EXECUTIVE BOARD
(Committee of Council and Senate)

1. SECRETARY  Mrs Jenn Allison, Executive Office Manager

2. MEMBERSHIP

(a) The Vice-Chancellor (Chair)
(b) The Deputy Vice-Chancellor (if appointed)
(c) The Pro-Vice-Chancellors
(d) The Registrar
(e) The Executive Director of Finance
(f) The Executive Director of Human Resources

A quorum shall be not fewer than one third of the members.

3. TERMS OF REFERENCE

(a) To keep under review the University’s strategy and make recommendations on the development of the strategy to Senate and Council (formerly the responsibility of Strategy Board).
(b) To exercise an integrated overview of the University's policies and resources through the implementation of the strategic plan and operating statement.
(c) To consider plans for Faculties and Professional Support Services.
(d) To ensure a prompt and strongly co-ordinated approach to the evaluation of academic and business opportunities and of proposals for major new initiatives.
(e) To ensure efficient and effective project management of major initiatives.
(f) To take ownership and management responsibility for key risks.

(g) To review relevant reports from Audit Committee and monitor implementation of their recommendations.

(h) To keep under review, through the monitoring undertaken by the Financial Monitoring & Budget Scrutiny Group and the Budget Setting Group, the use of resources and financial performance of all budgetary units.

(i) To approve, for report through Senate to Council, the annual financial allocations to the Faculties and other budgetary units.

(j) To recommend the framework, timetable and format for the annual planning and budgetary exercise for approval by Senate and Council.

(k) To determine the principles (i.e. drivers) for the internal allocation of resource.

(l) To review the mechanisms for the internal allocation of resources based on agreed principles and to report to Council.

(m) To consider value for money issues (economy, efficiency and effectiveness) as part of the ongoing business of the University and as an essential requirement of all policy decisions.

(n) To develop and regularly monitor the University’s Business Plan, to assess the risks related to delivery of the plan, to ensure that appropriate measures are in place to assure the financial sustainability of the University’s activities, and to report to Council on progress against that plan on a regular basis.

(o) To identify the relevant University key performance indicators against the strategic objectives identified in its Business Plan; to monitor performance against those indicators on a regular basis; to take appropriate action to address issues identified under performance and report to Council on the outcomes.
(p) To recommend to Senate appointments to fill vacancies for Senate appointed Chairs of University Committees and other bodies and Senate appointed members on major University Committees.

(q) To report to Council on health and safety issues and forward any reports from Safety Committee directly to Council.

(r) To report to Council on diversity issues and forward any reports from Diversity Committee directly to Council.

(s) To report to Council on staffing issues and forward any reports from Staff Committee directly to Council.

(t) To report to Council on ethical issues and forward any reports from Ethics Committee directly to Council.

4. PROCEDURE

Any member who has a pecuniary, family or other personal interest in any matter under discussion at any meeting of the committee shall, as soon as practicable, disclose that fact to the meeting and shall, if requested by the Chair, withdraw from that part of the discussion. A member is not, however, considered to have a pecuniary or personal interest in matters under discussion merely by being a member of staff or a student of the University.

Established by Council Minute 42, 10.12.01 and by Senate Minute 35, 03.12.01


Editorial Amendments August 2003; October 2003; August 2014; April 2015.