

EXECUTIVE COMMITTEE

Terms of Reference

1. To report to the Board, to which the Executive has accountability, and ensure that the Board is supported in its decision-making through good communication on issues as appropriate.
2. To provide operational leadership, direction and management of the Institution.
3. To develop, monitor and review progress towards the University's Strategic Plan.
4. To monitor, measure and evaluate the Institution's performance in relation to the pursuit of its strategic objectives, including performance against KPIs.
5. To drive and continually review the University performance of the student experience and the student journey.
6. To develop, monitor and review the risk register, and oversee risk management and internal control mechanisms.
7. To advise and recommend to the Board on the formulation of the annual budget, to receive regular management accounts, and to monitor the financial performance of the Institution against business plan targets.
8. To advise and recommend to the Board on the regulatory returns and submissions that require governing body approval.
9. To ensure the effective, efficient and economical use of resources of the Institution.
10. To oversee the University's performance in relation to health, safety and wellbeing, sustainability and equality, diversity and inclusion.
11. To receive regular updates from the Executive sub-committees.
12. To ensure there are good internal communications related to Executive business across the University where appropriate.
13. To maintain good relations with external partners and the Partner Colleges in furtherance of the Strategic Plan.

Membership

Ex Officio

- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor
- Chief Operating Officer
- Pro-Vice-Chancellor, Business and Entrepreneurship
- Pro-Vice-Chancellor, Health and Wellbeing
- Pro-Vice-Chancellor, Research

- Director of Finance and Planning

Total membership: 7

In attendance

- Others as required by the agenda

Secretary

- Executive Manager

Notes on membership

Deputising is not permitted except in exceptional circumstances where prior agreement has been reached with the Chair.

Quorum

Three members, of which at least one must be academic and one must be from professional services and a minimum of either VC, DVC and COO.

Frequency of meetings

Monthly, or more frequently as required.

Reports to

- Board of Directors

Sub-committees

- Equality and Diversity Committee
- Health, Safety and Wellbeing Committee
- Joint Consultative Committee
- Safeguarding Committee
- Senior Leadership Team

The terms of reference for the Executive Committee should be reviewed at least annually, normally at the first meeting of each academic year.