

University of Glasgow

STANDING ORDERS FOR COURT AND COURT COMMITTEES

- 1 The quorum for Court shall be seven (as determined by the Universities (Scotland) Act 1889) and for its committees shall be one third of members of whom (where applicable) at least one must be a lay member of the Committee.
- 2 A senior lay member of Court ('the Convener') shall be appointed, following an open recruitment process and election and in accordance with the provisions of the Higher Education Governance (Scotland) Act 2016, approximately a year ahead of any vacancy occurring for this position. The Convener shall undergo an annual appraisal involving a consultation with all members of Court.
- 3 The Rector shall be the Ordinary President of the Court and shall chair such parts of the Court meetings as the Court may from time to time decide.
- 4 The Convener shall chair those parts of the Court meetings not chaired by the Rector, and shall undertake all the other responsibilities expected of a chair, including: responsibility for the leadership and effectiveness of Court; and for ensuring that there is an appropriate balance of authority between Court and the Principal.
- 5 A Vice-convener may be appointed by Court, from among the lay members of Court, on the nomination of the Convener and for such period as s/he may specify provided it does not exceed that lay member's term on Court. The Vice-convener will deputise for the Convener in the Convener's absence.
- 6 A Vice-chair of a Court Committee may be appointed by Chair of that Committee, from among the lay members of that Committee, and for such period as the Chair of that Committee may specify provided it does not exceed that lay member's term on Court. The Vice-chair will deputise for the Chair in the Chair's absence.
- 7 If a vote is necessary, the motion will be passed if a majority of those present vote in favour of it, provided that the meeting is quorate. The person chairing the meeting shall have a deliberative and a casting vote.
- 8 The Court shall commission an effectiveness review of its operation every 3 years, alternating between light touch and extensive in scope, always with the assistance of an external facilitator, who shall be different on each occasion.
- 9 The Court shall review the remit and membership of all its Committees annually.
- 10 With the exception of ex-officio members:
 - members should normally be appointed to Committees for terms of four years;
 - no member of a Committee should normally serve for more than two terms consecutively;

- a Committee shall have the right to remove as a member of the Committee persons who do not attend meetings on a regular basis (less than 60% attendance), provided that the person whose membership is proposed for termination shall have the right to be heard in his/her own defence by the Committee.
- 11 The Nominations Committee shall recommend to Court individuals to be co-opted on to Court; it may also recommend other individuals for Court to appoint as members of its Committees. Committees may, subject to Court approval, co-opt individuals with specific expertise as members in order to deal with specialist items of business. Nominations Committee will promote equality and diversity considerations in its recruitment activities for Court and its committees; and will be mindful of the sector's commitment to aim for gender-balanced governing bodies at every institution, defined as having at least 40% of each gender among those members who are appointed by the governing body.
 - 12 If a Committee establishes a working group, it should clearly define its remit and the timescale within which it should work. The working group should be wound up when its function has been fulfilled.
 - 13 Court has given authority to the Conveners of Committees to take urgent action on behalf of their Committees, when necessary, between meetings. If such delegated authority is exercised, the nature of and reason for the action should be reported to the next meeting of the committee.
 - 14 Court has given authority to the University Secretary to act on its behalf between meetings on matters of routine business. The University Secretary shall be answerable to Court for any action which he/she takes on its behalf and a written report shall be made to the next meeting of Court detailing any such action taken for endorsement by Court.
 - 15 Court has given authority to the Convener, the Principal and the University Secretary to act together on behalf of Court between meetings on matters of other than routine business. These persons shall be answerable to Court for any action they take on its behalf and a written report shall be made to the next meeting of Court detailing any such action taken for endorsement by Court.
 - 16 Committees should determine and publicise at the start of an academic year their schedule of meetings; thereafter changes to dates/times should be kept to a minimum.
 - 17 The agenda and papers for meetings of Court and its Committees should normally be circulated not less than 7 days in advance of the meeting. Papers for Court will focus on key issues requiring Court's consideration and, where applicable, will be accompanied by a summary; if necessary, background papers will be made available on-line for reference. Papers should only be tabled in exceptional circumstances.
 - 18 A member of Court is required to notify the University Secretary at least 2 days before a Court meeting, if the member of Court has an item or items for consideration as Any Other Business at that meeting.

