

The Glasgow School of Art

Academic Council and Board Committees: Remits, Memberships and Procedures for the 2016/17 Academic Year

Approved by the Board of Governors, October 2016

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October 2016

The Glasgow School of Art

Academic Council

Remit and Membership 2016/17

1. Remit

The remit of Academic Council is supplied by statute and represents delegated functions from the Governing Body, namely:

- the overall planning, co-ordination, development and supervision of the academic work of the institution; and
- such other functions of the Governing Body as may be assigned to the Academic Council by the Governing Body.

Notes:

The functions specified shall be discharged by the Academic Council subject to the general control and direction of the Governing Body. In discharging the functions specified, the Academic Council shall have all the powers and duties of the Governing Body in relation to those functions and shall have the power to make any recommendations to the Governing Body on such matters relating to those functions as the Academic Council may think fit.

2. Membership

Ex-officio

- Director (Convenor)
- Deputy Director (Academic)
- Deputy Director (Innovation)
- Heads of the Schools of Design, Fine Art and the Mackintosh School of Architecture
- Director of the Digital Design Studio
- Registrar and Secretary
- Head of Learning and Teaching
- Head of Learning Resources
- Head of Policy and Governance (Deputy Registrar)
- Head of Research
- President of the Students' Association

Elected

- Between three to seven members, elected by and from members of the part-time and full-time academic staff, who are not otherwise members ex-officio or co-opted members. Elected members shall serve for a period of three years

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Co-opted Members

- Up to four members, two of whom shall normally be representatives of the University of Glasgow

Secretary: A member of staff from Policy and Governance

3. Frequency of meetings

It is expected that the Committee will meet at least once each term.

4. Quorum

A minimum of six members, including at least two ex-officio members and at least two elected members.

(Ends)

GLASGOW SCHOOL OF ART

BOARD OF GOVERNORS

BUSINESS AND ESTATES COMMITTEE

DRAFT REMIT, MEMBERSHIP AND PROCEDURES 2016/17

1. Remit

- a) To act on behalf of the Board of Governors to develop strategic financial management of GSA in response to the Strategic Plan.
- b) To ensure that GSA is being managed efficiently and effectively, that the funds received from the Scottish Funding Council (SFC) are being correctly applied and that the financial and other policies of the Board are being met by the Director and management.
- c) To receive regular management accounts, cash flow reports and any other financial reports and report on these to the Board.
- d) To recommend the Annual Accounts to the Board.
- e) To consider the School's annual budgets, including budgetary submissions to the Funding Council, and recommend these to the Board.
- f) To review and approve the level of overseas and rest-of-UK student fees for the following year.
- g) To approve the level of block grant to the Students' Association each year and to monitor the financial state of the Association by reviewing regular financial reports and statements prepared by the Association.
- h) To consider the establishment of related companies/joint ventures prior to consideration by the Board, and to consider progress reports from such companies/ventures.
- i) To consider the policy of, and progress reports from, the Director of Development (including reports on funds donated in relation to the Mackintosh Building fire) and to report or make recommendations to the Board as appropriate.
- j) To consider the School's Estates Development strategy, including financial and resource aspects, and make recommendations to the Board of Governors in relation to that strategy.
- k) To receive progress reports on the School's major Estates Development projects.

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2. Membership

- a) The Chair of the Board of Governors (Convenor).
- b) Up to 6 lay Governors, ideally with experience in the areas of Finance, Legal/Corporate, Architecture/Surveying, Marketing/PR
- c) The Director of the School
- d) The Director of Finance and Resources
- e) The President of the Students' Association
- f) The Registrar and Secretary (in attendance)
- g) The Deputy Director of Finance and Resources (in attendance)
- h) The Head of Finance (in attendance)
- i) Co-opted members as required for specific issues.

