

## UNIVERSITY OF ABERDEEN

### UNIVERSITY COURT

Minutes of meeting held on 1st July 2003

Present: Mr A Mair (in the Chair), Principal, Lady Catto, Mr D Cockburn, Mr H Duncan, Professor G Graham, Mrs S Grant, Miss A Harper, Cllr P Johnston, Dr S Kunin, Mr M Lockhead, Professor S Logan, Professor B MacGregor, Mr D Marr, Dr N Milne, Dr G Roberts, Professor T Salmon, Professor J Sewel, with Professor D Houlihan, Professor A Rodger, Ms C Macaslan, Mr S Cannon, Ms I Bews, Mr A Donaldson, Mrs C Inglis, Dr P Murray, and Mr B Purdon (Clerk).

Apologies for absence were received from the Rector, Mr A Amooore, Dr N Dower, Ms C Edge, Dr P Kinnear, Mr J Leiper, Dr M Mackie, Professor W Smith, Cllr J Stewart, Mr G Stevenson, Professor I Torrance and Mr J Graham.

242 The Chairman noted that this was Mr Cockburn's last meeting as President of the Students' Association, and welcomed his successor, Miss Duncan, to her first meeting. The Chairman also noted that Mr J Graham's period as a Court member would also expire during the summer. The Court recorded its appreciation of the substantial contribution of Mr Cockburn and Mr Graham.

### MINUTES

243 The Minutes of meeting held on 27 May 2003 were approved

### STATEMENT BY PRINCIPAL

244 The Principal added his thanks to retiring Court members and welcomed Miss Duncan to her new role. He also noted that Councillor Stewart had been appointed as the City Council representative on Court, and looked forward to welcoming him to his first meeting in due course.

245 The Principal added that he was particularly pleased that Professor Graham, Mr Stevenson and Miss Harper would be continuing as members of Court.

### PROPOSALS TO FORM A COLLEGE STRUCTURE

#### COLLEGES PROPOSAL

246 Professor Sewel introduced a paper, entitled Colleges: An Outline Proposal (copy filed with principal copy of the minutes), which was a revised version of the document presented to Court on 27th May 2003. The proposals, which had been amended to take into account the outcome of extensive consultation with the academic community, had been overwhelmingly endorsed by the Senate at its meeting of 18th June 2003. The three Colleges would be named the College of Arts and Social Sciences, the College of Life Sciences and Medicine, and the College of Physical Sciences, although the latter might be subject to change. A consensus on where individual Schools would be located within each of the Colleges had now been reached.

247 Professor Sewel noted that the change to a College Structure would impact on the existing structure of Court & Senate Committees, and proposed that generally where membership currently referred to the Dean, in future the relevant Head of College be substituted. This was approved.

248 In discussion, the Court was assured that in any restructuring proposals taken forward by Heads of College, employees' rights were protected under the relevant Employment Laws.

## BUDGETS FOR 2003/04 -2006/07

249 Professor Sewel introduced a paper setting out recommendations on the allocation of resources to Colleges and Administration for 2003/04 -2006/07 (copy filed with the principal copy of the minutes).

250 The proposed budgets, which had been approved by the Joint Planning Finance and Estates Committee for its part on 1 July 2003, for each of the Colleges were:

<b><u>2003/4</u></b>	<b>Surplus /(Deficit) Base £000s</b>	<b>Surplus/ (Deficit) Target £000s</b>	<b>(Savings) Additional Resources £000s</b>
Life Sciences & Medicine	(4,035)	(2,000)	(2,035)
Arts & Social Sciences	1,719	1,732	(13)
Physical Sciences	260	268	(8)
Administration	(1,000)	0	0
	<u>(3,056)</u>	<u>0</u>	<u>(3,056)</u>

**2004/05**

Life Sciences & Medicine	(2,000)	(1,666)	(334)
Arts & Social Sciences	1,732	1,155	577
Physical Sciences	268	178	90
Administration	0	333	(333)
	<u>0</u>	<u>0</u>	<u>(0)</u>

