Court Committee remits and Memberships
Audit and Risk Committee

Remit
To oversee on behalf of Court the effectiveness of the University’s arrangements for corporate governance, financial reporting, systems of internal control and risk management and the activities and processes related to these systems. This will include arrangements to ensure the University’s compliance with the requirements of the Financial Memorandum between the University and Scottish Funding Council.

Membership: 7 members, including 3 members of Court, one of whom will be a Senate Assessor on Court.
In attendance: Principal, Secretary of Court, Deputy Secretary, Director of Finance, Groups Financial Controller, Internal and External auditors

Terms of reference
The Committee shall:

Financial reporting
Ahead of consideration by the Finance Committee and recommendations by the Finance Committee to Court regarding approval of the annual financial statements:
• Monitor the integrity of the annual financial statements of the University, reviewing significant financial reporting issues and judgments which they contain. In particular, the Committee shall review and challenge where necessary:
  • The consistency of, and any changes to, accounting policies on a year by year basis;
  • The methods used to account for significant or unusual transactions where different approaches are possible;
  • Whether the University has followed appropriate accounting standards and made appropriate estimates and judgments, taking into account the views of the external auditor;
  • The clarity of disclosure in the University’s financial statements and the context in which the statements are made; and
  • All narrative reports presented with the financial statements, such as the operating and financial review and the corporate governance statement (as it relates to matters within the remit of the Committee).

Internal control and risk management arrangements
• Keep under review the adequacy and effectiveness of the University’s internal financial controls and internal control and risk management arrangements. In relation to the latter, the Committee shall consider:
  • the scope and effectiveness of the systems established by management to identify, assess, manage and monitor financial and non-financial risks - to include regular review by the Committee of the University risk register, and attendance by a member or members of the Committee at University-level risk workshops;
  • The internal auditor’s and, where applicable, management’s assessments and reports on the effectiveness of the systems for risk management.

The Court retains responsibility for the review of the effectiveness of these systems of control and must form its own opinion despite aspects of that review being delegated to the Committee.

Internal audit
• Monitor and review the effectiveness of the University’s internal audit function in the context of the University’s overall arrangements;
• Recommend to Court the appointment or removal of the internal auditors;
• Consider and approve the remit of the internal audit function and ensure that adequate and appropriate resources are made available for its work and that it has appropriate access to information to enable it to perform its function effectively and in accordance with relevant professional standards. The Committee shall also ensure
the function has adequate standing and is free from management and other restrictions;
• Review and assess the annual internal audit plan and the annual report and conclusions and opinions arising from activities and findings;
• Review reports addressed to the committee from the internal auditor;
• Review and monitor management’s responsiveness to the findings and recommendations of the internal auditor, including the extent to which recommendations have been implemented.

External audit
• Consider and make recommendations to Court for the appointment, re-appointment or removal of the University’s external auditor. The Committee shall oversee the selection process and criteria for a new auditor and if the auditor resigns, the Committee shall investigate the issues leading to this and decide on any action required;
• Oversee the relationship with the external auditor, including (but not limited to):
  • scope of work and terms of engagement;
  • remuneration and its appropriateness to enable an adequate audit to be conducted;
  • assessing annually independence and objectivity taking into account relevant professional and regulatory requirements (including mandatory requirements in the University’s Financial Memorandum with the Scottish Funding Council);
  • the qualifications, expertise and resources of the auditor and the effectiveness of the audit process;
  • seeking to ensure coordination with the activities of the internal audit function;
• Meet regularly with the external auditor, including at the planning stage before the audit and after the audit at the reporting stage;
• Review and approve the annual audit plan and ensure that it is consistent with the scope of the audit engagement;
• Review the findings of the audit with the external auditor, including a discussion of any major issues which arose during the audit, any audit and accounting judgments, levels of errors identified during the audit and the effectiveness of the audit.
• Review any representation letters requested by the external auditor before agreement by Court;
• Review the management letter and management’s response to the auditor’s findings and recommendations;
• Develop, implement and monitor a policy for the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter.

Other matters
• Consider the effectiveness of arrangements for:
  • the investigation of fraud or other questions of loss, financial irregularity or impropriety;
  • University employees to raise concerns, in confidence, about possible wrongdoing in financial reporting or the operation of internal controls. The Committee shall ensure that these arrangements allow proportionate and independent investigation of such matters and appropriate follow up action;
  • promoting value for money through economy, efficiency and effectiveness in the management of the University’s resources and the management and quality assurance of data;
  • the safeguarding of the assets of the University and of the use of its funds, particularly funds deriving from the public sector;
  • proper corporate governance.
• Consider any matters falling within its remit arising from reports of external bodies such as the Audit Committee of the Scottish Parliament, Scottish Funding Council, Audit Scotland, National Audit Office or UK Research Councils.
• Receive reports of the outcomes of any investigations under the University’s Whistleblowing procedure.
• Receive an annual report on any cases of research misconduct considered under the University’s Policy and Procedures for Dealing with Allegations of Research Misconduct.

**Estates Committee Remit**

Develop and maintain a strategic estates plan for consideration by Court which supports the delivery of the University’s Strategic Plan taking into account resource implication and the importance of environmental sustainability.

In doing this the Estates Committee will:
• Provide the Programme Governance to the overall capital programme and the Director of Estates will ensure that regular performance updates are provided to the Committee.
• Provide governance for the development of the master plan and a design guide and colour palette. The master plan will be brought to Estates Committee and only with the approval of the Committee will it then proceed to Court in advance of seeking City Council approval.
• Approve the commercial property aspects of projects, including leases, disposals and any acquisitions.