The initial membership for 2016/17 is as follows

Ms Muriel Gray, Chair of the Board of Governors (Chair)
Mr Douglas Brown, Lay Governor
Professor Tom Inns, Director
Mr Eliot Leviten, Director of Finance and Resources (until Dec. 2016)
Mr Alistair Milloy, Director of Finance and Resources (from Dec. 2016)
Ms Eleanor McAllister, Lay Governor
Ms Laura Glennie, President, Students' Association
Ms Christa Reekie, Lay Governor
Mr Ken Ross, Lay Governor
Sir Muir Russell, Lay Governor (and Vice Chair of the Board)

Ms Sandi Galbraith, Deputy Director of Finance and Resources (in attendance)
Mr Alistair Storey, Head of Finance (in attendance)
Dr Craig Williamson, Registrar and Secretary (in attendance)

3. Chairperson

The Chairperson will be the Chair of the Board of Governors or, in his/her absence, the Chair's nominee, to be another lay governor from the Committee's membership. Agendas will be approved by the Chair following consultation with the Directorate.

4. Quorum

The quorum for a meeting shall be 4 governors, at least 2 of whom should be lay Governors.

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5. Attendance

Members are expected to attend meetings regularly. Where a member fails to attend four consecutive meetings of the Committee, other than for a reason approved by the Chair, that member will be deemed to have left the Committee and may be replaced.

6. Meetings

The Committee should meet at least four times a year but can convene more often as required. One meeting should be scheduled to discuss and recommend for Board approval the School's Annual Budget and SFC submission (normally the May/June meeting). Another meeting should be scheduled to discuss and recommend (for Board and AGM approval) the School's Annual Accounts (normally the November meeting)

7. Reserved Business

Reserved business may be specified on the agenda as and when required if sensitive issues are to be discussed, in which case the President of the Students' Association may be asked to withdraw during these discussions.

(ends)

GLASGOW SCHOOL OF ART

BOARD OF GOVERNORS

AUDIT COMMITTEE

REMIT, MEMBERSHIP AND PROCEDURES 2016/17

1. Remit

The Audit Committee shall:

a) General

- Satisfy itself that the financial affairs of the School are correctly represented, that the funds received from the Scottish Funding Council ('the Council') are used in accordance with the Financial Memorandum between the Council and the School, and that funds received from other sources are similarly employed in an appropriate manner.
- Consider the internal and external auditors' assessment of the effectiveness of the School's financial and other control systems, including controls to prevent or detect fraud or other irregularities, as well as those for securing economy (value for money), efficiency, effectiveness and management of risk.
- Consider the School's compliance with corporate governance requirements and good practice guidance, including oversight of the School's Statement of Corporate Governance and reviews of the effectiveness of the Board of Governors.
- Oversee the School's performance management, risk management and internal financial control arrangements, including Financial Regulations.
- Report to all meetings of the Board of Governors and, in addition, prepare an Audit Committee Annual Report for consideration by the Board of Governors.
- Receive and consider the implications of any relevant reports from the National Audit Office/Audit Scotland, Scottish Funding Council, and any other relevant agencies.

b) Internal Audit

- Advise the Board on the selection, appointment or re-appointment and remuneration of the internal auditor and:
- Advise on the terms of reference of the internal auditor, and review the scope, efficiency and effectiveness of the work of the internal auditor.
- Monitor management action on the implementation of agreed recommendations by the internal auditor.
- Inform the Board of its approval of the internal auditor's annual report.
- Secure and monitor appropriate liaison and co-ordination between internal and external auditors.
- Respond appropriately to notification of fraud, whistleblowing or improprieties received from the internal auditor or other person.

c) External Audit

- Advise the Board on the selection, appointment or re-appointment, removal and remuneration of the external auditors and the scope of their work, and:
- Consider the School's annual financial statements, including the external audit opinion, Statement of Members Responsibilities and any relevant issues raised in the auditor's management letter, and the external auditor's report, prior to submission to the Board by the Business and Estates Committee.
- Review the external audit strategy plan
- Consider the objectives and scope of any non-statutory audit work to be undertaken by the external auditor's firm and advise the Board of any potential conflict of interest.

2. Membership

- a) Core membership shall be a minimum of three lay Governors, although a membership of up to five lay Governors is recommended.
- b) The Chair of the Board of Governors is not a member, but may attend by invitation.
- c) The Director of the School, the Registrar and Secretary, and the Director of Finance and Resources are not members but attend by invitation and would normally attend all meetings of the Committee.
- d) Other senior managers may attend by invitation. Normally this includes the Deputy Director of Finance and Resources and the Head of Finance.
- e) Representatives of the External and Internal Auditors will be invited to attend meetings.

