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: 6 members, including 3 members of Court, one of whom will be a Senate Assessor on Court.
In attendance: Principal, COO/University Secretary, 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, COO/University Secretary, 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: COO/University Secretary, Convener of Audit Committee, Group Financial Controller, Director of Estates & Buildings, Vice-Principal

Human Resources Committee

Remit
To oversee, on behalf of Court, the ongoing development, implementation and delivery of the University’s People Strategy and related plans and procedures, ensuring these are aligned with the key aims and objectives of University Strategy and its realisation.

To ensure appropriate monitoring and reporting arrangements are in place and that these are executed accordingly to demonstrate and deliver impact in the delivery of organisational goals to enhance institutional performance and success.

To provide corporate governance and oversight of key people initiatives and policies, monitoring compliance in accordance with the relevant and related legal and regulatory frameworks and promote the adoption of best practice in:

- Recruitment & Talent Attraction
- Performance Management,
- Reward & Recognition,
- People and Organisational Development (inc. Leadership Development),
- Talent Management & Succession Planning and
- Cultural & Organisational Change.

To ‘add value’ in terms of corporate governance and associated oversight in the delivery of the people strategy and provide a degree of challenge to the executive
leadership in ensuring the University demonstrates its commitment in delivering in accordance with the best interests of its people, both staff and students.

Membership:
4 (appropriately qualified/experienced) lay members of whom at least 2 will be Court members, 2 Senate Assessors, Director of Human Resources, COO & University Secretary, Deputy Vice Chancellor, 1 Head of College/School/RI, 1 Executive Director of Service, 1 Staff Representative on Court

The Deputy Director of HR will act as Clerk to the Committee. Additionally other members of the Senior HR team will attend Committee meetings as agreed between the Chair and Director of HR. The Chair of the Committee will participate in the selection process for new co-opted members. Appointments to the Committee will typically be reviewed every three to four years.

Terms of Reference

The Committee shall
- ensure that the People Strategy is consistent and aligned with the University’s mission, vision, values and strategic plan
- support the University’s senior management to demonstrate the importance of strategic HR practice to the institution in providing support and leadership to all its staff
- act as a sounding board and where appropriate, provide a degree of challenge, to the executive leadership of the University with regards to the People Strategy and the human resources function, providing advice and support, from a breadth of perspectives on human resource issues
- champion the University’s people agenda and ensure that the HR function is appropriately organised, resourced and aligned to support its successful delivery
- ensure the people issues arising from key University projects and strategic goals are identified and actively led
- ensure the University has adequate processes and procedures in place to drive transformational change & enhance employee engagement
- assess the University’s talent pool and its capability now, and via succession & other relevant planning tools, in the future, to meet the University’s strategic goals
- provide guidance and oversight of the University’s performance management and reward practices
- monitor compliance in accordance with the relevant and related legal and regulatory frameworks and ensure the adoption of best practice, and approve key people policies on behalf of Court
- provide a forum for discussion of key trends in the external environment likely to impact on the University’s people agenda and where appropriate, recommend associated actions
- support the work of senior management in terms of pro-actively advancing diversity and inclusion across the University
- monitor the employee relations culture and climate within the University, supporting the executive and HR in positive engagement/partnership with the Recognised Trade Unions
- monitor agreed performance indicators and people related MI to oversee key people metrics across the University
- monitor key people risks on behalf of Court, referring and or escalating matters as appropriate to relevant Court Committees, etc
liaise with other Court Committees as necessary, to ensure the strategic people agenda is aligned and consistently considered on behalf of Court.

The committee receives and reviews minutes from various sub-committees including Equality and Diversity Strategy Committee (EDSC), the Joint Committee of Consultation and Negotiation (JCCN), which report to Court via the HR Committee.

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. 500 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.

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, COO/University Secretary, 1 Staff Representative on Court, SRC President

Remuneration Committee
Remit
1. To formulate the University's remuneration policy, and to review that policy annually, recommending changes to Court as appropriate;
2. To determine the salaries of the Principal and other members of 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;
3. Annually, to determine the University’s policy on the performance-related reward of professorial and senior administrative staff (all level 10 staff);
4. In the absence of the Convener of Court, to make recommendations on the nature and level of any remuneration for the Convener of Court, subject to approval by Court;
5. 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
   - Pertains to a member of the Senior Management Group
6. To maintain oversight of contracts of employment for senior staff;
7. To receive an annual report on expenses incurred by members of the Senior Management Group.
8. To ensure that the Committee's membership includes the skills and experience necessary to address its remit effectively.
9. To seek the views of representatives of students and staff of the institution, including representatives of recognised trade unions, in relation to the remuneration package of the Principal and the senior executive team.

Membership
Chair (lay member of Court), 2 other lay members of Court (one of whom will be the Convener of Court), 2 other co-opted members, 1 Staff Representative on Court, SRC President
In attendance: Principal, COO/University Secretary, Director Human Resources

Student Experience Committee - A Committee of Court and Senate
Terms of Reference
1. Agree and oversee implementation of a common strategy, plans and policies for non-academic aspects of student life, to be jointly led by the University and the SRC.
2. Make every effort to ensure that all aspects of the student experience are excellent.
3. Identify the needs of specific groups of students (e.g. overseas, part-time, mature, visiting and disabled students, BME students, care leavers and students with children or caring responsibilities) and ensure that these are addressed.
4. Agree, in consultation with relevant senior managers, the annual priorities relating to services provided for students.
5. Review and monitor the effectiveness of all student-facing services.
6. Receive and consider reports from the SRC, GUU, QMU and GUSA on plans and activities.
7. Consider measures of the student experience and oversee actions to improve and enhance student satisfaction,
8. Provide a forum for discussion on key trends in the external environment likely to impact on the student experience.
9. Promote equality and diversity in relation to all the above.
10. Report to Senate, SMG, Court and other relevant bodies on all matters relating to these terms of reference.

The Committee will be jointly chaired by the University Chief Operating Officer and University Secretary, and the President of the SRC.

Membership
The membership will include a lay member of Court, student representatives selected by the SRC, the SRC Permanent Secretary, the Presidents of GUSA, GUU and
QMU, College representation, Senate Assessors and other members of academic and professional support staff.

The Committee will meet at least five times a year.

January 2018