

VACANCY MANAGEMENT GROUP

Terms of Reference

1 Constitution and purpose

- 1.1 The Vacancy Management Group (VMG) reports directly to the University Executive which is University's primary management decision making body.
- 1.2 The primary purpose of the VMG is to review and make decisions on requested staff appointments in accordance with the University's aim to manage its human resources and to ensure that these are aligned appropriately to the University's strategic and operational plans.
- 1.3 The purpose of the VMG is also to discuss and decide upon cases of voluntary severance, and/or early retirement as and when applied across the University as a means of:
- i) avoiding compulsory redundancy
 - ii) achieving restructure/organisational change
 - iii) making savings to release funds

2 Remit

- 2.1 The VMG is responsible for authorising all staff appointments* through a mandatory process of receipt and review of business cases in support of such requests.
- (* with the exception of statutory appointments governed through separate processes provided for in the University's Charter and Statutes.)*
- 2.2 The VMG has delegated responsibility and authority by the University Executive to control and monitor staff appointments in accordance with the strategic and financial objectives of the University and in compliance with relevant policies and targets agreed by the University Executive.
- 2.3 The VMG has delegated responsibility and authority by the University Executive to consider the prevailing strategic and financial circumstances of the University and, in the light of these, to develop proposals for temporary or permanent changes to VMG policy in relation to staff appointments. Such proposals will be presented by the VMG to the University Executive for approval.
- 2.4 The VMG will consider and make decisions on all vacancies where there is a request for replacement whether these have arisen by way of early retirement, resignation or internal movement.

- 2.5 The VMG will consider and make decisions on all requests for appointments of contract staff and extensions to temporary/fixed term contracts.
- 2.6 The VMG will:
- i) consider and approve Voluntary Severance cases brought forward by Head of Section or Head of Service for voluntary severance.
 - ii) consider and approve Early Retirement cases brought forward by Head of Section or Head of Service for voluntary early retirement.
- 2.7 The VMG has an ad-hoc role involving delegated responsibility by the University Executive for the development and implementation of HR policy as may be required from time to time, operating under the direction of the University Executive.

3 Membership

- 3.1 The VMG shall include:
- The Vice-Principal (as Chair)
 - The Secretary of the University
 - The Deputy Principal (External Affairs)
- 3.2 The VMG's current membership is as follows:

Chair:

- Professor Julian Jones, Vice-Principal (ex officio)

Other members:

- Ms Ann Marie Dalton, Secretary of the University (ex officio)
- Professor Gill Hogg, Deputy Principal External Affairs (ex officio)

4 VMG Chair

- 4.1 The Chair of the VMG shall be the Vice-Principal.
- 4.2 In the absence of the Chair, the Vice-Principal will nominate an alternate Chair.

5 Frequency

- 5.1 The VMG will normally meet on a fortnightly basis on a Monday morning although there may be occasional exceptions to this pattern.
- 5.2 Additional meetings may be held in order to meet business requirements at the request of the Chair.

6 Attendance at meetings

- 6.1 In addition to the members above, the Director of Human Resource Development will be invited to attend meetings. Associated with agenda business, other members of staff will be invited to attend on an ad-hoc basis for particular agenda items.

7 Reporting procedures

- 7.1 All decisions of the VMG will be minuted, and made available if and when required for business purposes; however, the minutes will not normally be available for circulation. Confidential minutes will only be distributed to Vacancy Management Group Members either by tabling them at the Committee meeting or by distribution outside meetings.
- 7.2 Minutes of meetings will be held within the HRD records in line with Data Protection and Information Security procedures.
- 7.3 The Committee's records (agenda, papers, minutes) are excluded in the University's Freedom of Information Publication Scheme. Information will be not be accessible to members of the public under the terms of the Freedom of Information (Scotland) Act (FOI(S)A, as publication of such information is deemed to be exempt under the Act (s30, s33 and s38). Where, after an appropriate time has lapsed, information is requested this will be provided in the form of a summary report.
- 7.4 Outcomes and follow-up actions will be reported to Heads via HR Partners, who will work with the Head to achieve the appropriate outcome

8 Forward Planning

- 8.1 The VMG will review its Terms of Reference and submit recommendations on these to the University Executive annually for approval.
- 8.2 The VMG will set its meeting dates one year in advance.

Supporting Information

Groups feeding into the VMG

No organised meeting group feeds into the VMG; however, the Group will seek advice, as appropriate, from Schools and Professional Services.

Effectiveness and lifespan

Lifespan ongoing. Effectiveness formally reviewed every two years.

Actions that may be taken by the VMG

The VMG may:

- Approve
- Note
- Receive
- Consider
- Endorse
- Recommend
- Reject

Most appropriate minuting style

Minutes may be brief in style but must provide an auditable record of all decisions reached by the Group.

Resources

Clerk Marie-Claire Welsh, Human Resources Partner, HRD

Meetings Normally fortnightly.