In 2016/17, the initial membership is as follows:

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Members

Sir Muir Russell	Lay Governor and Vice-Chair, Board of Governors <i>(Interim Chair)</i>
Mr Charles Beattie	Lay Governor <i>(Chair from November 2016 meeting onwards)</i>
Dr Janet Brown	Lay Governor
Dr Susie Mitchell	Lay Governor

In attendance (GSA)

Ms Muriel Gray	Chair, Board of Governors
Professor Tom Inns	Director, GSA
Ms Sandi Galbraith	Deputy Director of Finance & Resources
Mr Eliot Leviten	Director of Finance and Resources <i>(until December 2016)</i>
Mr Alastair Milloy	Director of Finance and Resources <i>(from December 2016)</i>
Mr Alistair Storey	Head of Finance
Dr Craig Williamson	Registrar and Secretary

In attendance (external)

Mr Gary Devlin	Scott Moncrieff, External Auditor
Mr James McBride	Scott Moncrieff, External Auditor
Ms Claire Robertson	BDO, Internal Auditor
Mr Craig Wright	BDO, Internal Auditor

3. Chair

The Chair shall be appointed by the Board of Governors from among the Committee's core lay membership. In his/her absence, the Chair's nominee will act as Chair, this to be another lay governor from the Committee's membership. Agendas will be approved by the Chair following consultation with the Directorate.

4. Quorum

A minimum of two Lay Governors.

5. Attendance

Members are expected to attend meetings regularly. Where a member fails to attend four consecutive meetings of the Committee, other than for a reason approved by the Chair, that member will be deemed to have left the Committee and may be replaced.

6. Meetings

The Committee shall meet at least four times per academic year, with one meeting scheduled to precede consideration of the School's Annual Accounts.

(ends)

GLASGOW SCHOOL OF ART - BOARD OF GOVERNORS**MACKINTOSH RESTORATION COMMITTEE****REMIT, MEMBERSHIP & PROCEDURES 2016/17****1. Remit**

The Committee's primary role is to oversee the restoration of the Mackintosh Building following the fire of May 2014. This role will include:

- consideration of the timetable and key milestones for the restoration of the building (for recommendation to the Board of Governors);
- consideration of progress reports from the Restoration Project Group and from key individuals, including the Director, Director of Finance and Resources, Internal and External Project Managers;
- as defined by a schedule of spending thresholds approved by the Business and Estates Committee and Board of Governors, authorisation of expenditure and the appointment of contractors. Where expenditure will exceed authorised limits, the Committee will make recommendations to the School's Business and Estates Committee and/or Board of Governors on major financial decisions and appointments in relation to restoration of the building;
- provision of regular reports to the Board of Governors, including summaries of expenditure (as above).

2. Membership

- The Chair of the Board of Governors
- Up to four further lay Governors, one of whom chairs the Committee
- The Director of the School
- The Director of Finance and Resources
- The Senior Project Manager for the Restoration Project
- The President of the Students' Association
- The Head of the Mackintosh School of Architecture
- Estates Special Project Manager (from December 2016)
- Co-opted members or attendees, as required for specific issues

The initial membership for 2016/17 is as follows:

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(membership – continued)

Ms Eleanor McAllister, Lay Governor (Chair)
 Ms Muriel Gray, Lay Governor and Chair of the Board of Governors
 Mr Douglas Brown, Lay Governor
 Ms Christa Reekie, Lay Governor
 Professor Tom Inns, Director, GSA
 Ms Laura Glennie, President of the Students' Association
 Mr Eliot Leviten, Director of Finance and Resources (until December 2016)
 Mr Alistair Milloy, Director of Finance and Resources (from December 2016)
 Ms Liz Davidson, Senior Project Manager
 Professor Chris Platt, Head of the Mackintosh School of Architecture
 Estates Special Project Manager (from December 2016)

In Attendance

Mr Ranald MacInnes, Head of Heritage Management, Historic Scotland
 Ms Sandi Galbraith, Deputy Director of Finance and Resources (until Dec. 2016)
 Mr Peter Trowles, Curator, GSA
 Mr John Martin, Assistant Company Secretary (secretary)

3. Quorum

The quorum for meetings shall be 4 members, at least 2 of whom should be Lay Governors.

