

UNIVERSITY OF HERTFORDSHIRE

OFFICE OF THE VICE-CHANCELLOR – SUMMARY OF RESPONSIBILITIES OF APPOINTEES OF THE BOARD

The Appointees of the Board of Governors are the senior officers of the University. Their principal responsibilities are as set out in this document.

This document should be regarded as a supplement to the University's Financial Regulations¹ and was approved by action of the Chairman of the Board of Governors.

VICE-CHANCELLOR AND CHIEF EXECUTIVE - PROFESSOR Q A MCKELLAR

“The responsibilities of the Vice-Chancellor are set out in the University's Articles of Government². They include, but are not limited to, the inter-relationship of the Board of Governors and the Academic Board; the internal structures and organisation of the University; student and staff discipline and appeals and the interface between the University and external bodies and agencies.

The Vice-Chancellor is the Chief Executive and is the officer accountable and responsible for the University's performance. He or she is an ex officio member of the Board, is its principal adviser and executive, and is accountable to it for any actions which he or she may take on its behalf.

Within this framework the Board requires the Vice-Chancellor to take personal responsibility, which may not be delegated, for the proper and effective operation of the controls which it has put in place and for giving effect to the Board's policies for securing the efficient, economical and effective management of all the University's resources and expenditure.

The Vice-Chancellor will be responsible with the Board for ensuring that any payments from HEFCE are used only for the purposes for which they are given, and in accordance with the provisions of the Council's Financial Memorandum or any other terms and conditions which may apply.

The Vice-Chancellor will be responsible for advising the Board if at any time any action or policy under consideration by the Board is incompatible with the terms of the HEFCE Financial Memorandum¹.”

In addition, the Vice-Chancellor is responsible for international partnerships and strategic development, oversight of research activities, intellectual property and its exploitation and for Community Engagement but may choose to delegate some of all of these responsibilities to another member of staff.

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¹ UPR FR06 'Corporate Governance and Financial Regulation'

² UPR GV02 'Articles of Government'

The Deputy Vice-Chancellor, the Group Finance Director and the Secretary and Registrar are responsible through the Vice-Chancellor, for the following:

DEPUTY VICE-CHANCELLOR (PROFESSOR I G CAMPBELL)	GROUP FINANCE DIRECTOR (MR A MOFFAT)
<p>Line management of the Deans of School; enhancement of learning and teaching and quality assurance; co-ordination of the University's planning activities; staff development for professional and academic staff; Strategic Business Unit performance targets; academic standards; student recruitment, induction and retention; student conduct and relationships with the Students' Union; relationships with the Recognised Trade Unions; Widening Participation and relationships with educational partners; academic portfolio planning.</p>	<p>Management all financial matters relating to the University Group³ including: budgets and accounts; management of Banking and External Audit relationships; financial forecasting; investments and investment appraisal; taxation matters; procurement/purchasing and Value for Money; insurance; financial management of the wholly-owned subsidiary companies; Sustainability; estates management, estates investment, security; catering, conferences, sports.</p>
<p><u>Contact information</u> e-mail: i.g.campbell@herts.ac.uk Telephone: 01707 284980</p>	<p><u>Contact information</u> e-mail: a.moffat5@herts.ac.uk Telephone: 01707 285884</p>

³ The Group Finance Director will provide audited accounts of the University for scrutiny by the Board and regular financial reports for the Board, the Vice-Chancellor and other bodies, as appropriate.

SECRETARY AND REGISTRAR (MRS S C GRANT)

Clerk to the Board of Governors and Secretary to the Academic Board;
management and operation of all Boards and their committees;
the University's Licence Holder;
Company Secretary of UH Holdings Limited;
the Academic Registry;
compliance with all University policies, regulations and procedures;
legal matters relating to the University and its subsidiary companies;
professional staffing, organisation and discipline;
the University's interface with Government statistical agencies;
Chairman of the Health and Safety Consultative Committee;
Health and Safety line management;
Internal Audit;
management of the University's Improvement and Planning Unit.

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Mrs S C Grant
Secretary and Registrar
Signed: 7 July 2016