**2005/06**

Life Sciences & Medicine	(1,666)	(1,333)	(333)
Arts & Social Sciences	1,155	577	578
Physical Sciences	178	89	89
Administration	333	667	(334)
	<u>0</u>	<u>0</u>	<u>0</u>

**2006/07**

Life Sciences & Medicine	(1,333)	(1,000)	(333)
Arts & Social Sciences	577	0	577
Physical Sciences	89	0	89
Administration	667	1,000	(333)
	<u>0</u>	<u>0</u>	<u>0</u>

251 It was noted that the budget targets were demanding and would require Heads of Colleges to make strategic decisions on the allocation of resources and areas of investment within their Colleges. To support this it was proposed that £3 million of University surplus be invested each year over three years. This would allow Heads of College to create vacancies, recruit and retain scholars of international reputation, refocus academic priorities where this was appropriate and respond quickly and flexibly to challenges and opportunities as they arose.

252 The Court approved:

- (i) the College budgets for 2003/04 and the indicative budgets for 2004/05 through to 2006/07;
- (ii) a recommendation that Heads of College take forward proposals for investment and disinvestment within their Colleges in support of the overall strategic direction of the University;

- (iii) a recommendation that the Senior Management Group be given responsibility to monitor progress against target on a regular basis, and to make decisions as to how the £9M surplus would be utilised over the three year planning period; and that regular reporting to the Joint Planning Finance and Estates Committee and Court be instituted.

DRAFT RESOLUTION No      of 2003  
[REFORM OF ACADEMIC STRUCTURE]

- 253 The Court decided to forward the draft Resolution No      of 2003, Reform of Academic Structure, to Senate and to the General Council and to make it generally available in terms of Section 6 of the Universities (Scotland) Act 1966.

STRATEGIC AND OPERATIONAL PLANNING

PROGRESS REPORT TO SHEFC ON STRATEGIC PLAN

- 254 Professor Sewel introduced a paper which detailed the progress made towards the objectives set by the Strategic Plan, and which the University was required to submit to SHEFC. It was noted that because of the introduction of the Colleges structure, the University wished to exercise its freedom to delay submission to SHEFC of the 2003-2007 Strategic Plan.
- 255 The Court approved the report.

REPORT TO SHEFC ON FINANCIAL FORECASTS FOR 2002/03 to 2005/06

- 256 The Court received a Report on Financial Forecasts for 2002/03 to 2005/06, which had been approved by the Joint Planning Finance and Estates Committee. Areas of particular significance included:
- a forecast historical cost surplus for 2002/03 of £5.52m, which was in line with the Mid-Year Financial Return (£5.38m) and above the Strategic Plan (£5.50m).
  - a forecast of cash balances to be £32.8m at the end of 2002/03, to decline over the planning period with the investment planned by the University. A minimum balance of £12m would be retained per SHEFC guidance.

- 257 The Court approved the Report.

REPORT TO SHEFC ON THE ESTATES MANAGEMENT ACTION PLAN

- 258 Professor Sewel introduced the Estates Management Action Plan that reported to SHEFC the major capital projects planned up to 2005/06.
- 259 The Court approved the Plan.

REPORTS BY COMMITTEES

**Joint Planning, Finance & Estates Committee (17.06.2003)**

- 260 The Court received a report from the Joint Planning, Finance & Estates Committee which had met on 17 June 2003.

*Colleges Proposal*

- 261 The Court noted that the Committee had received and, for its part, approved a paper proposing that the University establish three academic Colleges; a College of Life Sciences and Medicine; a College of Arts and Social Sciences and a College of Physical Sciences (see Min 246 above).

*Review of Strategic Plan 2002-2006*

- 262 The Court noted that the Committee had received and, for its part, approved the draft report to the Funding Council, reviewing progress against the Strategic Plan 2002-2006, as requested in Circular Letter HE/03/03. It was noted that the next Strategic Plan would be developed by the end of December 2003 (see Min 254 above).

*Catering and Commercial Activities*

- 263 Mr Cannon introduced to Court proposals that had been approved by the Committee to revise catering provision, conferencing activity and the Students' Union.
- 264 The proposals had been formulated in light of the current financial difficulties of the Students' Association and KCCC Ltd, and following advice from specialist consultants, the Russell Partnership. Catering services had for several years made losses, and KCCC Ltd was facing a loss in the current year of £60k. The Students' Association was expected to be in debt to the University to the level of £300k by the end of the financial year.
- 265 The University recognised that these losses were unsustainable, and the proposals within the paper sought to address the issues behind them. These recommend that the re-location of the Students' Union to the Old Aberdeen campus be explored. This had the support of the Students' Association. It was recognised that the Students' Association would wish to remain closely involved in the provision of services. In respect of KCCC Ltd, it was evident that the facility was unable to compete in the commercial conferencing business. The preferred solution was to withdraw from that business, and return the building primarily to academic use. This would involve relocating the coffee/gift shop on campus. The auditorium would be retained for general weekend and evening use. It was proposed that these changes be accompanied by the appointment of a Director of Commercial Services.
- 266 In discussion the Court was assured that no immediate timescale had been set for the re-location of the Union. The Court was also informed that the University had not ruled out the potential commercial development of a number of locations in Old Aberdeen.
- 267 It was recognised that the facilities of KCCC Ltd were an attractive area for visitors to the University. It was envisaged that as well as being returned to academic use, certain areas of KCCC Ltd could be used as exhibition space, both for University collections and visiting exhibitions. The Court was assured that developing a better range of facilities capable of welcoming visitors to the University were central to the proposals.
- 268 It was confirmed that the proposals could mean some staff redundancies. The University was working under its Redundancy Policy and it was expected that most would be able to transfer to the new outlets. The Court was reminded that in putting forward these proposals, the University had to consider whether supporting loss-making activities could be justified as an effective use of public funds. While recognising that the relocation of the coffee shop would be unpopular with some sections of the public and staff, the Court was reminded a high quality facility would still exist. The effectiveness of new proposals would be subject to the monitoring of Joint Planning Finance and Estates Committee and the Court.

- 269 The Court approved the proposals.

*Sports Facilities*

- 270 The Court received a paper summarising the University's plans to develop new Sporting facilities (see Minute 287 below).
- 271 The Court noted that the Committee had received a paper, which included an option appraisal and detailed user brief from the Sports Facilities Project Board, and that it had noted that discussions were ongoing with a number of interested parties in the area. The Committee had approved an initial budget of £50K for the development of a

full business plan and noted that the level of funding required for a Project Officer was yet to be confirmed.

- 272 The Court noted that the Committee, for its part, had also approved the recommendation that, subject to the development and approval of a satisfactory business plan and risk assessment, the University should commit, in principle, to capital expenditure of £5 million - £6 million. Developed proposals would be put to Court in due course.

*Banking Services for the Period 1 August 2003 to 31 July 2008*

- 273 The Court noted that the Committee had considered and, for its part, approved a paper on the tendering of banking services for the five-year period from 1 August 2003. A Selection Committee had considered four tenders for the provision of this service and had recommended that, in light of competitive pricing, the Bank of Scotland be re-appointed.
- 274 The Court approved the appointment of the Bank of Scotland as the University Bankers for a five-year period from 1 August 2003.

*Overseas Tuition fees 2004/05*

- 275 The Court noted that the Committee had considered and, for its part, approved a paper which recommended increases in overseas tuition fees for the academic year 2004-05.
- 276 The Court approved the proposals as follows:

Arts-based programmes	£7,920
Science-based programmes	£10,440
Clinical Medicine	£19,500

*Overseas Fee Rate for the Summer School For Access 2003*

- 277 The Court approved a recommendation that the overseas fee rate for the Summer School for Access 2003 be set at 25% of the full year Arts-based programme fee.

*Tarradale House Library*

- 278 The Court noted that the Committee had received an update on the detailed review of items contained within the Tarradale House Library which had been undertaken by Library and Academic staff.
- 279 The Court approved a recommendation that selected items be disposed of, with proceeds being returned to the Trust. It was agreed that University staff be given the opportunity to purchase the books.

