



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.  <i>(Secretary's Note – Details are currently incorporated into the Court Members' Handbook).</i>	Secretary	Circulated April 2016.  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/ 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