



Executive Group

Approved: January 2024

A Scope of the committee

1. The Executive Group is the senior management group of the University. Its purpose is to support and advise the Vice-Chancellor in the performance of the Vice-Chancellor's duties as the University's Chief Executive Officer.
2. It has central oversight of the day-to-day business of the University and meets on a regular basis, as determined by the Vice-Chancellor.

B Terms of reference

3. The functions and responsibilities of the Executive Group are listed below. These functions and responsibilities may be delegated to sub-groups. The Executive Group supports and advises the Vice-Chancellor by:
 - a) Monitoring the performance of the University against a range of key performance indicators (KPIs) and other contextual information and data, and steers or confirms actions to improve performance.
 - b) Developing, monitoring, and refining the University's strategic approach, including development and implementation of the strategic plan.
 - c) Monitoring income and expenditure against the University budget.
 - d) Reviewing academic and business proposals for new programmes and academic structures.
 - e) Reviewing student recruitment numbers and the viability of existing programmes.
 - f) Monitoring the student experience.
 - g) Monitoring information on partnerships from the Collaborations Dept and Faculties/Schools.
 - h) Conducting an assessment of risk, suggesting appropriate mitigation measures and advising on the risk appetite to manage major threats and new opportunities.
 - i) Reviewing new and revised University governance policies.
 - j) Ensuring that the implementation of the University's strategies and policies is communicated effectively to all within the University.
 - k) Facilitating timely and accurate two-way information flow and advice between Faculties and

Schools, and all support service departments.

- l) Considering any proposed restructuring or realignment plans within the University.
- m) Ensuring the effective management of the University's financial, physical, digital, and human resources.
- n) Ensuring that the University complies at all times with legislation, regulations and advisory recommendations insofar as these affect the University.
- o) Monitoring the requirements and relationships with regulators.
- p) Commissioning and receiving internal audit reports.
- q) Undertaking scenario-planning and horizon scanning on activities with a likely or known impact on the University and its ability to deliver the University Strategy.

C Membership

Vice-Chancellor (Chair)	Professor James Tooley
Pro Vice-Chancellor and Provost (Vice-Chair)	Professor Harriet Dunbar-Morris
Chief Financial Officer	Mr David Cole
Registrar and Chief Administrative Officer	Mr Chris Payne
Dean of the Faculty of Business, Humanities and Social Science	Professor Debarpita Bardhan-Correia
Dean of the Faculty of Computing, Law and Psychology	Professor Harin Sellahewa
Dean of the Faculty of Education	Professor Barnaby Lenon
Dean of the Faculty of Medicine and Health Science	Professor Joanne Harris
Dean of the School of Humanities and Social Science	Professor Julian Richards
Dean of the School of Law	Professor Adolfo Paolini
Dean of the School of Psychology	Dr Alan Martin
Director of Human Resources	Mrs Diane Jackson-Gould
Director of Academic and Student Services	Mrs Alison Sealey
Director of Collaborations and Business Development	Dr David Holliman
Director of Marketing	Ms Natalie Maria
Director of Estates	Mr Matthew Cross
Director of Digital Transformation	Mr Trevor Powis.

D In attendance

Secretary to Council

E Frequency of meetings

The Executive Group meets on a regular basis, as determined by the Vice-Chancellor.

F Quorum

For quoracy, the Vice-Chancellor (or the Vice-Chancellor's designated representative), four of the Deans and four of the other members must be present.

G Reporting structure

The Executive Group reports to the Vice-Chancellor who in turn is accountable to the Council.

H Servicing and support arrangements

Servicing and support will be provided by the University's Secretariat team.