UNIVERSITY OF ABERDEEN

**CENTRAL UNIVERSITY COMMITTEES, ADVISORY GROUPS AND TASK & FINISH GROUPS**

**GUIDANCE FOR ESTABLISHMENT AND REMIT & COMPOSITION TEMPLATE**

(14 February 2014)

**1 Committees of Court and/or Senate**

Formal standing committees established by Court or Senate and considered to be fundamental to the University’s governance or required for statutory or regulatory purposes.

Remit and composition cannot be amended without approval by Court and/or Senate.

Committees will normally include one or more lay members of Court, who may be the Convenor.

**2 Sub-Committees of Court/Senate Committees**

Standing committees established by either of the above committees to directly support their strategic/policy work and reporting to them.

**3 University Management Committees**

Formal high-level (parent) committees established through UMG approval or, where required, by formal Committees of Court and/or Senate. They cannot be abolished without the approval of the UMG or, where appropriate, Court and/or Senate.

**4 Advisory Groups**

Groups established, and normally convened, by a Vice-Principal or University Secretary to support their discharging responsibility for a particular area and to facilitate engagement and consultation with the wider University community. These Groups support the delivery of the Strategic Plan and management of the University. Their existence and remit scope and membership may be revised as recommended by the Convenor and approved by UMG.

**5 Short-Term Task & Finish Groups (TFG)**

Groups established by a formal Committee, Advisory Group or UMG to consider a specific task or initiative at a greater level of detail than is possible or desirable for the ‘parent’ committee. Established for a finite period, routinely reporting to the parent committee, and disbanded following completion of the task.

A scoping document detailing the purpose and expected timescale for a TFG should be approved by the parent committee. TFG membership should initially also be agreed by the parent committee but the Chair of the TFG should have discretion to extend its membership if deemed beneficial to its task. Action notes prepared by a member of Group.

**6 Register of Committees, Groups & Task & Finish Groups**

A Register of all central Committees, Advisory Groups and Task & Finish Groups will be maintained by Policy, Planning & Governance and committees will be asked to update this record at the start of each academic year.

A template for the Remits and Composition of Committees and Groups (with example) is attached at **Appendix A**.

J Sewel

Director of Policy, Planning & Governance

February 2014

**APPENDIX A**

**COMMITTEE/GROUPS REMIT & COMPOSITION TEMPLATE**

|  |  |
| --- | --- |
| **1 Committee Title** | e.g. Internationalisation Committee |
| **2 Date of Establishment** | e.g. January 2014 |
| **3 Vice-Principal or Administrative Support Area** | External Affairs |
| **4 Committee Purpose (if required by legislation or regulatory body, state which)** | To support Strategic Plan Internationalisation objectives |
| **5 Remit**  The Remit of all committees should include reference to:   * Powers (e.g. To approve, Decide, Delegated, etc.) * Annual review of Remit & Composition * Annual review of effectiveness * Reference to Equality & Diversity of members * Where appropriate, reference to Sustainability and Social Responsibility; Risk Management; Health and Safety. |  |
| **6 Composition, Membership and Quorum**  Composition should include reference to membership, those in attendance, quorum | e.g. 10 members, quorum 5 |
| **7.1 Committee Reporting Line/Parent Committee** | UMG |
| **7.2 Interface with other Committees (Sub-Committees & other committees with similar/interfacing responsibilities)** | e.g. Committee on Student Recruitment & Admissions |
| **8 Frequency and Timing of Meetings**  Note: Core Committees should be scheduled between 10-4 (See Appendix). | Three per year |
| **9 Publication of Papers**  Note: Where possible, agenda and papers should be made available on web pages or staffNet. |  |
| **10 Approved/recorded by UMG** |  |

UNIVERSITY OF ABERDEEN

**EXAMPLE**

1. **Committee Title**

RESEARCH POLICY COMMITTEE (Committee of Senate).

1. **Date of Establishment**

Established April 2014, replacing Committee for Research, Impact & Knowledge Exchange.

1. **Vice-Principal and Administrative Support Area**

Vice-Principal (Research & Knowledge Exchange), Policy, Planning & Governance.

1. **Purpose**

A Strategy and Policy committee to support the University’s overall Research Objectives.

1. **Remit**: *(To be reviewed annually at first meeting of committee cycle)*

Responsible for:

* Developing, and driving strategy across the University’s research activities to meet institutional targets and Strategic Plan Performance Indicators;
* Monitoring and review of the effectiveness of the University’s Research KPIs;
* Monitoring and review of the effectiveness of the University’s interdisciplinary research themes;
* Oversight of research risk management including assurance as to health and safety matters relating to research activities;
* Oversight and monitoring of activity of Sub-Committee on Research Ethics & Governance and the output of Operational research and knowledge exchange sub-groups;
* Provide strategic direction of the University’s Impact agenda (academic and non-academic) as defined across the sector (e.g. REF and RCUK) and promotion of good practice and development of impact KPIs;
* Receiving reports from College Research Committees on significant research activities within the College;
* Monitoring and review of impact of research investment and identifying new areas for strategic investment to match with institutional priorities;
* Monitoring success of research grant applications to external income programmes, overheads and value of research and commercialisation initiatives;
* Oversight of institutional outcome and preparations for Research Excellence Framework and other research performance exercises;
* Oversight of institutional responses to external research consultations and initiatives.

**6. Composition and Quorum**:

Convenor: Vice-Principal (Research & Knowledge Exchange)

Membership: One Lay Member of the University Court

Two nominees from each College

*Ex Officiis*: Head of College of Arts & Social Sciences

Head of College of Life Sciences & Medicine

Head of College of Physical Sciences

Co-opted: Vice-Principal (Research & Knowledge Exchange)

Vice-Principal & Director of RINH

Acting University Librarian

Head of Public Engagement with Research, Communications

In attendance: Director of Research & Development, Grampian Universities Hospital NHS Trust

Officers, as appropriate

Quorum: 50% of formal membership (including Convenor and *Ex Officiis*).

***Account to be taken of Equality and Diversity in membership***

**7. Membership**

Currently under review.

**8. Reporting Line/Parent Committee and Interface with Other Committees**

Formal reporting line: Senate, providing routine reports to Operating Board via University Management Group

Sub-committee: Research Ethics & Governance

Interface with other committees: Internationalisation Strategy Committee

**9. Frequency and Timing of Meetings**

Four meetings per session (October, December, February, June).

Meetings between 10-4 in accordance with University Policy.

**10. Publication of Papers**

Cognisance will be taken of the University’s Publication Scheme and Agenda papers will be made available on web pages/staffNet where possible.

**11. Date Establishment of Committee approved/recorded by UMG**: