Department of Health Sciences
Department Management Group (DMG): Remit, Constitution & Membership

Remit
The Department Management Group (DMG) has overall responsibility for the development of policy and strategic decision making in all matters not specifically delegated to either the Population Science Theme or the Learning and Teaching Committee. The DMG is responsible for devising methods to ensure operational delivery in support of key Departmental strategic objectives.

This includes but is not limited to:

- Upholding high standards of conduct and good governance within the Department, ensuring compliance with: the Department’s values and policies; College and University policies and regulations; equal opportunities; principles relating to Athena Swan; principles relating to the Concordat for research staff; and relevant legislation.
- Reviewing (annually) the Department’s management structures and systems of internal control.
- The identification, evaluation and control of risk in respect of the Department’s activities in order to exercise appropriate risk management;
- Communication and consultation with the wider Department via a Departmental meeting (not fewer than three times per year), a Department Conference open to all staff (once per year), and Strategic Advisory Group (SAG) meetings in order to help inform the DMG in the development and implementation of strategic priorities (once per term).
- The DMG may invite or co-opt additional members or form working groups when necessary to assist in its work.

The specific remit of the DMG includes:

Strategic Planning

- Annual review of Departmental strategy and ensure alignment with College plan. The Departmental strategy will include key priorities ahead of each academic year. Performance against targets will be regularly monitored and reported.
- Approval of all key strategic documents prior to submission to bodies outside of the Department.

Strategic oversight of Learning and Teaching

- Assuring that academic standards comply with University quality assurance procedures.
- In liaison with the Learning and Teaching Committee, considering opportunities for the development of new courses and new approaches to learning and teaching.
- Receiving reports as appropriate from the Learning and Teaching Committee and holding this Committee to account for performance in matters delegated to them.
- Pursuing fair methods for the allocation of teaching and administrative responsibilities to members of academic staff.

Research

- Reviewing and considering the arrangements for liaising with NHS partners regarding research activity.
- Monitoring research performance in the Department, in collaboration with the College’s Research Themes, in order to identify areas of strength and weakness.
- Identifying priorities for the deployment of future investment in order to strengthen or maintain successful research and maximise the research output of the Department.
- Reviewing and making recommendations regarding the organisation of research groupings within the Department and proposals for the development of Research Centres and Institutes.
Finance
- The oversight of policies and procedures relating to financial management within the Department in order to ensure the exercise of appropriate financial control and ensure that value for money is obtained from available resources.
- The determination of priorities for expenditure from and regular monitoring of the Department’s HEFCE funded recurrent non-pay budget.

Personnel
- The approval of proposals for new posts within the Department.
- Overseeing arrangements for mentoring staff and managing career progression within the Department.
- Co-ordinating the Department’s activities in appraisal and performance management.
- Supporting the Concordat for Research Staff and Athena Swan.

Constitution
DMG will be chaired by the Head of Department (or in her/his absence a nominated Deputy) and will have the following membership:
- Population Science Theme Lead (or Deputy)
- Director of Learning & Teaching
- Departmental Manager
- Senior member of the Research Staff Advisory Group

DMG may invite or co-opt additional members to join it when necessary to assist in its work.

DMG will generally meet once a month.

Unreserved approved minutes of DMG meetings will be posted on the Department’s web pages and email alerts sent to Research Group leads, who will be expected to act as conduits between the DMG and the wider Department. Issues of immediate interest will be circulated via email to relevant parties.

In attendance
- Assistant Departmental Manager (Personnel)
- Assistant Departmental Manager (Finance)

Standing Agenda Items
Minutes
Matters arising
College and University Business
Research
Teaching and Learning
NHS liaison
IT
Staffing matters (New Starters/Leavers, Post Approvals/promotions etc)
Finance
Web/marketing
Estates, Health and Safety
Equal Opportunities
Super Seminar Series
Any Other Business (including items suggested by staff members)