

# UNIVERSITY OF HERTFORDSHIRE HIGHER EDUCATION CORPORATION

## EXECUTIVE MANAGEMENT STRUCTURE

### CHIEF EXECUTIVE'S GROUP

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

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#### A **CONSTITUTION**

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

#### B **PURPOSE**

CEG oversees day-to-day management of the University acting upon and within powers granted to the Vice-Chancellor under the terms of the Articles of Government (UPR GV01).

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

CEG is the primary body for consideration of 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 **Advisory and Decision-making**

C.1.1 To advise the Vice-Chancellor and make decisions on matters falling within the authority of the Vice-Chancellor as prescribed in the Articles of Government (UPR GV01):

- making proposals to the Board of Governors about the educational character and mission of the University and implementing the decisions of the Board of Governors;
- the organisation, direction and management of the University and leadership of the staff;
- the appointment, assignment, grading, appraisal, suspension, dismissal and determination - within the framework set by the Board of Governors - of the pay and conditions of service of staff other than the holders of senior posts;
- the determination, after consultation with the Academic Board, of the University's academic activities and for the determination of its other activities;
- preparing annual estimates of income and expenditure for consideration by the Board of Governors and for the management of budget and resources within the estimates approved by the Board of Governors; and
- the maintenance of student discipline.

C.1.2 For clarity, matters falling within the authority of the Vice-Chancellor as prescribed in the Articles of Government, and which CEG has the authority to advise the Vice-Chancellor and make decisions on, include, but are not limited to:

- terms and conditions of staff employment;
- internal control and risk management;
- efficiency, effectiveness and value for money measures;
- the financial performance of the University, chiefly through consideration of monthly Management Reports;
- the annual estimates of income and expenditure to be considered by the Board of Governors;
- regulatory requirements (including the Office for Students, OIA, QAA, etc);
- compliance with UPRs and other University processes;
- matters relating to Health and Safety;
- matters relating to the Environment and the Estate;
- legislative requirements and changes;
- digital and physical infrastructure; and
- matters relating to:
  - Education and Student Experience;
  - Research activities;
  - Enterprise activities;
  - Global engagement.

### C.3 **Monitoring**

C.3.1 To monitor the University's performance against plans and targets set in relation to the delivery of its Strategic Plan.

C.3.2 To monitor and oversee the work of any sub-committees of CEG.

### C.4 **General**

C.4.1 To create non-decision-making sub-committees of CEG to assist CEG with its work and to advise on specific areas and issues.

C.4.2 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 CEG 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).

If a member is unable to attend a meeting a nominated representative may attend on their behalf, with the consent of the Chair.

### Category

1	Vice-Chancellor, who shall be Chair	1
2	Deputy Vice-Chancellor who, in the absence of the Vice-Chancellor, will normally be Chair	1
3	Secretary and Registrar	1
4	Group Finance Director	1
5	Pro Vice-Chancellors	3
6	Deans of School	5
7	Director of Marketing and Communications	1
8	Chief Information and Digital Officer	1
9	Director of Estates	1
10	Deputy Secretary and Registrar/Head of Corporate Services	1
11	Academic Registrar	1
12	Dean of Students	1
13	Director of Human Resources	1
14	General Manager HSU	1
15	President of HSU	1
16	Director of International	1
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### Officers in Attendance

Clerk      Governance Services Officer

Other officers of the University may attend as necessary to advise CEG on such matters as may be under consideration.

## E QUORUM

One third of the members rounded up (**8**), one of which shall be the Vice-Chancellor (or appropriate representative as specified in section D), will constitute a quorum.

## **F OPERATION OF THE COMMITTEE**

### **F.1 CEG 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 note its terms of reference, composition, and membership at the first meeting of each academic year and any subsequent changes to these.
- iv review its terms of reference, composition and membership (and those of any of its sub-committees) at the last meeting of each academic year;
- v meet every two weeks. Formal minutes of the Group's proceedings will be published and circulated to the membership by the Clerk;
- vi annually review the effectiveness of its work and its relationship with the Vice-Chancellor's Executive 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 in accordance with the protocols determined 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	A Chairman appointed by the Vice-Chancellor	Professor Quintin McKellar
2	Deputy Vice-Chancellor who, in the absence of the Vice-Chancellor, will normally be Chair	Professor Mairi Watson
3	Secretary and Registrar	Sharon Harrison-Barker
4	Group Finance Director	Alistair Moffat
5	Pro Vice-Chancellors	
	(Research and Enterprise)	Professor Wendy Wills
	(Education and Student Experience)	Dr Charmagne Barnes
	(International and Marketing Communications)	Jo Stuart
6	Deans of School	
	Hertfordshire Business School	Professor Damian Ward
	School of Creative Arts	Dr Stephen Partridge
	Schools of Law and Education	Professor Penny Carey
	<i>School of Health, Medicine and Life Sciences</i>	<i>Professor Irene Ctori</i>
	School of Physics, Engineering and Computer Science	Professor Dan McCluskey
7	Director of Marketing and Communications	Karen Chater
8	Chief Information and Digital Officer	David Gillard
9	Director of Estates	Ian Grimes
10	Deputy Secretary and Registrar/Head of Corporate Services	Helen Davidson
11	Academic Registrar	Jo Coward
12	Dean of Students	Geri Ward
13	Director of Human Resources	Chizoma Okaro
14	General Manager Hertfordshire Students' Union	Rebecca Hobbs
15	President of Hertfordshire Students' Union	Rohit Mahadevu
16	Director of International	Sayaz Miah

### **Officers in Attendance**

Clerk	Sarah Hudson
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