

## **Annex 4: The Role of Court Officers & Other key roles**

The role and responsibilities of the Convener of Court are set out separately. However, there are other lay members of Court who are appointed to take on a specific role. These are as follows:

### **Vice-Convener of Court**

The Vice-Convener of Court is appointed from amongst the lay members of Court. The Vice-Convener will deputise for the Convener when required and will chair meetings of the Court in the absence of the Convener.

### **Court intermediary**

The Vice Convener will act as the “Court intermediary” for other members of Court who may wish to raise concerns about the conduct of the governing body or the Convener. All Court members are provided with a formal opportunity, annually, to provide confidential feedback on the Convener’s performance as part of the Court’s survey and self-appraisal.

### **Treasurer**

The Treasurer will work closely with Senior Officers of the University on financial matters and on the strategy relating to the financial commitments of the University, so as to be able to give assurance that all relevant advice is made available to Court on all matters of significance relating to the financial affairs of the University.

### **Deputy Convener (Estates)**

The Deputy Convener (Estates) will work closely with Senior Officers of the University on strategy relating to the property commitments and the development of the University estate, in line with the strategic priorities of the University, and on other property matters, so as to be able to give assurance that all relevant advice is made available to the Court in matters of property maintenance, development and disposal.

### **Deputy Convener (Staff)**

The Deputy Convener (Staff) will work closely with Senior Officers of the University in monitoring staffing strategy and policy relating to the employer commitments of the University, so as to be in a position to give assurance to Court as it fulfils its legal role as the employer of all University staff.

### **Deputy Convener (Enterprise & Investment)**

The Deputy Convener (Enterprise and Investment) will work closely with Senior Officers of the University to give assurance that relevant advice is made available to the Court on all matters relating to enterprise and investment, including commercial investment proposals presented by the University’s Commercial Investment Team, recommendations on investment in companies created by University staff and students, licensing deals and other commercial joint ventures, as considered by the Enterprise & Investment Committee.

Although not Court Officer roles, the following roles are essential to the Court.

### **Convener of Audit and Risk Committee**

The Convener of the Audit & Risk Committee, in addition to chairing meetings of that Committee, is responsible for advising Court on policy relating to the financial and other internal control systems within the University, including compliance with all relevant financial regulations and accounting standards, and will report to Court on their effectiveness. The Convener of the Audit & Risk Committee will work closely with both the Internal and External Auditors in order to provide an assurance to Court that the University is meeting its responsibilities in such matters.

### **Chair of SACSOH**

The role of the Chair of SACSOH is to convene meetings and provide leadership of SACSOH ensuring it operates effectively in line with statutory requirements and the University's governance framework. The Chair provides independent oversight, challenge and assurance that health, safety and wellbeing risks are being managed effectively and that the committee's work aligns with the University's strategic objectives and legal duties. The Chair will work with the University Compliance Officer (Deputy Chair) and the Director of SWR to ensure the Committee develops, maintains, and monitors the university's health, safety and occupational health strategy and action plans.

### **Chair of Remuneration Committee**

The role of the Chair of remuneration Committee is to convene meetings and ensure the Committee operates effectively in line with the University's governance framework. The Chair will work with the Chief People Officer to ensure that the Committee develops, maintains, and monitors external requirements relating to remuneration, and will act in the best interests of the University.

### **Court Safeguarding Lead**

The Court Safeguarding Lead works closely with the University Compliance Officer (UCO), who is also the University's Safeguarding Lead, to receive information about the relevant mechanisms the University has in place. The Court Safeguarding Lead engages regularly with the UCO to receive these updates. Each academic year, the Court Safeguarding Lead will attend one meeting of the Safeguarding Committee (which reports to Executive Team) in an observer capacity. The Court Safeguarding Lead will provide updates to Court members on the University's safeguarding activities.