

**School of Law and School of Social Sciences
Working Group- Terms of Reference
May 2018**

Background

A proposal has been put forward to investigate the benefits and risks of merging all activities from the School of Law and the School of Social Sciences.

The formation of this working group, led by the Vice-President and Dean of Humanities, has been created to investigate the feasibility and oversee the consultation process of the proposal, detailing interactions and engagement with Schools and Leadership Teams up to 17th October 2018

If the proposal is approved by Faculty Leadership Team, a paper outlining what we were proposing to do is to be taken to Senate on 17 October 2018. A formal proposal will be submitted to Senate in February 2019 and for approval at Board of Governors on March 2019, if approval is given, it is anticipated that the merger will become operational from September 2019.

Remit of the Working Group

The Working Group is responsible for the direction and management of the process that will lead to the submission of formal proposal to be submitted to Faculty Leadership Team on 1 October, and if this requires consideration at University level, for onward transition to Senate on 17 October 2018, the tasks to include:

- Input into the proposal to be submitted to Faculty Leadership Team on 1 October
- Consider opportunities and benefits for the proposal
- Consider associated risks and issues for the proposal and advise on mitigating actions
- Advise on communication and engagement plan to ensure the consultation is effective
- As agreed, take responsibility for consulting with staff and students outside of the working group

The key areas to be considered include:

- Research (including PGR)
- Teaching, Learning & Student Experience (including Legal Advice Centre)
- Social Responsibility
- Structure and Management (including Law and Criminology as either a single department or two separate departments)
- Professional Support Services
- Finances
- External branding

Membership

Name	Role	Notes
Keith Brown	V-P & Dean, Chair	
Vikki Goddard	DoFO	Deputy Chair
Marianne Webb	Head of C&M	
Lisa McClare	Secretary to WG and PM?	
Toby Seddon	HoS Law	Stepping down from 31 July 2018
Carolyn Abbot	Deputy HoS Law	Stepping down from 31 July 2018
Chris Thornhill	Interim HoS Law Director for Research	Acting in role from 1 Aug 2018
Claire McGourlay	Director T&L Law	
David Gadd	Chair of School Board Law	
Chris Orme	HoS SoSS	Stepping down 31 July 2018
Brian Heaphy	Incoming HoS SoSS	HoS from 1 Aug 2018
Claire Alexander	Director of Research SoSS	
Ken Clark	Director T&L SoSS	
Georgina Waylen	Chair of School Board SoSS	
Catherine Tann	HR Partner Law	
Alison Wilson	Head of School Administration – SoSS	
Rachel Dodd	Head of School Administration - Law	

Working Group meetings

Attendance of the Working Group meetings is considered essential. Lack of attendance diminishes the effectiveness of the meetings; therefore if members cannot attend a meeting in person or via conference call, a fully briefed and empowered deputy should attend on their behalf. It is acknowledged that non-attendance will occur due to the consultation being made over the summer, it is therefore expected that significant business will be undertaken outside of working group meetings.

Actions and decisions will be recorded during the meeting and circulated to all members. Due to the anticipated short timescales, actions and decisions will not be revisited on the basis of non-attendance at meeting but will be revisited if new factors are identified which should be included in the decision process.

Meeting dates: Dates to be confirmed. Two hour meetings to be scheduled fortnightly.

Governance Structure

The group will report to the Humanities Change Management Board until 31 July, and Faculty Leadership Team from 1 August. FLT will be responsible for approving and submitting the formal proposal to Senate and the Board of Governors.