4. Meetings

Meetings will be held as and when necessary, but there will normally be a minimum of four meetings per annum, reporting to corresponding meetings of the Board of Governors

5. Attendance

Members are expected to attend meetings regularly. Where a member fails to attend four consecutive meetings of the Committee, other than for a reason approved by the Chair, that member will be deemed to have left the Committee and may be replaced.

6. Agenda

The agenda will be approved by the Chairperson following consultation with the Directorate.

(ends)

The Glasgow School of Art

Human Resources Committee

Remit, Membership and Procedures 2016/17

1. Remit

To discuss, inform and comment on policy and procedure in relation to staff matters including recruitment, training and development, equity and diversity, discipline, grievance, etc. Matters will be of a general nature affecting all staff or discrete groups. Discussion of individuals or casework shall not be competent business, as this will be dealt with as operational matters through the School's normal policies and procedures.

As necessary, to establish from its membership short term working parties to support the development of new policy or relevant initiatives.

To lead on the development of new HR policy and procedures and to regularly review existing policies, taking account of new legislation or other changes in the environment.

To recommend new policies and procedures to the Board of Governors for approval.

To inform and advise the Board of Governors on general staff matters.

The Convenor shall have delegated authority to act on behalf of the Human Resources Committee out with its normal meeting schedule, providing that all matters acted upon are reported to the next meeting of the Committee.

2. Membership and Procedures

2.1 Membership criteria:

- a) Up to three lay governors, one of whom shall be Chair.
- b) Up to three members of Academic Staff, elected by the academic staff (elected for periods of 3 years)
- c) Three support staff, one to be elected to the committee from each of three areas of staff:
 - administration, including library;
 - technical; and
 - maintenance, including estates.

(to serve for periods of three years)
- d) A representative from each of the recognised Trades Unions.
- e) The President of the Students' Association
- f) The Deputy Director of Finance and Resources
- g) The Registrar and Secretary
- h) The Head of Human Resources
- i) The Deputy Head of Human Resources

- j) Further members may be co-opted as necessary in relation to specific issues.

2.2 Convenorship

The Convenor will be nominated by the Board.

2.3 In attendance by invitation

- a) Chair of the Board of Governors.
- b) Director of the GSA.
- c) Staff from the Department of Human Resources

2.4 Membership 2016/17

The initial membership for 2016/17 is as follows:

Mrs Linda McTavish	(Lay Governor) (Chair)
Professor Nora Kearney	Lay Governor
Ms Kerry Aylin	Staff Governor (co-opted)
Mr John Ayers	Elected Technical Staff Representative**
Ms Nicky Bird	UCU Representative
Ms Liz Calderwood	Elected Administrative Representative*
Ms Lesley Coyle	Deputy Head of Human Resources (ex-officio)
Mr David Dalziel	Head of Human Resources (ex-officio)
Ms Sandi Galbraith	Deputy Director of Finance and Resources (ex-officio)
Ms Laura Glennie	President, Students' Association (ex-officio)
Mr Craig Laurie	UNITE Representative
Mr Dennis McCormick	Elected Maintenance Staff Representative*
Ms Kathy Molloy	UNISON Representative
Ms Shona Paul	Elected Academic Representative*
Ms Julie Ramage	Elected Academic Representative*
Professor Johnny Rodger	EIS Representative (deputy: Prof. C Porteous)
Ms Sally Stewart	Elected Academic Representative*
Dr Craig Williamson	Registrar and Secretary (ex-officio)

Professor Tom Inns, Director (in attendance)

The Chair of the Board of Governors (in attendance)

* *Period of office September 2014 – 31 August 2017*

** *Period of office September 2015 – 31 August 2017*

2.5 Attendance

Members are expected to attend meetings regularly. Where a member fails to attend four consecutive meetings of the Committee, other than for a reason approved by the Chair, that member will be deemed to have left the Committee and may be replaced.

3. Meetings

- 3.1 The Committee will normally meet four times a year prior to meetings of the Board of Governors. Meeting dates may vary depending on business.
- 3.2 The Chair shall report regularly on the business of the Committee to the Governors.
- 3.3 The Chair shall have authority to act on behalf of the Committee, provided that all matters acted upon are reported to the next meeting of the Committee.
- 3.4 The quorum shall be six members, one of whom should be a Governor and one of whom should be either the Registrar or the Head of HR.

