



Queen Margaret University  
EDINBURGH

## COURT EFFECTIVENESS REVIEW

### Action plan for implementation of agreed recommendations

#### Summary

This paper sets out for Court members a proposed action plan to address matters arising from the Court Effectiveness Review Report.

#### Action plan

The following actions have been agreed by the University Court and will be progressed in the period to June 2017.

| Action   | Action Owner                       | Timescale  |
|--|------------------------------------|--|
| <b>Action 1:</b> Statement of Primary Responsibilities to be reviewed and presented to the Court   | Secretary                          | June 2016 and annually thereafter.                         |
| <b>Action 2:</b> Arrangements to be put in place for Court to review the Corporate Risk Register annually, and for the Business Continuity Plan to be subject to internal audit every three years. | Director of Operations and Finance | Risk Register reviewed and presented to Court October 2016 |
| <b>Action 3:</b> Audit Committee to be re-titled the Audit and Risk Committee.   | Secretary                          | April 2016   |
| <b>Action 4:</b> Minor amendment to be made to full suite of Corporate KPIs in order to simplify the layout.   | Head of Planning                   | First Quarter 2016/17 ie October 2016                      |
| <b>Action 5:</b> Maximum size of Court to be determined on the basis of discussion of the implications of the HE Governance (Scotland) Bill.   | Secretary                          | Approval sought from University Court by December 2016     |
| <b>Action 6:</b> Nominations Committee to review its current practice in relation to recruitment to Lay Court vacancies and matching of candidate skills against an appropriate skills matrix.     | Chair/Secretary                    | April 2016   |

|   |   |   |
|---|---|---|
| <b>Action 7:</b> Nominations Committee to ensure that it exercises appropriate flexibility in interpretation of the University's Statutory Instrument as it applies to length of service of appointed Lay members.                                    | Chair/Secretary                             | April 2016  |
| <b>Action 8:</b> Further consideration to be given to an effective process for the appraisal of Court members.  | Chair/Secretary                             | Proposal to Court meeting October 2016 as appropriate.                  |
| <b>Action 9:</b> Suggestions to come forward to Court concerning how best Court might connect with the academic agenda, while properly observing the delegated responsibilities of the Senate.  | Principal                                   | Proposals to Court meeting October 2016                                 |
| <b>Action 10:</b> Effectiveness of Court Agenda and Business in terms of facilitating discussion and decision making to be kept under review and assessed by June 2017.   | Chair/Secretary                             | June 2017   |
| <b>Action 11:</b> Membership of Audit Committee to be increased to 5, with a quorum of 3.   | Nominations Committee                       | April 2016  |
| <b>Action 12:</b> Visual Map of University Court and its Standing Committees, including the Senate, to be produced and circulated to members.<br><br><i>(Secretary's Note – Details are currently incorporated into the Court Members' Handbook).</i> | Secretary                                   | Circulated April 2016.<br><br>Included in updated Handbook October 2016 |
| <b>Action 13:</b> Terms of Reference of Court Committees to be revisited in light of Effectiveness Review discussion. Chair of Court to bring forward proposals on behalf of Committee Conveners  | Chair/Conveners of Committees/<br>Secretary | December 2016   |
| <b>Action 14:</b> Scheme of Delegation to be updated and brought back to the Court.   | Secretary                                   | June 2016   |

Irene Hynd  
Secretary  
30 March 2016