



Queen Margaret University  
EDINBURGH

**CONFIDENTIAL**

The next meeting of the Court will be held on **Wednesday, 7 December 2016 at 4.00 p.m.** in the Large Boardroom, Level 2, Queen Margaret University. Light refreshments will be available from 3.30pm in the Small Boardroom. Members attending are reminded to bring their security pass with them. Please contact Gerry O'Hare on 0131 474 0000 if you are unable to attend.

All agenda items and papers may be disclosed under the Freedom of Information (Scotland) Act 2002 unless specifically exempted by the legislation. Where items cannot be disclosed, the relevant section of the Act is indicated.

\*The agenda is divided into starred and non-starred items. Starred items are for discussion and, where appropriate, decision. Non-starred items are for noting only and will not normally be discussed. Any member wishing to discuss a paper listed for noting should contact the Secretary no later than two days before the meeting stating the reason for the request.

**Irene Hynd**  
**University Secretary**  
**Secretary to the Court**  
[ihynd@gmu.ac.uk](mailto:ihynd@gmu.ac.uk)  
**30 November 2016**

**Court Members:**

Dr Frances Dow CBE (Chair)	Ken McGarrity
Jim Bradshaw	Jackie Macdonald
Carolyn Bell	Miller McLean
Dr Richard Butt	Linda McPherson
Professor Graham Caie CBE	Margaret O'Connor
Ian Calder	Robert Rae
Colin Duffus	Megan Richardson
Cynthia Guthrie	Heidi Vistisen
Dr Anthony Falconer OBE	Professor Petra Wend (Principal)
Frank Lennon	Dr Laura Young MBE

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**Car Parking**

Spaces will be reserved for Court Members' cars in the parking area at the main entrance.

**Disposal of Court Papers**

The University will dispose of confidential Court papers which are surplus to requirements. These may be handed to the Principal's PA at any meeting or left at the table after the meeting.

# Queen Margaret University

## A G E N D A

### 1 Welcome and Apologies for Absence

### 2 \*Membership and Elections

- (a) To NOTE the outcome of the election to the University Court of one member of Academic Staff from amongst their membership, and the appointment of a member of the Senate.
- (b) To NOTE the appointment by the University Court of Linda McPherson, Vice-Chair, as a Director of QM Enterprises Ltd, following recommendation from the Nominations Committee.

### 3 \*Conflicts of Interest

To NOTE any conflicts of interest and determine any required action.

### 4 \*Determination of Other Competent Business

- (a) To RECEIVE notification of Other Competent Business.
- (b) To DISCUSS any business arising from Items for Information.

### 5 \*Chair's Report

### 6 \*Principal's Report

To RECEIVE a report from the Principal.

COURT (16) 39

### 7 \*Minutes

- (a) To APPROVE the minutes of the Court meeting held on 5 October 2016. COURT (16) MINS 04
- (b) Matters arising.

### ***Ordinary Business***

### 8 \*Annual Accounts

- (a) To APPROVE formally the statutory accounts for the year ending 31 July 2016. COURT (16) 40

*(Secretary's Note: The Head of Finance will give a short presentation on the provisions of the revised SORP).*

- (b) To CONSIDER the Letter of Representation to Ernst and Young and to AUTHORISE the Chair to sign on behalf of the Court. COURT (16) 41

	(c) To NOTE the external audit report from Ernst and Young.	COURT (16) 42
	(d) To NOTE the KPMG internal audit report.	COURT (16) 43
	(e) To CONSIDER and APPROVE a report to the Scottish Funding Council on financial sustainability.	COURT (16) 44
<b>9</b>	<b>*Financial update</b>	COURT (16) 45
	To RECEIVE an update on financial performance for the quarter to 31 October 2016 and an update on budget risks.	
<b>10</b>	<b>*Pensions</b>	COURT (16) 46
	To CONSIDER and APPROVE a recommendation from the Senior Management Remuneration Committee in relation to the adoption of a Pensions and Lifetime Allowance policy.	
<b>11</b>	<b>*Key Performance Indicators</b>	COURT (16) 47
	To RECEIVE a report on Key Performance Indicators.	
<b>12</b>	<b>*Local Land – Masterplan Development Strategy</b>	COURT (16) 48
	To RECEIVE an update on recent developments.	
<b>13</b>	<b>*Risk Management</b>	COURT (16) 49
	To NOTE the University’s updated Corporate Risk Register.	
<b>14</b>	<b>*Governance</b>	
	<b>14.1 Higher Education Governance (Scotland) Act</b>	COURT (16) 50
	To RECEIVE a recommendation from the Senate concerning its membership under the requirements of the HE Governance (Scotland) Act.	
	<b>14.2 Effectiveness Review – Action Plan</b>	COURT (16) 51
	(a) To RECEIVE the final report and recommendations arising from the Short-life Working Group to revisit committee terms of reference.	
	(b) To RECEIVE an update on implementation of the Review Action Plan	COURT (16) 52

<b>15</b>	<b>*Scottish Funding Council</b>	
	(a) To NOTE the Outcome Agreement Self-Evaluation 2015/16.	COURT (16) 53
	(b) To RECEIVE an indicative draft Outcome Agreement 2017/18.	COURT (16) 54 <i>(to follow)</i> .
<b>16</b>	<b>*Legislative Compliance</b>	
	<b>16.1 Prevent Duty</b>	COURT (16) 55
	To NOTE a report from the University Secretary on compliance with the Prevent Duty in Scotland.	
	<b>16.2 General Data Protection Regulation</b>	COURT (16) 56
	To NOTE a report from the University Secretary on the General Data Protection Regulation.	
	<b><i>Reports from Committees</i></b>	
<b>17</b>	<b>*Senate</b>	SEN (16) MINS 04
	(a) To RECEIVE the minutes of the Senate meeting held on 26 October 2016.	
	(b) Matters arising.	
<b>18</b>	<b>*Audit Committee</b>	AUDIT (16) MINS 04 <i>(to follow)</i>
	(a) To RECEIVE the minutes of the Audit Committee meeting held on 29 November 2016.	
	(b) Matters arising.	
	(c) To RECEIVE the annual report of the Audit Committee.	COURT (16) 57
<b>19</b>	<b>*Finance and Estates Committee</b>	FEC (16) MINS 06
	(a) To RECEIVE the minutes of the Finance & Estates Committee held on 16 November 2016.	
	(b) Matters arising.	
	(c) To RECEIVE the Annual Report of the Committee.	COURT (16) 58
<b>20</b>	<b>*Equality and Diversity Committee</b>	EDC (16) MINS 04
	(a) To RECEIVE the minutes of the Equality and Diversity Committee held on 3 November 2016.	
	(b) Matters arising.	

**21 Dates of future meetings**

Court will meet on the following dates in 2016/17:

8-9 February 2017 (Court Away Days)

5 April 2017 at 4.00 pm

28 June 2017 at 4.00 pm

**Items for Information**

**22 Press Cuttings and Press Releases (tabled).**