1. **Committee Title**

UNIVERSITY MANAGEMENT GROUP

2. **Date of Establishment**


3. **Convener and Administrative Support Area**

Convener: Principal
Clerk: University Secretary’s Office

4. **Purpose**

The University Management Group provides the forum through which the Senior Management of the University advises other committees, in particular the Operating Board and Court, on matters of major strategic and institutional importance. It provides an audit trail of the development of initiatives, and decision-making, and is fundamental in dissemination of information throughout the University and in ensuring effective communication with and monitoring of the performance of Colleges, Schools and Professional Services.

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

- To act as the formal decision making body of University management and to approve business for onward consideration by Court and the Operating Board, and where appropriate Senate
- Oversight of development and monitoring of institutional strategic direction and academic planning across cross-colleges/schools and external collaborative developments
- To receive and consider proposals for the prioritisation of recurrent capital, for subsequent monitoring by the Capital Programme Management Committee
- To oversee property transactions
- To ensure that all University initiatives are in line with the University’s strategic, regulatory and policy framework
- To be the parent committee for all committees who do not otherwise report directly to Court, Senate or their respective sub-committees
- To approve the establishment or abolition of all management committees *(unless these are established or amended by Court, Senate or their respective formal committees)*. To approve amendments to the remits or compositions of the same.
- To have lead responsibility for Risk Management, monitoring the University Strategic Risk Register and the addition or removal of risks
- To provide a forum for information sharing and dissemination of management decisions across the University
- To note communications from SFC and other relevant regulatory/stakeholder bodies.
6. Composition and Quorum:

**Convener:** Principal

**Ex Officiis:**
- Senior Vice-Principal
- All central Vice-Principal
- Vice-Principal Heads of Colleges
- All Heads of School
- Secretary to the University
- Director of Academic Affairs
- Director of Development
- Director of Estates
- Director of External Relations
- Director of Finance
- Director of Health, Safety and Wellbeing
- Director of Information Technology
- Director of Human Resources
- Director of Planning
- Director of Research and Innovation
- Director of Student Life
- University Librarian

In attendance: University Officers to be invited to attend as and when required

President of AUSA

Quorum: 50% of formal membership

7. Membership

**Convener:** Principal

**Ex Officiis:**
- Professor J Kilburn
- Dame Professor A Glover
- Professor N Haities
- Professor P McGeorge
- Professor J Paterson
- Professor P Hannaford
- Professor B MacGregor
- Professor M Ross
- Professor G Paton
- Professor D Gimlin
- Professor I Guz
- Professor S Heys
- Professor R Irwin
- Professor D Jolley
- Professor J Morrison
Professor A Sahraie
Professor J Skakle
Ms A-M Slater
Professor E Welch
Mrs C Inglis
Dr G Mackintosh
Ms E Bowie
Mr A Donaldson
Ms T Merrick
Mr D Beattie
Mr N Qamar
Mr B Henderson
Mrs D Dyker
Dr H Sveinsdottir
Dr E Rattray
Mr L Forsyth
Ms D Bruxvoort

8. Reporting Line and Interface with Other Committees

A management committee whose business then proceeds to Committees of Senate and Court

UMG acts as reporting committee for all University committees which do not otherwise report directly to Court, Senate or their respective sub-committees

9. Frequency and Timing of Meetings

Generally every four weeks with meetings calendared to meet the reporting schedule for Operating Board and Court.

Meetings between 10-4 in accordance with University Policy.

10. Publication of Papers

Cognisance will be taken of the University’s Publication Scheme.

11. Date Establishment/revision of remit of Committee approved/recorded by UMG

Revised composition 25 July 2016
Revised remit 1 August 2016