

Remit of the Review Committee

Responsibilities

The specific duties of the Review Committee are listed below:

- The Review Committee will conduct the review of the University's compliance with the Council's terms and conditions of grant (including as set out in the institution's outcome agreement and in the Financial Memorandum).
- At the conclusion of the review the Committee will produce a draft report with its:
 - findings of fact;
 - recommendations to the Council board as to whether or not the institution has complied with the Council's terms and conditions of grant; and
 - recommendations to the Council board on any sanctions to be applied, including repayment of grant.
- The Committee will share its factual findings with the University's Principal and Senior Governor and any other key organisations and individuals the Committee believes is appropriate, to provide them with an opportunity to comment on the factual findings before the report is finalised by the Committee.
- The Committee will then finalise its report and confirm its recommendations.
- The Committee reserves the right to make recommendations to the Council board on improvements to sector governance, if the Committee considers it appropriate to do so.

Standing Orders

Authority

1. The Committee is authorised by the Council to investigate any activity within its remit, and to seek any information it requires from any person in the conduct of its enquiries. The Committee is authorised to obtain independent professional advice if it considers this necessary. The Committee should be mindful of the cost of such resources.

Proceedings of the Committee

2. The validity of any proceedings of the Committee is not affected by a vacancy in membership or by any defect in the appointment of a member.
3. The secretariat function is provided by the lead group – Corporate Services.
4. The catering costs of the Committee are the responsibility of the lead group – Corporate Services. Fees and T&S expenses are the responsibility of the Secretariat branch.

Quorum

5. The quorum for a Review Committee meeting is two members.

Role of the Chair in Committee meetings

6. It is the role of the Chair to see that Committee business is conducted in an orderly fashion and that members should be able to participate fully in proceedings. Members wishing to speak shall do so through the Chair.
7. The Chair is also responsible for leading the meeting to reach decisions. The Committee will normally make decisions on the basis of agreement by consensus, but where the Chair believes it to be in the interest of the progress of a debate, or where it is proposed and seconded by two members present, the Chair will conduct a count and record a vote by a show of hands.

Collective responsibility

8. Committee members should be encouraged to express any differing views within the Committee's internal decision-making process. In the event that a member has a reservation regarding a particular decision, they may ask for their dissent to be formally recorded in the minute. Once a decision has been reached, all members should support it.

Nomination of a Vice-Chair

9. The Chair may nominate a Vice-Chair to act as deputy in the absence of the Chair at Committee meetings. This nomination will be subject to the approval of the Committee.

Conflict of interest

10. All external members are required to complete a register of interests on appointment (Council members complete this form on appointment to the Council) and must notify the Clerk when any changes to this need to be made. Members' registers of interests will be made publicly available on the Scottish Funding Council website.
11. If any member has, or could be perceived to have, an interest in a matter that is being considered by the Committee, then it is their duty to declare that interest at the start of the meeting or as soon as they become aware of it, whether or not that interest has already been recorded in their register of interests. This declaration will be recorded in the minutes by the Clerk. The member must decide, taking advice from the Chair, whether they should:
 - Remain in the meeting and participate fully.
 - Remain in the meeting but make no contribution.
 - Withdraw from the meeting for the discussion of, and any decision on, the relevant item.
12. The Chair may, in any event, ask a member to leave the meeting if s/he thinks it is appropriate.
13. Whilst individual members have a responsibility to consider their position with regard to conflict of interest, prior to the meeting the Clerk will consider the agenda in the context of the register of members' interests and advise the Chair accordingly.

Attendance at meetings

14. In addition to the Committee members, other members of staff of the Council's executive may attend meetings as required for agenda items for which they are presenting information, to be available to respond to questions on matters arising from papers, to hear the debate where the Committee's discussion will inform their work, or as part of their on-going professional development.
15. Attendees may have a role in introducing papers, providing clarification, and contributing to discussions, but may not take part in Committee decisions.

Timing of meetings

Scheduled (or ordinary) meetings

16. The Committee will meet when required in accordance with the Remit section above.

Agenda and papers

Agenda items

17. Any member can, by contacting the Clerk to the Committee, suggest items of business. The agenda and designation of business will be decided by the Chair.
18. Items for endorsement or for noting will be starred (*) on the agenda and the Chair will ask at the start of the meeting whether members wish to discuss any of the starred items. (Members should notify the Clerk to the Committee of this wish in advance of the meeting.) Unless members specifically ask to discuss these items, the Chair will assume that they have been endorsed or noted.

Distribution of agenda and papers

19. The agenda of business and accompanying papers will normally be distributed no later than two working days before each meeting of the Committee.

Publishing papers

20. Committee agendas and papers, where disclosable, will be made available on request. In some cases, particular documents may be subject to disclosure exemptions under the terms of the Freedom of Information (Scotland) Act 2002. Where this applies, the particular exemption(s) will be stated.

Approval of minutes of Committee meeting

21. Minutes of Review Committee meetings will be submitted to the Chair for preliminary approval, and thereafter to the subsequent meeting of the Committee for formal approval.

Reporting to the Council

22. The minutes of each Committee meeting will be reported to the Council at the next scheduled Council meeting for noting – whether they have been confirmed or are unconfirmed but approved by the Chair.
23. At each Council meeting there will be the opportunity for the Chair to raise orally matters that s/he thinks the Council needs to be aware of.

Membership of the Committee

24. The members of the committee are: Karen Watt, Martin Fairbairn and Ali Jarvis.