The Estates Committee will not have responsibility in relation to design as this is the responsibility of individual project boards, however for all projects valued at £25m or more, the Project Governance Board Convenor would, at design stages B and D [B = Concept Design; D = Developed Design], bring the design to Estates Committee for information and comment. Responsibility for approving the design would remain with the Project Governance Board.

To develop policies to guide implementation of plans by Estates & Buildings.

To ensure that the Committee’s membership includes the skills and experience necessary to address its remit effectively. To this end, the Committee may request that the University Court appoint one or more additional co-opted members to the Committee. The Chair of the Committee will participate in the selection process for a new co-opted member.

**Membership:** 4 lay members, 2 Senate Assessors, Principal, Secretary of Court, Senior Vice Principal, Director of Estates & Buildings, Director of Finance, Students’ Representative Council (“SRC”) representative
In attendance: Assistant Directors of Estates & Buildings

**Finance Committee Remit**

To monitor the income and expenditure of the University.
To consider financial policies and issues and to make recommendations to Court on:
- the annual revenue and capital budget;
- banking, borrowing and lending
- the investment of endowment funds; and
- other financial matters, always having regard to the importance of financial sustainability.
To advise Court on the financial implications of policy decisions being considered by Court.
To consider the financial statements of the University and make recommendations to Court thereon.

Having received a report from the Capex Committee:
- to make recommendations to Court on the budget for capital projects;
- to decide on all capex proposals involving expenditure of between £500,000 and £25M, subject to these proposals being included in the Court approved capital plan and, where appropriate, having been approved by the Estates Committee;
- to make recommendations to Court on all capex proposals involving expenditure of £25M or above, subject to these proposals being included in the Court approved capital plan and, where appropriate, having been approved by Estates Committee; and
- to decide on all requests for capital budget variances of £500,000 or above.

To authorise individual items of revenue expenditure costing £1M or more.

To ensure that the Committee's membership includes the skills and experience necessary to address its remit effectively. To this end, the Committee may request that the University Court appoint one or more additional co-opted members to the Committee. The Chair of the Committee will participate in the selection process for a new co-opted member.

**Membership:** 4 lay members of Court, 1 external lay member, 2 Senate Assessors, Principal, Director of Finance, President of the SRC

In attendance: Secretary of Court, Convener of Audit Committee, Group Financial Controller, Director of Estates & Buildings, Vice-Principal

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Human Resources Committee

**Remit**

On behalf of Court, to review the University's HR Strategy and, through agreed performance indicators, monitor its relevance, implementation and effectiveness.

Ensure that the strategy is consistent with and supports the University's mission, vision and values.

Monitor compliance with the legal and regulatory framework for HR and ensure the adoption of best practice.

Act as a sounding board for the University's executive officers and HR function, providing advice, from a breadth of perspectives, on human resource management issues.

Ensure that the University's senior management demonstrate the importance of HR to the institution by providing support and leadership to all its staff.

To ensure that the Committee's membership includes the skills and experience necessary to address its remit effectively. To this end, the Committee may request that the University Court appoint one or more additional co-opted members to the Committee. The Chair of the Committee will participate in the selection process for a new co-opted member.

**Membership:** 4 lay members, 2 Senate Assessors, Principal, Secretary of Court, Director of Human Resources, 2 Heads of College/School, Two non-academic service directors

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Health, Safety & Wellbeing Committee

**Remit**

The Committee is mandated by Section 2(7) of the Health & Safety at Work (etc.) Act 1974 and recognised by the Secretary of State under Statutory Instrument 1977 No.
Health and Safety - The Safety Representatives and Safety Committees Regulations 1977. It has the role of keeping under review the measures taken to ensure the effective management of the health and safety of employees, and also that of students, visitors, contractors and other persons who could be affected by the various work activities of the University of Glasgow or could, through their own work activity (ies), adversely affect the health and safety of themselves and/or others.

**Membership:** 2 Members appointed by Court, 7 members appointed by JULC, 2 members appointed by SRC, 5 members appointed by management, Ex-officio Members: Director Human Resources, Radiation protection Adviser, Director Estates & Buildings, Deputy Director Safety & Environmental Protection Services, Occupational Health Manager, Director Health, Safety & Wellbeing.

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**Nominations Committee**

**Remit**

To make recommendations to Court on the appointment of co-opted lay members, having regard to the skills and experience required;

To make recommendations to Court on the appointment of Court committee members, in consultation with the relevant Committee chairs; and to make recommendations on the convenership of Court committees;

To advise Court on any other matter relating to its membership.

**Membership:** Convener of Court, 3 other lay members of Court, Senior Senate Assessor, Principal, Secretary of Court, SRC President

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**Remuneration Committee**

**Remit**

To formulate the University's remuneration policy, and to review that policy annually, recommending changes to Court as appropriate;

To determine salaries for members of the Senior Management Group, having regard to:

- their performance in advancing the University's strategic objectives,
- the need to offer salaries that are competitive with those of other major UK universities, as reflected in robust comparative data, and
- the budget approved by Court;

In the absence of the Principal, to determine the Principal's salary;

Annually, to determine the University's policy on the performance-related reward of professorial and senior administrative staff (all level 10 staff); and

To advise Court on the University's policy on severance arrangements for staff, and, within parameters agreed by Court, to implement that policy, considering, on an individual basis, any severance proposal:

- that departs from the parameters agreed by Court, and/or
- that pertains to a member of the Senior Management Group.

To ensure that the Committee's membership includes the skills and experience necessary to address its remit effectively. To this end, the Committee may request that the University Court appoint one or more additional co-opted members to the Committee. The Chair of the Committee will participate in the selection process for a new co-opted member.

**Membership:** Convener (lay), Principal, 4 external members, including lay members of Court

December 2016