*Revised Detailed Financial Procedures*

- 280 The Court noted that the Committee had received and approved revised financial procedures for petty cash, cash advances and credit cards.

*Capital Expenditure Sub-Committee*

- 281 The Court noted that the Committee had received a report from the Capital Expenditure Sub-Committee and had approved recommendations that: (i) budgets of the following Estates capital projects 2002/03 be rolled forward to 2003/04;

Project	2002/03 Budget (£'000s)	Rephased to 2003/04 (£'000s)
Regent Building Roof Replacement	36	36
Deaf Alert System	75	75
Disabled Access	20	8
JMU Rolling Programme	180	180
Foresterhill Mosque	50	50
New Kings Pointing and Windows	140	100
Human Physiology – re clad walls, windows and roof	119	119
Fire Risk Assessment Legislation Compliance	100	100
Administration Relocation	207	150
King's College Conservation Works	440	60

(ii) delegated authority be granted in relation to approval of funding for the installation of safety glass at the Zoology Building and the Marischal Museum during the summer vacation;

(iii) DISS funding be redistributed in 2002/03 and 2003/04 as follows: -

Project	2002/3 budget (£'000s)	2002/3 forecast (£'000s)	2003/04 budget (£'000s)	2003/04 plan (£'000s)
New classrooms	50.4	50.4	0	0
Classrooms/clusters	373.8	400.8	255.0	189.2
Server environment	156.5	147.0	310.0	301.8
Network	104.5	105.0	60.0	60.0
Telephony	72.1	54.1	25.0	25.0
Corporate Systems	62.5	62.5	0	0
Student Portal	0	0	0	74.0
Sub-total C&IT Infrastructure	819.8	819.8	650.0	650.0

(iv) a budget of £288,800 plus VAT be allocated for design fees for the Old Aberdeen Heating Station replacement.

- 282 The Court noted progress reports on a range of property matters and capital projects, including Pathfinder: Halls; Marischal College; Faculty of Education Relocation Project; Institute of Applied Health Sciences; and the new Health Centre.

*Research and Commercialisation*

- 283 The Court noted that the Committee had received reports on research grants and contracts applications and awards, commercialisation activity for the period to May 2003; and Phase 2 of the Strategy for Costing and Pricing.
- 284 The Court also noted that three nationwide consultations were currently underway; Review of Research Assessment; Reforming the Dual Support System; and Development of Threshold Standards for Research Degree Programmes.

*Science Research Investment Fund: Round 2*

- 285 The Court noted that three projects totalling £12.975 million had been submitted to the Funding Council for SRIF2 funding, namely: partial refurbishment of the Zoology Building; refurbishment of the Cruickshank Building; and the construction of a new Institute of Applied Health Sciences Clinical Research Facility. It was noted that the Funding Council had allocated £8.716 million SRIF on the condition that the University would add a 10% contribution, giving a total fund of £9.684 million. Additional funding was already contained within University budgets.

*Financial Reports FY 2002-03*

- 286 The Court noted that the Committee had considered the management accounts for the ten months to 31 May 2003. These showed an historical cost surplus of £3.926 million, against a budgeted surplus of £2.810 million.

## SPORTS FACILITIES

- 287 Dr Roberts introduced to the Court an invitation from the City Council to the University to participate in a partnership bid to the Scottish Executive for funding to develop joint sporting facilities. This was one of the options the University was pursuing and summarised in the paper contained with the Joint Planning Finance and Estates Committee report (see minute 270). Dr Roberts noted that before joining the partnership the University needed agreement that if this bid was not successful, other options to develop sports facilities on land currently owned by the City Council would be in place.
- 288 The Court gave in principle approval to joining the partnership, subject to the University receiving from the City Council the necessary commitment the University required, should the primary bid to the Scottish Executive be unsuccessful.

REPORT BY NOMINATING COMMITTEE: MEMBERSHIP OF COURT,  
COURT-SENATE COMMITTEES and REPRESENTATION ON EDUCATIONAL AND  
OTHER OUTSIDE BODIES 2003-04.

