

UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

EXECUTIVE MANAGEMENT STRUCTURE

VICE-CHANCELLOR'S EXECUTIVE GROUP (VCE)

(Amendments to the previous version are shown in *italics*.)

A CONSTITUTION

The Vice-Chancellor's Executive (VCE) is a formal committee within the University's executive governance structure, established on the authority of the Vice-Chancellor.

B PURPOSE

The purpose of VCE is to provide in-depth and confidential advice to the Vice-Chancellor and assist with decision-making in relation to all aspects of University business and the approach that the Vice-Chancellor might adopt in discharging the executive powers granted to them under the terms of the Articles of Government (UPR GV01).

VCE forms part of the executive management structure, working alongside the Chief Executive's Group (CEG) in its executive management governance role.

CEG is the primary body for consideration of and decision making on matters under the Vice-Chancellor's responsibilities as prescribed by the terms of the Articles of Government. However, where a specific matter requires urgent or confidential attention, VCE may consider and make decisions without prior consultation with CEG.

C TERMS OF REFERENCE

C.1 To advise the Vice-Chancellor and make decisions on confidential and/or urgent matters falling within the authority of the Vice-Chancellor.

C.2 Where VCE considers matters before the Chief Executive's Group, to:

- i engage with key stakeholders across the University to gain specialist advice as appropriate; and
- ii consult and/or inform CEG as appropriate and as soon as practical.

C.3 To consider and make decisions, as appropriate, on matters referred to VCE by the Chief Executive's Group.

C.4 To exercise such other responsibilities as may be assigned to it from time-to-time by the Vice-Chancellor.

D COMPOSITION

The Chair of the Vice-Chancellor's Executive will be the Vice-Chancellor.

Meetings shall be chaired by the Vice-Chancellor and, in the absence of the Vice-Chancellor, the Deputy Vice-Chancellor, and then successively, the Secretary and Registrar and the Group Finance Director (each in the absence of the previous individuals).

Category

1	Vice-Chancellor	1
2	Deputy Vice-Chancellor	1
3	Secretary and Registrar	1
4	Group Finance Director	1
5	Pro Vice-Chancellors	3
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		7

Officers in Attendance

Clerk Executive Assistant to the Vice-Chancellor

E QUORUM

One third of the members rounded up (3), one of which shall be the Vice-Chancellor, will constitute a quorum.

F OPERATION OF THE COMMITTEE

F.1 VCE will:

- i conduct its business in accordance with the University's Governance Principles and any guidance issued by Governance Services;
- ii note the University's Governance Principles and any guidance issued by Governance Services at the first meeting of each academic year and any subsequent changes to these;
- iii meet weekly. Formal minutes of the Group's proceedings will be taken by the Clerk;
- iv note its terms of reference, composition and membership at the first meeting of each academic year and any subsequent changes to these; and
- v annually review the effectiveness of its work and its relationship with the Chief Executive's Group to ensure effective decision-making and good governance.

F.2 **Committee records**

Records of this committee's business will be stored on the University's Electronic Document Records Management System (EDRMS) in accordance with the protocols determined from time-to-time by the Head of Governance Services. The Clerk is responsible for the accuracy and completeness of the records, which will conform with the requirements of any guidance issued by Governance Services.

G MEMBERSHIP

Category

1	Vice-Chancellor (Chair)	Professor Quintin McKellar
2	Deputy Vice-Chancellor	<i>Professor Mairi Watson</i>
3	Secretary and Registrar	Sharon Harrison-Barker
4	Group Finance Director	Alistair Moffat

5 Pro Vice-Chancellors

Research and Enterprise
Education and Student Experience
International and Marketing Communications

*Professor Wendy Wills
Dr Charmagne Barnes
Jo Stuart*

Officers in Attendance

Clerk (EA to the Vice-Chancellor)

Kate Singer