



UHR groups and chairs: statement of expectations

UHR gains much from its area groups, allowing both networking and collaboration, and the dissemination of information and ideas from the Executive, and feedback from areas to the Executive.

This depends on the effective and dedicated chairing of each group, and on the group chair playing a full part in the national Executive Committee, while promoting activity at area level that is useful to member HEIs.

While individual groups are free to determine their own terms of reference and *modus operandi*, (for example, sharing the chairing of the group, so that one person organises and chairs group meetings, while another serves on and attends meetings of the UHR Executive; having fixed terms of office by rotation or election; meeting centrally or rotating meetings between member HEIs; etc.), group chairs are expected to ensure that all these items below are in place.

Only UHR member HEIs may be members and regular attendees of groups. However, individuals from other organisations may be invited to attend all or part of a meeting as a courtesy or for a particular purpose (e.g. UCEA officers to exchange information).

It is recommended that area groups bring this document to the attention of their members once per year.

1. To represent the interests of all their UHR members in their area.
2. To promote and champion best practice in people management in the HE sector, publicising examples of successful achievements and encouraging learning and development across and between HEIs.
3. To hold regular group meetings (at least three per year), inviting the most senior HR role holder in each UHR member HEI in the area to attend.
4. The Chair of the group will, *ex officio*, be a UHR Executive member, relaying the views of the group to the Executive and briefing the group on the Executive's work.
5. Members of groups should be the HR Director/equivalent, i.e. the head of their institution's department dealing with HR and employment matters. However, the head may nominate their deputy to attend in their place, if the head is not able to attend, as the priority is maximum numbers of member institutions being represented at meetings. Should the group decide to permit one or more deputies to attend, it may do so. Only the substantive HR Director/equivalent of a member HEI may chair a group.
6. Group chairs should keep the UHR Executive Director informed of changes in HR

Directors in their area, and to be proactive in welcoming HR Directors new in post in the area, and offering assistance in induction.

7. To build effective professional links with other appropriate organisations, including CIPD, Universities UK, funding bodies and UCEA.

Footnote

Groups may choose to facilitate separate meetings for other role holders below the HR Director/equivalent (e.g. deputy HR Directors or special interest groups), on an ongoing or task-and finish basis, noting that UHR organises a series of special interest networks at the national level

Originally agreed by the Executive, 23 September 2008

Updated in 2009, following consultation with groups; in April 2010 to replace references to UPA with references to UHR; and in September 2013, to replace references to 'regions', using 'area' to reflect the nations and regions that UHR encompasses); and in September 2017, on joining PHES.

Last reviewed and updates January 2025.