The Court approved the following recommendations from the Nominating Committee:

COURT

- 289 That Dr N Milne and Mr G Stevenson be co-opted to the Court for a further three-year term of office to 31 July 2006.

Geddes -Harrower Chair Committee

- 290 That Prof G Graham continue as a nominated representative of Court.

Student Recruitment Committee

- 291 That Mr J Leiper replace Professor Torrance as a Court representative.

Student Affairs Committee

- 292 That Miss C Edge, or Mr C Henry, Rector's Assessors, be alternates on Court.

*Representatives on Educational and Other Bodies*The Burn Management Committee

- 293 That Dr J Geddes, School of History and History of Art, be appointed for a period of one year.

Highlands and Islands Educational Trust

- 294 That Professor I Torrance be re-appointed for a further period of three years.

Scottish Dictionaries Joint Council

- 295 That Mr D McClure, School of English and Film Studies, be re-appointed for a further five years.

Scottish Museums Council:

- 296 That Dr A Knox, Manager, Historic Collections, be re-appointed for a further year.

University Court of the University of Liverpool

- 297 That Professor A Garden, an Aberdeen University graduate and Professor of Medical Education at Liverpool University, be appointed for a period of four years.

University of Stirling Conference

- 298 That Dr I Hutchinson, an Aberdeen Graduate and academic member of staff at Stirling University, be re-appointed for a further three years.

University of Strathclyde General Convocation

299 That Miss A Harper be re-appointed for a further three years.

Students' Association Union Management Council:

300 That Mr S Cannon (or alternate) and Ms I Bews (or alternate) be re-appointed for a further year.

## RACE EQUALITY ACTION PLAN

301 The Court received the Race Equality Action Plan, which had been developed to support and ensure the implementation of the University's Race Equality Policy as approved by the Court on 17 December 2002. The Action Plan would be reviewed and developed on an annual basis by the Joint Committee on Equal Opportunities. The operational responsibility for its implementation would rest with the designated Lead Sections, reporting to their appropriate University Committees. These Committees would monitor progress and report to the Joint Committee on Equal Opportunities on the implementation of specified objectives and tasks for which they were responsible.

302 The Court approved the Race Equality Action Plan, as set out in the appendix to this minute.

## MUSEUMS, COLLECTIONS &amp; GALLERIES COMMITTEE (25.03.2003)

303 The Court received a report from the Museums, Collections & Galleries Committee which met on 25 March 2003, as under:

*Collection Development: Concordat*

304 The Court received and approved a proposed Concordat on Fostering Collaboration in the Development of Collections of Museums in North-East Scotland, together with explanatory notes.

*Repatriation*

305 The Court noted that a request had been received from the Foundation for Aboriginal and Islander Research Action for the repatriation of human remains, currently held within the Anatomy Museum.

306 The Court also noted that the Museums, Collections and Galleries Committee was accordingly following the policy and procedures for Repatriation, recently approved by the Court and successfully followed in the first repatriation case relating to the Blood Tribe Head-dress.

*Scottish Museums Council: Registration*

307 The Court noted that in response to the Committee's application for Museum Registration, a Registration Panel, appointed by Resource: The Council for Museums, Archives and Libraries, had granted registration in respect of the following:

Full Registration	Marischal Museum Anatomy Museum Geology Collections Natural Philosophy Collection Zoology Museum
Provisional Registration	Herbarium (9 months) Pathology/Forensic Medicine Collection (12 months)

308 The Court noted that the grant of registration had been accompanied by recommendations by the Panel as to work to be undertaken.

