Court noted that the “Froggings” (the correct term) referred to in the Academic Dress Code could be obtained from the suppliers of the University’s academic dress, Ede and Ravenscroft.

55 DATE OF NEXT MEETING

The next meeting of Court would be held on Wednesday 16 May 2001 at 4pm.