TERMS OF REFERENCE

Vice-Chancellor’s Group (VCG)

1. Background

The authority of the Vice-Chancellor’s Group (VCG) is derived from the Vice-Chancellor’s authority as the Principal Academic Officer of the University and HEFCE Accountable Officer, which he chooses to discharge in consultation with his executive team. The VCG therefore advises and makes recommendations to the Vice-Chancellor and, on the Vice-Chancellor’s authority, is managerially responsible to the Board of Governors for maintaining an overview of and leading the day-to-day running of the University. It is not constituted within the institution’s Instrument and Articles of Government.

The VCG is formally established as of August 1st 2017. These Terms of Reference set out what the VCG is collectively accountable for delivering.

2. Purpose and frequency

The VCG is the primary executive body of the University, with responsibility for developing and implementing University strategy. This is undertaken through regular monitoring of the HE policy environment, approval and review of key University projects, and monitoring the University’s financial performance and key performance indicators, which are then reviewed by the Board of Governors.

For clarity, the VCG acts as an advisory group to the assist the Vice-Chancellor in the performance of his duties as the University’s Chief Executive Officer.

The VCG will normally meet on Mondays between 1pm and 5pm. Agendas and papers (both non-confidential and confidential) will be distributed by noon on the previous Wednesday. It is anticipated that University Professional Services Directors and/or other members of Faculty Executives or of the university will attend as required on specific items.

3. Principal objectives

- Provide effective leadership of the work of the University
- Monitor the external environment across the University’s academic and professional areas and recommend and implement appropriate responses;
- Communicate key decisions through relevant channels.
- Consider and take decisions in respect of any aspect of the University's strategy, operation or management (including for the avoidance of doubt, matters of academic implication and allocation of financial, physical and human resources) within the authority delegated by Board of Governors
- Make recommendations to the Vice Chancellor, the Board of Governors, the Academic Board or any other body within the University on any matters not within the Vice Chancellor's Group’s authority to determine;
- Monitor the Faculty and Professional Services individual and collective implementation of University strategies and policies and direct the Faculties and Professional Services as necessary.

4. Authority

The VCG operates by delegated authority from the Board of Governors via the executive authority afforded to the Vice-Chancellor.
5. **Membership of VCG**

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<thead>
<tr>
<th>Who</th>
<th>Committee Role</th>
<th>Job Title</th>
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<tbody>
<tr>
<td>Professor Alistair Fitt</td>
<td>Chair</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Brendan Casey</td>
<td>Member</td>
<td>Registrar and Chief Operating Officer, Clerk to the Board of Governors</td>
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<tr>
<td>Professor Linda King</td>
<td>Member</td>
<td>Pro Vice-Chancellor</td>
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<tr>
<td>Professor Julie McLeod</td>
<td>Member</td>
<td>Pro Vice-Chancellor</td>
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<tr>
<td>Chris Blackburn</td>
<td>Member</td>
<td>Pro Vice-Chancellor and Dean</td>
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<tr>
<td>Dr Astrid Schloerscheidt</td>
<td>Member</td>
<td>Pro Vice-Chancellor and Dean</td>
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<tr>
<td>Paul Inman</td>
<td>Member</td>
<td>Pro Vice-Chancellor and Dean</td>
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<tr>
<td>Professor Anne-Marie Kilday</td>
<td>Member</td>
<td>Pro Vice-Chancellor and Dean</td>
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<tr>
<td>Catherine Burleigh</td>
<td>Member</td>
<td>Director of Finance</td>
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<td>Alison Cross</td>
<td>Member</td>
<td>Director of Human Resources</td>
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<tr>
<td>Tracey Dyer</td>
<td>Secretary</td>
<td>Head of Secretariat</td>
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6. **Expectations of members**

All members of VCG commit to acting in the best interests of the University and not to solely represent their own constituency or personal views in discussions and decision-making.

Members of VCG commit to working together in ways consistent with the established University behaviours and in particular demonstrate:

7. **Nolan Principles of Public Life**

The Vice Chancellor’s Group (VCG) also commit to demonstrating the Nolan Principles of Public Life:

**Selflessness**: Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their families or their friends.

**Integrity**: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that may influence them in the performance of their official duties.

**Objectivity**: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability**: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness**: Holders of public office should be as open as possible about all their decisions and the actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty**: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership**: Holders of public office should promote and support these principles by leadership and example.

B M Casey
Registrar and Chief Operating Officer
June 2017