- 19 If Court believes there may be good reason to remove an individual from membership of Court, it shall delegate the matter to the Nominations Committee, which shall consider the case, hear the member's defence and make a recommendation to Court. Criteria for removal from membership of Court shall include persistent absenteeism, medical incapacity, legal impediment and breaches of the Code of Conduct for Members of Court. (Appendix A).
- 20 Should Court members have concerns about the way Court is operating, they should in the first place raise these concerns with the Convener. The Senior Senate Assessor and the Chancellor's Assessor have joint responsibility for receiving any concern felt by a Court member about the conduct of Court business, where the member does not wish to raise this directly with the Convener, for identifying any concerns among Court members about the conduct of Court business, and for raising these with the Convener.
- 21 Court shall hold 5 regular meetings plus one Strategy Day and one Induction Day in each academic year and, if business requires it, a special meeting may be called from time to time. In addition, briefing sessions may be arranged on matters of importance. Appendix B is a schedule of meetings of Court and of its Committees in 2018/19.
- 22 Court members are encouraged to consider attendance at suitable training events, which will be brought to members' attention by the Court Office. Court members are also encouraged to observe committees where they would be interested in knowing what business the committees discuss and how the meetings are conducted.

October 2018

CODE OF CONDUCT FOR MEMBERS OF COURT

This Code of Conduct applies equally to all members of Court. The Court endorses the Nine Principles of Public Life in Scotland, as set out in the Ethical Standards in Public Life etc. (Scotland) Act 2000, which incorporated the existing seven principles of public life (Nolan Principles) (see following page). In practical terms, these principles require that the Court and its members should observe the highest standards of integrity, objectivity and honesty in the transaction of all its business.

Members of Court should:-

- make all reasonable efforts to attend every meeting of Court. In the event of unavoidable absence, a member should inform the University Secretary or clerk prior to the meeting;
- read the papers to be considered by Court (normally circulated to members on the Wednesday prior to each meeting), consider their contents and seek any additional information or necessary clarification from the University Secretary, the convener of the committee concerned or the author of the paper;
- ensure, through the Convener, that their views relevant to an item under discussion are heard by Court;
- always bear in mind the best interests of the University;
- declare any personal or business interests which may conflict with their responsibilities to the University; leave the meeting and not participate in the decision-making process if there is a conflict of interest;
- participate in ensuring that discussions are held and decisions taken in an honest, open and objective manner and that taking sectional positions is avoided;
- when a consensus decision cannot be reached, vote objectively and dispassionately. If a member votes against a motion which is carried by the majority of those present, he/she should subsequently support the decision or, exceptionally, ask that his/her dissent is recorded. In extreme circumstances, for example if the matter is felt to be one of conscience or principle, a member may resign from the Court; and
- bring the same qualities of honesty, openness and objectivity to any work they have agreed to undertake on Court Committees or on working parties established by Court.

NINE PRINCIPLES OF PUBLIC LIFE IN SCOTLAND

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

Public Service

Holders of public office have a duty to act in the interests of the public body of which they are a Board member and to act in accordance with the core tasks of the body.

Respect

Holders of public office must respect fellow members of their public body and employees of the body and the role they play, treating them with courtesy at all times.

Schedule of Meetings of Court and its Committees 2018/2019

Court

Wednesday 10 Oct 2018
Wednesday 12 Dec 2018
Wednesday 13 Feb 2019
Wednesday 10 April 2019
Tuesday 18 June 2019

Audit & Risk Committee

Wednesday 19 September 2018
Wednesday 7 November 2018
Wednesday 20 February 2019
Wednesday 22 May 2019

Estates Committee

Tuesday 21 August 2018
Tuesday 6 November 2018
Tuesday 15 January 2019
Tuesday 5 March 2019
Tuesday 7 May 2019

Finance Committee

Monday 17 September 2018
Monday 19 November 2018
Wednesday 23 January 2019
Wednesday 27 March 2019
Thursday 30 May 2019

Health, Safety and Wellbeing Committee

Thursday 20 September 2018
Monday 10 December 2018
Tuesday 5 March 2019
Tuesday 28 May 2019

Human Resources Committee

Wednesday 5 September 2018
Wednesday 28 November 2018
Thursday 7 March 2019
Thursday 6 June 2019

Nominations Committee

Meets as required

Remuneration Committee

Meets as required

Student Experience Committee

Thursday 20 September 2018
Thursday 15 November 2018