

University Executive Committee (UEC) Terms of Reference 2019/20

Scope: UEC is the vehicle by which the Vice-Chancellor chooses to seek advice and make decisions regarding the management of the University. The core purpose of UEC is to discuss and inform high-level decision making, including the setting and delivery of the University's Strategic Vision.

Terms of Reference

This group has been established to:

1. Provide an advisory facility to the Vice-Chancellor from members of the executive team on matters of strategic interest and importance to the operation of the University;
2. Develop and agree the strategic direction for the University and to review the success or failure thereof on a regular basis, via the use of Key Performance Indicators;
3. The monitoring of risks within the University Risk Register and to make recommendations to Council accordingly;
4. The receipt of, and the co-ordination of responses to, all communications from the OfS and UKRI and similar bodies other than those exclusively relevant to the business of its sub-committees;
5. To receive from the Budget and Finance Group, the university annual budget and forecasts to review and recommend to Council for approval;
6. To approve, on delegation from Council and on recommendation of Business Review Committee and/or Senior Remuneration Committee, significant features of terms and conditions of employment;
7. To review and determine the action taken by the University in response to external opportunities and initiatives;
8. To consider and advise on any other matters as may be referred to it. Matters may be delegated to a sub-committee where considered appropriate.
9. To receive reports from the Chair's of the sub-committees on their business.

Items

Items will usually be presented as written papers to be provided to the committee secretary by 5pm on the Thursday prior to the meeting. Items marked as Restricted will be confidential to the committee, whereas items that are not marked as restricted may be disseminated where appropriate/necessary.

Membership, powers and procedures

Constitution

- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor and Provost
- Pro Vice-Chancellor Education
- Pro Vice-Chancellor Research & Enterprise
- Pro Vice-Chancellor Students
- Executive Dean for Faculty of Humanities and Social Science
- Executive Dean for Faculty of Natural Science
- Executive Dean for Faculty of Medicine and Health Sciences
- Academic Registrar and Director of Student and Academic Services
- Chief Information Officer

- Director of Estates & Development
- Director of Finance
- Director of Human Resources
- Director of Marketing and Communications
- Chief Operating Officer /Director of RIE

Secretariat

Secretarial support will be provided by the Senior Policy and Strategy Manager

Quorum, observers and additional attendees

In terms of quoracy there must be no less than 40% of the voting membership present at each meeting. Deputies and substitutions are not normally permitted except in exceptional circumstances and by prior agreement from the Chair.

There will usually be one and no more than two observers at each meeting, typically new members of staff at Grade 9 or above.

There will not usually be additional attendees.

Any additional attendees require a clear rationale for attendance and will be approved at the discretion of the Chair.

Sub-committees

Budget and Finance Group

Academic Strategy Group

Professional Services Group

Principle Management information needs

- The committee will receive monthly minutes from each of the designated sub-groups (Budget and Finance, Academic Strategy)
- The committee will receive the minutes of the Professional Services Group at each meeting.
- The University KPIs will be provided to the committee prior to every meeting of Council
- The University Risk Register will be provided to the committee prior to every meeting of Council and/or Audit and Risk Committee
- There will be regular updates on the Financial Sustainability plan and delivery prior to each meeting of Council
- The Management Accounts will be provided to the committee on a quarterly basis

Frequency and Timing of Meetings

Every two weeks