

Executive Board

Terms of reference 2025-26

University committees are requested to ensure that, in undertaking the business of the meeting, decisions taken are consistent with and reflect and promote the University's Code of Practice on Freedom of Speech and Academic Freedom and its Equality, Diversity and Human Rights Policy.

Purpose

The Executive Board provides direction in delivering the University's strategic aims through interpretation of external and internal information. It takes key executive decisions pertaining to the performance and operational management of the University, and guides the Vice Chancellor in the overall leadership of the University. The Executive Board is advised by the Senior Leadership Team and Academic Board.

Terms of reference

1. Determining the University's Strategic Plan for approval by the Board of Governors, monitoring progress and overseeing its delivery, including the setting of strategic aims and approval of enabling plans.
2. The effective strategic management of the University's financial, human and physical resources, including the recommendation of annual budgets and capital plans for approval by Board of Governors.
3. Performance management of the University's operations, informed by relevant management information.
4. The identification and management of risks to the University's sustainability, and the implementation of mitigating actions.
5. Overseeing policy development and taking decisions within the parameters of the Scheme of Delegation, ensuring that policy is developed with appropriate input and approved by relevant bodies where required (e.g., Board of Governors or Academic Board committees).
6. Providing leadership in developing and protecting the University's reputation with all its stakeholders.
7. Ensuring effective communication within and across the University's governance and management structures.
8. Maintaining a high-level understanding of the wider context within which the University operates to inform strategic decision-making.
9. Implementing the decisions of the Board of Governors.

Constitution

The Vice Chancellor & Chief Executive Officer shall determine the membership of the Executive Board which shall consist of: **Core members**

- Chair, Vice Chancellor & Chief Executive Officer, ex officio, Professor Karen Bryan OBE;
- Pro Vice Chancellor Research and International, ex officio, Professor Rob Mortimer;
- Pro Vice Chancellor Education, ex officio, Professor Richard Bourne;
- University Secretary and Registrar, ex officio, Kathryn Kendon;
- Chief Operating Officer, ex officio, Dr Rob Hickey;

In attendance

- Minuting Secretary, Executive Assistant to the Vice Chancellor, Caroline Fattorini

Procedural rules

The Executive Board will meet weekly, unless otherwise agreed by the Chair.

The quorum for a meeting shall be three members. This should be the Chair plus two further members of the Executive Board.

The agenda shall be the responsibility of the Chair, with items allocated as per the live Forward Plan of Business for 2025-26. The allocation of items to the Forward Plan of Business is the responsibility of the Minuting Secretary.

Executive Board shall be serviced by the Minuting Secretary, who shall normally provide the agenda and supporting papers three (3) days prior to the meeting.

Reporting

A record of minutes will be maintained by the Minuting Secretary. Executive Board report key decisions taken to the Board of Governors at least annually.

Status

Approved by the Board of Governors