4. Agenda

The agenda shall be drafted in consultation between the Chair, the Registrar and the Head of Human Resources.

5. Minutes

The Minutes of meetings, approved by the Chair, will be distributed to all Committee members.

(ends)

The Glasgow School of Art

Board of Governors

Museum and Archive Committee

Remit, Membership and Procedures 2016-17

1. Remit

- To advise on the management, development and use of the GSA’s collections and archives, in line with recognised professional standards
- To oversee strategic planning and the development of policies, and to advise on and approve acquisitions, loans and exhibition proposals related to the GSA’s collections and archives
- To report to and make recommendations to the GSA Board of Governors
- To advise on issues relating to the fabric of the Mackintosh building
- To liaise with other GSA committees as appropriate
- To represent GSA in the wider community as required

2. Membership

Membership will comprise:

Convenor: The Convenor will normally be a GSA Lay Governor. In the Convenor’s absence, his/her nominee from the Committee’s membership will Chair meetings.

Ex-Officio: The Curator
The Archivist
The Head of Learning Resources
The Head of Estates
The Exhibitions Director
A member of GSA Senior Management Team
The President of the Students’ Association

External Members: Up to 5 external members, including at least one GSA Governor. The term of membership for external members will normally be 3 years, with the option of a second term.

Co-Opted Members: Additional GSA staff may be co-opted as appropriate.

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3. Membership 2016/17

The initial membership for 2016/17 will be as follows:

Professor Alison Yarrington, Lay Governor (Convenor)

Ms Jenny Brownrigg, Exhibitions Director, GSA (ex-officio)

Professor Ken Neil, Deputy Director GSA, (ex-officio)

Ms Laura Glennie, President, Students' Association (ex-officio)

Ms Alison Stevenson, Head of Learning Resources (ex-officio)

Mr Michael Quigley, Head of Estates (ex-officio)

Mr Peter Trowles, Curator (ex-officio)

Ms Susannah Waters, Archives and Collections Manager (ex-officio)

Mr Simon Green, Historic Environment Scotland

(until October 2018. First appointed 2009. Third term approved by Board)

Ms Victoria Peters, Archivist, University of Strathclyde *(until December 2019. First appointed 2014)*

Dr Evelyn Silber, former Director of the Hunterian Museum and Art Gallery
(until August 2017. First appointed 2011)

Dr Sabine Wieber, Lecturer, History of Art, University of Glasgow.
(until August 2017. First appointed 2011)

Ms Polly Christie, Recovery Project Lead, GSA (co-opted)

Ms Liz Davidson, Senior Project Manager, GSA (co-opted)

Ms Sarah McKinnon, Project Manager, GSA (co-opted)

Ms Cathie Randall, General Manager, GSA Enterprises (co-opted)

4. Meetings

The Committee will meet at least four times per annum.

Members are expected to attend meetings regularly. Where a member fails to attend four consecutive meetings of the Committee, other than for a reason approved by the Chair, that member will be deemed to have left the Committee and may be replaced.

5. Quorum

Four members, including at least two external and two ex-officio members.

(ends)

The Glasgow School of Art

Investment Committee

Remit, Membership and Procedures 2016-17

1. Remit

- a) Determine the investment strategy to be recommended to the Board
- b) Agree investment guidelines with the investment fund managers
- c) Monitor the policy and performance of the investment fund managers
- d) Monitor the execution of a recommended ethical and environmental strategy (See 4. below)
- e) Review the overall investment management position on a six-monthly basis
- f) Appoint and reappoint/change the investment fund managers.

2. Membership and Procedures

1.1 The members and attendees of the Committee will consist of

- Lay Governors appointed through the Board of Governors who have appropriate specialist knowledge, including the Chair of the Audit Committee
- The Director of Finance and Resources
- The Deputy Director of Finance and Resources (in attendance)
- The Head of Finance (in attendance)
- A Representative from the Investment Fund Managers (in attendance)
- The Assistant Company Secretary (in attendance - secretary)

1.2 The Chair will be nominated by the Board and will be a Lay Governor from the Committee's membership

1.3 The Committee will meet as and when required, normally at least twice per annum.

1.4 The quorum for the Committee will be two Governors.

1.5 The Committee will report to the Board of Governors.

1.6 The Chair shall have authority to act on behalf of the Committee, provided that all matters acted upon are reported to the next meeting of the Committee.

