

Terms of Reference for Professional Services Group

Professional Services Group (PSG)

Scope: The role of Professional Services Group is to review the all activity relating to professional services delivery for the institution, except that which falls under the remit of Budget and Finance Group. The group will also review and approve policies and procedures.

Terms of Reference

This group has been established to:

1. Set the strategic development, operation and delivery of the professional services
2. Scrutinize and approve, on delegated authority from UEC, university policies and procedures as appropriate.
3. Oversee the professional services planning of the University with regard to supporting the academic mission,
4. Report on and discuss all issues relevant to professional services delivery and operation
5. Approve and co-ordinate responses to, all communications from the OfS and other relevant bodies regarding relevant issues
6. Scrutinize in advance of meetings of Council, papers, reports and submissions (including internal audit reports)
7. Enable culture change in support of Professional Services transformation projects
8. Oversee and monitor progress on the delivery of Financial Sustainability Plan related Project Executive Groups

Items

Items will usually be presented as written papers to be provided to the committee secretary by 5pm on the Thursday prior to the meeting. Items marked as Restricted will be confidential to the committee, whereas items that are not marked as restricted may be disseminated where appropriate/necessary.

Membership, powers and procedures

Constitution

- Chief Operating Officer/ Director of Research, Innovation and Engagement (Chair)
- Deputy Vice-Chancellor & Provost
- Director of Human Resources
- Academic Registrar and Director of Student and Academic Services
- Chief Information Officer
- Director of Estates and Development
- Director of Finance
- Director of Marketing and Communications
- Director of Keele Institute for Innovation and Teaching Excellence
- Faculty Business Managers

Secretariat

- Secretarial support will be provided by the Vice-Chancellor's Office

Quorum, observers and additional attendees

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting. Deputies and substitutions are only permitted by prior agreement from the Chair.

There will not usually be additional attendees. Any additional attendees require a clear rationale for attendance and will be approved at the discretion of the Chair.

Sub-committees

None

Principle Management information needs

- The group will receive a monthly update report from the Portfolio 2020 and One Keele Project Executive Groups.
- The group will receive regular reports from the university's internal auditors.

Frequency and Timing of Meetings

Fortnightly, to alternate with University Executive Committee.