## STAFFING AND DEVELOPMENT COMMITTEE (03.06.2003)

309 The Court received a report from the Staffing and Development Committee which had met on 3 June 2003, as under:

*Staff Training and Development Policy*

310 The Court received and approved the Staff Training and Development Policy as set out in the appendix to this minute.

311 The Court received the following for information:

- (a) that the pilot scheme of Joint Grading procedures had been successful and that the Technical Staff Liaison Committee had agreed to a further pilot with a review of the procedures to take place in 2004.
- (b) that the Committee had noted and endorsed a proposal to create a College Structure. (See Minute 246 above)
- (c) that a Working Group would be established to undertake a review of the Advising process.
- (d) that the Committee had commended the equal opportunities initiatives that had been undertaken in session 2002/03 and anticipated that the work in this area would continue to make progress under the direction of the Joint Committee on Equal Opportunities. (See Minute 310 above).
- (e) that the Committee had commended the ongoing work in relation to Educational Development activity, management development and Contract Research initiatives.

312 The Court also noted that the Committee (i) had received details of the ongoing work at a national level in relation to pay negotiations and the revised terms and conditions for staff holding Honorary Consultant contracts;

- (ii) the ongoing work in relation to the on-line recruitment project, the Promotions Exercise and staff on F64 contracts and had anticipated that further developments would be reported as appropriate;
- (iii) the ongoing work to develop policies in relation to Relationships between Staff and Students and Family Friendly initiatives.

## SENATE REPORT

313 The Court received a report from Senate which had met on 18 June 2003.

RESOLUTION NO.    OF 2003  
[CODE OF PRACTICE ON STUDENT DISCIPLINE]

314 The Court received the draft Resolution No.    of 2003 [Code of Practice on Student Discipline] from the Senate and decided to forward it to the General Council and to make it generally available in terms of Section 6 of the Universities (Scotland) Act 1966.

PROCEDURES FOR DEALING WITH ALLEGATIONS OF PLAGIARISM  
AGAINST GRADUATES OF THE UNIVERSITY

315 The Court approved the Procedures for Dealing with Allegations of Plagiarism Against Graduates of the University, as set out in the appendix to this minute.

## RACE EQUALITY ACTION PLAN

316 The Court noted that the Senate, for its part, had approved the Race Equality Action Plan with minor amendments (see Min 301 above).

## ELECTION OF SENATE ASSESSORS TO THE UNIVERSITY COURT

317 The Court noted that Professor G Graham, Professor PR Beaumont and Mr SC Styles had been elected as Senate Assessors to the University Court for the period 1 October 2003 to 30 September 2007.

ELECTION OF SENATE ASSESSOR TO  
THE JOINT PLANNING, FINANCE AND ESTATES COMMITTEE

- 318 The Court noted that Professor LG Graham had been re-elected as a Senate Assessor to the Joint Planning, Finance and Estates Committee for the period 1 October 2003 to 30 September 2007.

STUDENTS' ASSOCIATION : SABBATICAL ELECTIONS

- 319 The Court noted that, in the recent Sabbatical Elections, the following had been elected to office within the Students' Association for the academic year 2003/04:-

President	:	Ms Jenny Duncan
Vice-President (Advice & Support)	:	Mr David Donaldson
Vice-President (Finance & Commercial Services)	:	Mr Kenneth Miller
Vice-President (Sport)	:	Ms Louise Watt
Vice-President (Societies & Student Development)	:	Mr George Lang

UASLAS TRIENNIAL VALUATION

- 320 The Court received the Triennial Valuation of the University of Aberdeen Superannuation and Life Assurance Scheme.
- 321 The Court noted that the Scheme had moved from a surplus in 1999 of £4.4M to a deficit of £484K in 2002. The main reasons related to lower than assumed returns on investments, which reflected the current state of the stock market, and changes in valuation assumptions.
- 322 The Court approved the following recommendations:
- (i) that the Triennial Valuation be not signed off until July 2003 in order to take advantage of the current improving state of the stock market;
  - (ii) that the University commit to increasing the employer's contribution to 13.5%, including 0.5% death-in-service premium. This would bring an overall contribution rate of 19.5%, which more than met both the ongoing rate, plus the removal of the deficit over 15 years. This increase had been incorporated into the planning assumptions for 2003/04.
  - (iii) that the additional funding in terms of the Minimum Funding Requirement be deferred to October 2004 in order to incorporate any increase into the planning process. The final figure for the Minimum Funding Requirement contribution was not yet known, as every 200 points improvement in the overall stock market, removed 1% of the funding gap.