3. Membership 2016/17

The initial membership for 2016/17 will be as follows:

Sir Muir Russell, Vice-Chair, Board of Governors (Chair)

Mr Douglas Brown, Governor

Mr Eliot Leviten, Director of Finance and Resources (until December 2016)

Mr Alistair Milloy, Director of Finance and Resources (from December 2016)

In attendance

Ms Sandi Galbraith, Deputy Director of Finance and Resources

Mr Alistair Storey, Head of Finance

Mr Peter Hillier, Cazenove Capital Management

Mr John Martin, Assistant Secretary to the Board

4. Socially Responsible Investment

Please see overleaf.

Glasgow School of Art**Investment Committee****Statement on Socially Responsible Investment**

The Glasgow School of Art is committed to investing its funds in organisations which adhere to the highest possible social, environmental and ethical standards.

As a small, specialist institution, the Glasgow School of Art relies on an external asset management company to manage its investment funds, the activities of which are overseen by the School's Investment Committee. While the aim of investments is to provide sufficient return to meet the School's objectives in relation to the funds (e.g. income generation for the provision of financial support for students), the School also requires its asset management company to monitor the social, environmental and ethical (SEE) stance of companies which form part of the School's investment portfolio. The School is thus alerted to significant SEE issues, and favours wherever possible those investments with positive SEE indications.

Details of the School's investments are reported annually to the Board of Governors (the membership of which includes representation from the Students' Association and elected staff representatives) and are published on the School's website.

If a representative group within the School – including the Students' Association, recognised trades union or any of the School's committees and standing groups such as the Sustainability Action Group - has concerns regarding any of the School's investments, representation may be made to the School's Executive Group. Such representations would be likely to suggest that a particular investment was inconsistent with the School's ethos and strategic ambitions and/or gave concern on wider social, environmental or humanitarian grounds. The Executive Group would discuss any such representations with the School's Investment Committee and the asset management company, and then consider whether the investment under question might be discontinued.

Approved by the Board of Governors, Glasgow School of Art, October 2012

GLASGOW SCHOOL OF ART**BOARD OF GOVERNORS****NOMINATIONS COMMITTEE****Remit, Membership and Procedures 2016/17****Remit**

The Committee will be responsible for recruiting, assessing and recommending candidates for Board lay membership, for considering re-appointment of existing Lay Governors, and for considering and recommending candidates for:

- The Chair of the Board of Governors
- The Vice-Chairs(s) of the Board of Governors
- The Chairs of the Board Committees

The Committee will oversee the preparation and updating of the School's Guidelines on the appointment or renewal of Lay Governors, which includes the Skills and Attributes Matrix and the policy on equality and diversity in relation to the membership of the Board of Governors.

Membership

- The Chair of the Board of Governors (Chair)
- The Chairs of the Board Committees (Business and Estates, Audit, Mackintosh Restoration, Human Resources, Museum and Archive, Investment, Occupational Health and Safety)
- The Director
- An elected Staff Governor nominated by the Board
- The President of the Students' Association
- (In attendance) The Registrar and Secretary

Quorum

Four members

Meetings

The Committee will meet when required.

GLASGOW SCHOOL OF ART

BOARD OF GOVERNORS

REMUNERATION COMMITTEE

Remit, Membership and Procedures 2016-17

Remit

The Committee will be responsible for agreeing the remuneration of those senior staff not covered through national pay scales, and for considering the terms and conditions and severance payments for such staff (subject to Scottish Funding Council guidance).

Membership

- The Chair of the Human Resources Committee (Chair)
- The Chair of the Board of Governors
- The Vice-Chair(s) of the Board of Governors

- The Director (In attendance)
- The Director of Finance and Resources (In attendance)
- The Registrar and Secretary (in attendance)
- The Head of Human Resources (in attendance)

(The Director, Director of Finance and Resources, and Registrar shall leave meetings when their own cases are being discussed)

The membership should have the required expertise to review and determine salaries, terms and conditions and, where appropriate, severance payments for the staff within its remit.

