

## **University Executive Board (UEB)**

### **Terms of Reference**

#### **Purpose**

UEB is the University's senior executive management body and has responsibility for all aspects of the University strategy, operation and management within the authority delegated by Council. Chaired by the Vice-Chancellor and Rector, its purpose is to support and advise the Vice-Chancellor in the performance of their duties as the University's Chief Executive Officer. It is responsible for developing and leading the strategic planning process in consultation with the Senate and for the effective management of the University, including agreeing core University policies.

#### **Responsibilities and Powers**

1. To assist and advise the Vice-Chancellor in discharging their role as Chief Executive Officer of the University.
2. To assist and advise the Vice-Chancellor on the implementation of the objects of the University.
3. To assist and advise the Vice-Chancellor on the organisation, direction and management of the University and its staff, including matters relating to staff performance.
4. To formulate, plan and oversee the implementation of University strategy, policies and procedures.
5. To oversee and implement budget-setting processes, and ensure the efficient allocation of University resources and sustainability.
6. To monitor and advise on the effectiveness and coherence of academic and student services
7. To approve the University's equity, diversity and inclusion plan and objectives.
8. To monitor the implementation of University strategy, ensuring that targets and KPIs are being met.
9. To formulate, plan and oversee the implementation of University policies and procedures; approving policies and procedures necessary for the management of the University (except where approval is reserved to the Council or has been delegated to a committee of the Council)
10. To recommend the annual budget and the annual financial forecasts to the Finance & General Purposes Committee and the Council;
11. To consider and approve major institutional projects and ensure adequate arrangements are in place for monitoring their implementation.
12. To enter collaborative partnerships with other organisations.

13. To ensure effective steps are taken to manage and enhance the University's external reputation.
14. To monitor and respond to developments in the external environment, including Government policy.
15. To ensure the effective implementation of University policies and procedures in relation to compliance, risk management and internal control, with particular reference to directives and regulations from the regulator
16. To oversee liaison with the University's providing bodies and subsidiary companies.
17. To consider matters referred to it by other committees including Senate and Council and take such action as is expedient in the circumstances.
18. To resolve mission-critical operational issues that cannot otherwise be resolved by the relevant Faculty or Directorate.

The Executive Board may:

- Establish boards, groups and committees with specific remits, in order to carry out its business and, where it deems appropriate, delegate the Executive Board's powers and functions in whole or in part to those bodies
- If it considers appropriate, reserve its powers in specific matters, or overturn a decision taken by a body to which its powers or functions have been delegated
- Allow the Chair to take action on its behalf between meetings (Chair's Action), and ratify such decisions at the next meeting.

## **Membership**

Vice-Chancellor (Chair)  
Deputy Vice-Chancellor (Deputy Chair)  
Chief Operating Officer  
Director of Governance and People Services  
Pro-Vice Chancellor (Research)  
Pro-Vice Chancellor (Marketing, Recruitment and Admissions)  
4 x Executive Deans  
University Registrar  
Director of Finance

Secretary to the Board will be the Head of Governance.

Other key members of staff may be invited as and when appropriate