FACULTY OF EDUCATION RELOCATION PROJECT

- 323 The Court agreed to delegate authority for its Principal and the Senior Lay Member and/or Convener of the Capital Expenditure Sub-Committee, or two of the three if none were to be unavailable, to act on its behalf during the summer vacation in relation to:
- (i) selection of a preferred purchaser for the Hilton Site and conclusion of sale missives;
  - (ii) approval of the MacRobert Building decant strategy and associated costs;
  - (iii) appointment of the main building contractor for the refurbishment of the MacRobert Building; and
  - (iv) selection of a preferred bank in terms of the loan finance required to fund the project. The loan finance costs were included within the SHEFC Strategic Change Grant and would therefore not a direct cost on the University. The loan would be repaid upon receipt of the proceeds from the sale of the Hilton Campus.

## MARISCHAL COLLEGE PROJECT BOARD

- 324 The Court agreed that as further significant developments were expected over the summer period, delegated authority be given to the Principal and the Senior Lay Member and/or Convener of the Capital Expenditure Sub-Committee in relation to:
- (i) the selection of a preferred developer for the vacant section of Marischal College;
  - (ii) the approval to receive proposals and present outline terms with Aberdeen City Council and other public bodies to occupy future redeveloped space.

## VACATION POWERS

- 325 The Court approved a proposal by the Principal that, in accordance with the Court's customary procedure, for the period between its meetings on 1 July and 16 September 2003, the Court delegate authority to act on its behalf on any matter of particular urgency to a small committee composed of the Principal, the Senior Lay member and/or the Senior Vice-Principal.

## AUDIT COMMITTEE

*Internal Audit Reports*

- 326 The Court noted that the Committee had approved six internal audit reports, namely: Personnel Procedures; Students' Association; School of Engineering & Physical Sciences; Student Support Services; School of Modern Languages; and Contingency Planning.

*Internal audit Value for Money Report*

- 327 The Court noted that the Committee had approved one internal audit VFM report, namely: Review of Use of Commercial Vehicles.

## STUDENT AFFAIRS COMMITTEE

- 328 The Court received a report from the Student Affairs Committee which had met on 11 June 2003, as under:

*Students' Association: Third Termly Report 2002-2003*

- 329 The Court received a copy of the Students' Association: Third Termly Report 2002-03.

## HEALTH &amp; SAFETY COMMITTEE ANNUAL REPORT 2002-03

- 330 The Court received the Annual Report of the Health & Safety Committee for 2002-03

## PAPERS FOR INFORMATION

- 331 The Court noted that copies of the following papers were available on request from the Court & Planning Office (ext 2093)
- (i) CONSULTATION ON TARGETS FOR INCLUSION IN THE COUNCILS' DRAFT JOINT CORPORATE PLAN 2003-06: Scottish Funding Councils for Further & Higher Education, FEC/05/03 & HEC/03/03, dated 2 May 2003, seeking views on the targets that should be included in the Councils' new corporate plan for the period 2003-06 and suggestions as to the risks to the achievement of the objectives set out in the plan.
  - (ii) THE FUTURE OF HIGHER EDUCATION: MAIN RESPONSE: Universities UK's response to 'The Future of Higher Education': DFES White Paper.
  - (iii) HIGHER EDUCATION-BUSINESS INTERACTION SURVEY 2000-01: SHEFC Circular Letter HE/11/03, dated 26 March 2003 enclosing an analysis of the results for Scotland.

- (iv) PUBLIC INFORMATION ON QUALITY: GUIDANCE NOTES FOR INSTITUTIONS: SHEFC Circular Letter HE/19/03, dated 22 May 2003, providing guidance on the approach which institutions should take to the provision of information about the quality of learning and teaching.
- (v) UNIVERSITIES UK SURVEY OF TUITION FEES FOR INTERNATIONAL STUDENTS 2003/04: Universities UK Information for members, I/03/46, dated 13 May 2003, summarising the results of the Universities UK survey of 2003/04 tuition fees for international students.