Quorum

Three full members

Meetings

The Committee will meet as and when required.

(ends)

GLASGOW SCHOOL OF ART

BOARD OF GOVERNORS

OCCUPATIONAL HEALTH AND SAFETY COMMITTEE REMIT, MEMBERSHIP AND PROCEDURES 2016/17

1. Remit

To review:

- Occupational injury and ill health statistics and trends.
- Occupational health and safety training courses and attendee data.
- Work-related sickness absence data.
- Safety audit reports.
- Reports into serious incidents at work.
- Reports arising from inspections and/or enforcement action by relevant enforcing authorities.
- Reports submitted by employee trades union and partnership bodies; making recommendations on the improvement of occupational health and safety performance and minimisation of occupational injury and ill-health as appropriate.
- Relevant new or revised policies and guidance, and approve them. It is noted that some policies or guidance may also require approval by the Executive group.

To consider the impact of:

- The effect and implementation of new occupational health and safety law and regulations.
- Changes to the workplace, workforce, technology and working practices.
- The working practices and safety standards of GSA-appointed contractors and their employees in relation to the occupational health and safety of employees.

To monitor:

- GSA's occupational health and safety performance against legal and statutory requirements.
- GSA's occupational health and safety performance against GSA's strategic aims, as well as that of the Scottish Government, and national strategy, guidelines and standards. This may include, for example, reports from Schools and Professional Services groupings, as appropriate.
- The impact of occupational health and safety communication and publications on occupational health and safety performance.

To report:

- to the Board on the performance of GSA and of the Executive Group in the management of health and safety.

2. Membership

- Chairperson– Lay Governor
- Vice Chairperson – Lay Governor
- Director of Finance and Resources
- Heads of School
- President of the Students' Association
- Head of Human Resources
- Head of Estates Management
- Head of Technical Support
- Health and Safety Officer
- Fire Regulatory Compliance Officer
- Health and Safety Advisor
- Trade union representative(s)
- Other persons may attend by invitation, as required

The initial membership for 2016/17 is as follows:

- Dr Janet Brown, Lay Governor (Chairperson)
- Mr Ken Ross, Lay Governor (Vice Chairperson)
- Mr Eliot Leviten, Director of Finance and Resources (until December 2016)
- Mr Alistair Milloy, Director of Finance and Resources (from December 2016)
- Dr Paul Chapman, Acting Director of Digital Design Studio
- Ms Barbara Ridley, Acting Head of School of Design
- Professor Alistair Payne, Head of School of Fine Art
- Professor Christopher Platt, Head of Mackintosh School of Architecture
- Ms Laura Glennie, President of the Students' Association
- Mr David Dalziel, Head of Human Resources
- Mr Mike Quigley, Head of Estates Management
- Mr John Ayers, Head of Technical Support
- Mr Brian McDade, Health and Safety Officer
- Mr Andrew Kerr , Fire Regulatory Compliance Officer
- Dr Nicky Bird, UCU Representative
- Mr Craig Laurie, UNITE Representative
- Ms Kathy Molloy, UNISON Representative
- Professor Johnny Rodger, EIS Representative
- Mr Guillaume Coet, General Manager, GSA Students' Association (Attending)

Committee Secretaries:

- Ms Amy Moore, Health and Safety Advisor
- Ms Amy Simpson, Health and Safety Administrator

3. Chairperson

The Chairperson will be a lay Governor or in his/her absence, the Vice Chairperson, or their nominee, in the event neither can attend.

4. Agenda

The agenda will be approved by the Chairperson following consultation with the Director of Finance and Resources.

5. Quorum

The quorum of the meeting will be seven members, one of whom will be a lay governor, three of whom will be management staff, and two of whom will be trade union representatives. There is an expectation that the Student President or his/her nominee will attend all meetings.

6. Meetings

The Committee will meet at least four times per year but may convene more often, as required, following consultation with the Chairperson and the Director of Finance and Resources.

The Chairperson will report regularly on the business of the Committee to the Board of Governors given Occupational Health and Safety is a standing item on the agenda of meetings of the Board of Governors.

7. Minutes

The minutes of meetings, approved by the Chairperson, will be distributed to all Committee members and forwarded to the Board of Governors.

(ends)