

AECC MANAGEMENT GROUPS MEMBERSHIP and TERMS of REFERENCE

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Ratified by:	SMG
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The Management and Academic Governance diagram formerly on Page 2 is now located on the Staff Information Portal (SIP) in 01. Administration\01. Governance and Management.

SENIOR MANAGEMENT GROUP

Membership

Chair

Principal

Members

Academic Registrar

Clinic Practice Manager

Director of CUS Director of Clinic

Director of IMRCI / Clinical Director – Special Imaging

Director of Research

Executive Director Administration, HR and Estates

Executive Director Finance and Purchasing

Head of Learning Services and E-Developments

Head of Marketing

Vice-Principal Postgraduate Studies and Research

Vice-Principal Undergraduate Studies and Quality

Secretary

Senior Administrator (Directorate) (In attendance)

Terms of Reference

- 1 To have oversight of, develop, and monitor the College's strategic plan and targets.
- 2 To have oversight of, develop and make recommendations on management policies and procedures aligned to the College's strategic plan.
- 3 To identify key risks through the Corporate Risk Register and review and monitor Local Risk Registers at least twice a year and make recommendations.
- 4 To receive, consider and respond to reports of the membership.
- 5 To consider and make recommendations on major institutional projects and initiatives.
- 6 To consider and make recommendations on capital expenditure.
- 7 To make recommendations to the Executive.
- 8 To have oversight of and monitor the accuracy and appropriateness of the College's public information and its dissemination.
- 9 To receive and note the minutes of the management sub-groups (Clinic Advisory Group, Clinical Governance Group, HR Policy Group, Marketing Group, Premises and Estates Group, and Health and Safety Group).

Meets: Normally once per month

Quorum: 50%

CLINIC ADVISORY GROUP

Membership

Chair

Director of Clinic

Members

Chair of Friends of the Clinic

Chiropractic Faculty Practice representative (one)

Clinical Tutor Team representative (Outreach)

Clinic Practice Manager

Deputy Director of Clinic

Head of Marketing

Head (Clinic) Receptionist

Intern Management Group representative elected from each clinic year

Rehabilitation and Exercise Centre Manager

Student (one) elected from Year 3

Superintendent Radiographer

Secretary

Administrative Assistant (Clinic)

Terms of Reference

- 1 To provide a forum for discussion for clinic stakeholders, and to disseminate information.
- 2 To have oversight of, and discuss matters related to the provision of clinical services, including marketing and promotion of the clinic, and public patient involvement (PPI).
- 3 To report to the Clinical Governance Group on matters related to the quality and safety of service provision.
- 4 To formally report by submitting the minutes to SMG and to make recommendations to the SMG and/or Executive Group.

Meets: Normally three times per year

Quorum: 50%

CLINICAL GOVERNANCE GROUP

Membership

Chair

Director of Clinic

Members

Caldicott Guardian

Clinical Safeguarding Officer

Director of CUS

Director of IMRCI / Clinical Director – Special Imaging

Executive Director Administration, HR and Estates

Clinic Practice Manager

Rehabilitation and Exercise Centre Manager

Senior Clinical Tutor

Superintendent Radiographer

Superintendent Radiographer - MRI

Secretary

Administrative Assistant (Clinic)

Terms of Reference

- 1 To have oversight of, develop and make recommendations on strategies, policies and procedures to ensure that the principles and standards of clinical governance are applied to the College's clinical provision and services.
- 2 To have oversight of, and keep under review the mechanisms in place to ensure safe clinical care, and that risks are managed efficiently and effectively.
- 3 To have oversight of, and keep under review the mechanisms in place to ensure ethical use of clinical data and patient identifiable information in accordance with legislative requirements.
- 4 To receive the minutes of the Radiation Protection Group.
- 5 To formally report by submitting the minutes to SMG and to make recommendations to the SMG and/or Executive Group.

