

Engagement Group (Arts and Humanities) – Terms of Reference

Membership

Saul Becker (Chair), Kate O’Riordan, Carol Watts, Liz James, Jeremy Page, Jules Winchester, Carmen Long, Robert Cook, Lindsay Smith, Ella Asheri, Sacramento Rodrigues (note taker), Wendy Czogalik (change representative) and Alex Fulton (communications representative)

Purpose of Group

The Engagement Group is accountable for ensuring the engagement process delivers recommendations to the University Executive Group (UEG) in relation to the proposal and operating in accordance with proposal principles. The Group will provide fair consideration of all engagement process responses and subsequent delivery of recommendations to UEG.

Responsibilities of Group

- Ensuring the engagement process is transparent, inclusive and meaningful through planning and monitoring activity
- Considering responses objectively, including any additional information commissioned by the Group
- Ensuring the engagement process delivers recommendations within the identified timescale and University governance process
- Ensuring the Engagement Group operates in accordance with the proposal principles
- Identifying and resolving any matters, where possible, in achieving engagement process aims
- Attending all Group meetings and accepting that decisions may need to be made in the absence of any member where the attending Group is quorate
- Making and reporting recommendations to UEG.

The **Chair of the Engagement Group** has lead responsibility in providing direction during the engagement process. Responsibilities include:

- Chairing Engagement Group meetings to ensure successful delivery of aims
- Monitoring delivery of the engagement process and taking appropriate risk mitigation action to ensure delivery
- Ensuring Engagement Group members deliver on their responsibilities within the Group
- Liaising with relevant governance committees and other colleagues on engagement process progress.

Frequency of meetings: The members of the Engagement Group will meet at the discretion of the Chair. Meetings are currently planned as follows:

- Wednesday 1 May 1.00 pm – 3.00 pm
- Wednesday 15 May 9.00 am – 11.00 am
- Tuesday 4 June 1.00 pm – 3.00 pm
- Thursday 20 June 2.00 pm – 4.30pm
- Thursday 27 June 2.00 pm – 4.30pm

Quorum: Chair plus at least four other members (of which two must be Heads of Schools).