# Introduction

Appointed by SMG, the **College of Arts** **& Humanities** **College Management Group** (CoAH CMG) is chaired by the Vice Principal and Head of College and supported and advised by the CMG members.

# Group remit

The Group shall:

* Provide cohesive and unified leadership to the College, developing and ensuring the delivery of the University’s strategic plan and College ambition
* Provide clarity across the College community regarding strategic priorities and direction
* Consider and take decisions in respect of any aspect of the University’s strategy as it relates to the College. This includes academic matters, managing the College’s human, physical and financial resources to ensure the delivery of that strategy. It takes these actions under delegated authority on behalf of the executive governing body of the University, the Senior Management Group
* Recommendation to the Senior Management Group, University Court and Committees of Court on College strategic, resource and policy matters
* Inform Senate on strategic and policy issues and works with Senate Committees on the Senate’s development of academic policy, escalating as appropriate via the Senior Management Group
* Assess, and respond to, the impact of the external political, economic and higher education environments in Scotland, the UK and internationally, in order to shape policy and strategic direction, with a view to maximising the College’s performance and success
* Agree and chair College sub-committees, boards and working groups as required
* Identify, assess and mitigate strategic risk at a College level, ensuring minimal risk exposure to the University

# Scheme of Delegation

The following details the delegated authority for the CoAH CMG and shows how it is placed in the overall University Scheme of Delegation with escalation to Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Prior to Senior Management Group and Court, approve College specific strategies  | N/A | Vice Principal and Head of College | Court |
| Approve, as required, all College specific policies | N/A | Vice Principal and Head of College | Court and/or Senate |
| Pre-approve College annual, rolling 5-year budget and 10-year outlook  | N/A | Vice Principal and Head of College | Finance Committee |
| Approve, as required, all investments within agreed College Capital Plan | <£500k | Vice Principal and Head of College | Investment Committee |

# Group Membership

This is an executive chaired Group with the following membership:

* Vice Principal and Head of College (Chair)
* Deputy Head of College
* Dean of Graduate Studies
* Dean of Learning and Teaching
* Dean of Postgraduate Teaching
* Dean of Research
* College International Dean
* Head of the School of Critical Studies
* Head of the School of Culture & Creative Arts
* Head of the School of Humanities
* Head of the School of Modern Languages & Cultures/Sgoil nan Daonnachdan
* Director of College Professional Services
* College Head of HR
* College Head of Finance
* Executive Officer to the Vice Principal (Clerk)

# Substitutions and Quorum

Substitutions may be made with prior notice given to the clerk, subject to approval by the VP/HoC. There must be a minimum of 50% of its members in attendance for decisions or approvals. In the event of a consensus not being reached, the decision will be made by the Vice Principal and Head of College.

# Group Member Responsibilities

Each Group member has a responsibility to:

* Provide scrutiny and challenge to all strategic documents, policies and papers
* Apply current thinking and subject matter expertise in relevant fields to CMG topics
* Foster a culture that promotes cooperation, compromise, collegiality and collective ownership of decisions
* Openly and constructively challenge where proposals do not meet key criteria for regulatory, business continuity or sustainability requirements
* Take ownership for specific risks and actions in the CMG Risk Register. All risks must have a committee members as overall owner
* Activity and behaviour should embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

The CoAH CMG will follow the [UofG procedure for the management of any conflicts](https://www.gla.ac.uk/media/Media_176371_smxx.pdf). The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

Meetings will be held monthly. Weekly and extraordinary meetings may also be scheduled as required

**INPUTS**

* University Strategy 2020-2025
* All thematic and enabling strategies
* College specific strategies and roadmaps
* College Financial Reports and Statements
* Health and Safety Report from College Health and Safety Officer
* Summary of changes made to action log and previous minutes
* Papers to be presented

**OUTPUTS**

* Action Log
* Minutes (closed to CMG members only)
* CMG summary to Schools and RIs