

Department of Paediatrics Management Committee

Terms of Reference

Purpose:

The Management Committee (*“the Committee”*) is the senior decision-making body for the Department, with responsibility to consider, scrutinise, and approve operational decisions in support of the Head of Department. The Committee will receive reports from other Departmental committees as appropriate.

Responsibilities:

The Committee shall support and advise the Head of Department (HoD) through oversight of the operational performance and general management of the Department, in line with the Departmental strategy set by the HoD. In order to fulfil its responsibilities, the Committee shall:

1. Receive a regular report from the Director of Graduate Studies and items from the Graduate Studies Committee, and consider the implications and implementation of decisions relating to Graduate Students taken by the Central University or the Medical Sciences Divisional Board.
2. Receive a regular report from the Director of Undergraduate Teaching and the Teaching Committee with regard to the Paediatric Medical Course, and consider the implications and implementation of decisions relating to Undergraduate Medical Students taken by the Central University or the Medical School.
3. Have oversight of the Department’s financial performance, receiving a regular report from the Head of Finance and Administration and considering the financial implications of Departmental decisions or of decisions taken by the Central University or Medical Sciences Division.
4. Have oversight of Health and Safety matters through the Departmental Safety Committee.
5. Receive regular updates on matters relating to Equality and Diversity issues affecting the Department (including, but not limited to, Athena SWAN), and to consider the recommendations of the Departmental Equality and Diversity Committee.
6. Consider applications for University Research Lecturer or Honorary Senior Clinical Lecturer status within the Department.
7. Consider issues related to Departmental space, including (but not limited to) requests for variations to space allocation, refurbishment or change-of-use requirements, or the allocation of new or existing space to research groups, in line with academic recruitment and the strategic objectives of the Department.
8. Consider other operational issues as may arise from time to time and which may affect the running of the Department.

The Committee may allocate domains of competencies among its members; such allocation, however, does not affect the collective responsibility of the



Committee nor the overall responsibility of the Head of Department. The Committee may also delegate specific powers to sub-committees or individuals which may be exercised as appropriate, under the overall responsibility of the Committee and the Head of Department.

Membership, voting, and reporting:

All Academic Faculty of the Department shall be considered members of the Management Committee ("*Members*"). The Head of Department shall act as Chair of the Committee. The Head of Administration and Finance shall be considered an *ex officio* Member and shall act as Secretary to the Committee.

The Committee shall meet no less than Termly and shall, as above, receive reports from other Departmental Committees as appropriate. The minutes of each meeting shall be published on the Departmental website, and items of note reported to all staff via the Departmental Newsletter.

Meetings shall comprise the Members and any additional invitees as deemed necessary and appropriate by the Chair.

The Committee shall be considered quorate when at least half of eligible Members are either physically present at the location of the meeting or attend via video/telephone conference.

Voting shall be by simple majority of Members votes cast. The Chair shall have the casting vote in the case of equality of votes. Any Member unable to attend may authorise, in writing, one of his fellow Members to attend and vote on his behalf.

Meeting agenda and notice:

The Chair shall set the agenda. Any Member may place an item on the agenda via the Secretary and the Chair. Items to be discussed must be included on the agenda; exceptionally, an item not included on the agenda may be discussed at the meeting provided all Members in attendance agree.

The agenda should allow sufficient time to undertake as full a discussion as may be required of all agenda items.

Meeting dates shall be set at the beginning of each academic year. Papers for the meeting shall be circulated no less than one week prior to the meeting.