

NAME OF COMMITTEE: Corporate Services Group

TERMS OF REFERENCE

Frequency of Meetings: Six times per year – once per half term

Chair: Vice Principal – Corporate Services

Vice Chair: Director by agreement from Chair

Quorum: 50% of members

Membership

- Vice Principal Corporate Services
- Exec Director of IT
- Exec Director of Health, Safety and Environment
- Exec Director of Capital Projects and Estates
- Exec Director of Finance
- Director of Procurement
- Exec Director of People and Organisational Development
- Associate Principal (Teaching Learning & Quality)
- Director of Marketing
- Head of Corporate Governance and Policy
- Food and Beverages Manager
- Associate Principal for MIS
- Vice Principal Corporate Strategy and Engagement

Remit and Purpose

The Purpose of the Group is to work collaboratively to identify areas for improvement, share innovation, and establish and deliver plans and strategies to enable Corporate Services to best provide an outstanding service that supports Curriculum delivery and Student Experience at all levels.

The group has responsibility for working collectively across common areas of responsibility and development with key objectives to include but not be limited to:

- Creation of a more holistic corporate services offer that ensures high levels of customer service to all stakeholders
- Delivery of sector leading practice and value-added efficiencies across the Group
- Delivery of Continuous Improvement
- Management of Risk associated with Corporate Services – risk registers and project risks
- Report on value added that is achieved through new initiatives or projects.

Meetings will be used to discuss the following.

- Relevant updates from ELT via VP Corporate Services
- Health and Safety – key messages
- Embedding effective systems and processes.
- Progress against Business Improvement Plans
- Projects that Directors of this group are seeking to implement
- Relevant internal communication updates
- Cross cutting policy development/ways of working
- KPIs and achievement against strategic plan
- Cross departmental learning opportunities
- Professional development days
- Oversight and monitoring of Higher Education conditions of registration/regulations pertaining to corporate services

Meetings will be used to recommend or decide:

- Policy, procedure or codes of practice for approval by ELT or the Board of Corporation

Reporting

The Group will provide reports to LEG, ELT and Board of Corporation where appropriate updating on work plans to create efficiencies and best practice, plans and strategies, and recommended policies, procedures and codes of practice.