Meets: Normally three times per year

Quorum: 50%

HR POLICY GROUP

Membership

Chair

Principal

Members

Executive Director Administration, HR and Estates

Executive Director Finance and Purchasing

Clinic Practice Manager

HR Manager

Staff Association Chairman

Staff representative elected by Staff Association

Vice Principal Postgraduate Studies and Research

Vice Principal Undergraduate Studies and Quality

Secretary

Senior Administrator (Directorate) (In attendance)

Terms of Reference

- 1 To have oversight of, develop and make recommendations on HR policies and procedures, and operational matters aligned to the College's strategic plan and HR legislation.
- 2 To receive reports from job evaluation and salary review panels.
- 3 To receive, consider and respond to reports from the Executive Director Administration, HR and Estates, and the HR Manager.
- 4 To receive, consider and respond to changes in the staff establishment.
- 5 To receive, consider and respond to reports on legislative changes relevant to HR policies and procedures.
- 6 To formally report by submitting the minutes to SMG and to make recommendations to the SMG and/or Executive Group.
- 7 To formally report its proceedings to the Remunerations and HR Committee of the Board of Governors.

Meets: Normally once per month

Quorum: 50%

MARKETING GROUP

Membership

Chair

Principal

Members

Academic Registrar

Admissions Manager

Clinical Director – Special Imaging

CUS Manager

Clinic Practice Manager

Head of Marketing

Head of Postgraduate Programmes Administration and CPD

Marketing staff member

SU Press/Comms Officer

Secretary

Senior Administrator (Directorate) (In attendance)

Terms of Reference

- 1 To have oversight of, develop and make recommendations on marketing and promotional strategies, policies and procedures for the College and its subsidiaries aligned with the College's strategic plan.
- 2 To consider and make recommendations on the allocation of resources required to support marketing and promotional activities.
- 3 To monitor the effectiveness of marketing and promotional activities.
- 4 To formally report by submitting the minutes to SMG and to make recommendations to the SMG and/or Executive Group.

Meets: Normally three times per year

Quorum: 50%

PREMISES & ESTATES GROUP

Membership

Chair

Executive Director Administration, HR and Estates

Members

Clinic Practice Manager
Head of Learning Services and E-Developments
Health and Safety Adviser
Housekeeping Supervisor
Maintenance Supervisor
Maintenance team representative
Postgraduate Programmes representative
SU Sports Officer
Student Union Manager
Undergraduate Programmes representative

Secretary

Senior Administrator (Directorate) (In attendance)

Terms of Reference

- 1 To have oversight of, and make recommendations on strategic planning and operational matters concerning the College's premises and estates aligned to the College's strategic plan.
- 2 To consider and make recommendations on the allocation of resources required to ensure the College's premises and estates are fit for purpose.
- 3 To formally report by submitting the minutes to SMG and to make recommendations to the SMG and/or Executive Group.
- 4 To formally report its proceedings to the Finance and General Purposes Committee of the Board of Governors.

Meets: Normally three times per year

Quorum: 50%

HEALTH & SAFETY GROUP

Membership

Chair

Executive Director Administration, HR and Estates

Members

Clinic Practice Manager
Health and Safety Adviser
IT Manager
Library staff representative
Maintenance Supervisor
Refectory Chef/Manager
Staff Association Chairman
Student representative
Student Union Manager
Superintendent Radiographer
Superintendent Radiographer – MRI

Secretary

Senior Administrator (Directorate) (In attendance)

Terms of Reference

- 1 To have oversight of, and keep under review policies and procedures related to the health and safety of staff, students and the public aligned to published standards and legislative requirements.
- 2 To have oversight of, and keep under review compliance of physical resources and estates with legislative requirements.
- 3 To receive the minutes of the Radiation Protection Group.
- 4 To formally report by submitting the minutes to SMG and to make recommendations to the SMG and/or Executive Group in respect of health and safety legislation.
- 5 To formally report its proceedings to the Board of Governors.

Meets: Normally three times per year

Quorum: 50%

RADIATION PROTECTION GROUP

Membership

Chair

Director of Clinic

Members

Director of CUS

Executive Director Administration, HR and Estates

Faculty Radiologist

Health and Safety Adviser

Lead Practitioner

Quantitative Fluoroscopy (QF) Lead

Radiation Protection Adviser (External consultant)

Superintendent Radiographer / Radiation Protection Supervisor

Superintendent Radiographer - MRI

Secretary

Senior Administrator (Directorate) (In attendance)

Terms of Reference

- 1 To have oversight of, and monitor the College's diagnostic imaging facilities and operations to ensure compliance with published standards, safety and legislative requirements.
- 2 To produce local guidelines for the safe operation of all x-ray, MRI, ultrasound and therapeutic laser equipment.
- 3 To make recommendations and formally report its proceedings to the Health and Safety Committee and Clinical Governance Group.

Meets: Normally once per year (or in the event of an incident and called by the Chair)

Quorum: 50%