

## **University Executive Board**

The University Executive Board (UEB) is the University's senior executive management body, chaired by the Vice-Chancellor. Members are the Provost (Deputy Chair), the Deputy Vice-Chancellors, the Pro-Vice-Chancellors, the Chief Digital Officer, the Registrar and Secretary (Deputy Chair) and five of the Executive Divisional Directors of Professional Services.

UEB has responsibility for all aspects of the University strategy, operation and management within the authority delegated by Council.

## **Terms of Reference 2023-24**

### **Purpose**

1. The University Executive Board (UEB) is the senior executive management body of the University. Chaired by the Vice-Chancellor and Chief Executive, its purpose is to support and advise the Vice-Chancellor in the performance of her duties as the University's Chief Executive Officer, within the delegation framework of the University.
2. It is responsible for developing and delivering the University Strategy (and its sub-strategies) and for the effective management of the University, including agreeing core University policies.

### **Developing and Delivering Strategy**

3. To develop and deliver the University's Strategy, and its sub-strategies (Education and Student Experience, Research and Impact, Global Engagement, Business Engagement and Innovation, and Digital) and other enabling strategies (Finance, People) for recommendation to Council.
4. To scrutinise and approve from the Strategic Investment Committee (SIC) recommendations for investment, five-year plans of Faculties and Professional Services alongside the annual delivery plan of investment projects and programmes, ensuring plans and budgets are consistent with the University's Planning Framework, and strategic priorities and targets. To recommend the University budget and five-year plans to Council.
5. On the recommendation of the SIC, to agree the University's Capital Strategy and Programme for recommendation to Council and to scrutinise all major capital expenditure proposals, and recommend to Council those which pass the thresholds of delegated financial authority.
6. To understand and interpret the strategic environment in which the University operates, including disseminating information and consulting with the University about the strategic choices facing the University, and by identifying and responding to new external opportunities.
7. To receive strategic reports from the Provost, Deputy Vice-Chancellors, Chief Digital Officer, and the Registrar and Secretary on issues relating to their portfolios and receive timely reports from the senior committees which they Chair (i.e. following each meeting). To receive regular reports from Pro-Vice-Chancellors on issues relating to Faculty Strategies and relevant matters that arise at their Faculty Executive Boards as required.

### **Ensuring effective performance monitoring, risk management and assurance**

8. To monitor operating and financial performance and delivery against key performance indicators and implementation plans. This includes monitoring of admissions data; research awards, income and performance; business, commercial and philanthropic income and strategic partnerships; HR data; cyber security and IT; strategic projects.
9. Consider an assessment of the institutional Risk Register and appropriate mitigation measures and receive internal audit reports at the request of Audit Committee.
10. To monitor expenditure against strategic funds.
11. To agree promotion criteria for recommendation to Senate and Council.
12. To ensure financial sustainability of the University.

13. Developing and ensuring effective implementation of University enabling strategies, policies and codes of practice, namely:
  - a) Finance
  - b) HR/Workforce planning
  - c) Environment and climate emergency
  - d) Communications
  - e) Equality and diversity
  - f) Fundraising
14. Via the Compliance Committee of UEB, ensuring that the University complies with the expectations of all relevant legislation and regulation.

### **Membership**

President and Vice-Chancellor [Chair]

Senior Vice-President and Provost [Deputy Chair]

Senior Vice-President & Registrar and Secretary [Deputy Chair in the absence of the Provost]

Vice-President and Deputy Vice-Chancellor (Business Engagement and Innovation)

Vice-President and Deputy Vice-Chancellor (Education and Student Experience)

Vice-President and Deputy Vice-Chancellor (Global Engagement)

Vice-President and Deputy Vice-Chancellor (People and Culture)

Vice-President and Deputy Vice-Chancellor (Research and Impact)

Vice-President and Deputy Vice-Chancellor (Cornwall)

Pro-Vice-Chancellor and Executive Dean, Faculty of Environment, Science and Economy

Pro-Vice-Chancellor and Executive Dean, Faculty of Health and Life Sciences

Pro-Vice-Chancellor and Executive Dean, Faculty of Humanities, Arts and Social Sciences

Chief Financial Officer and Executive Divisional Director Finance, Infrastructure and Commercial Services

Deputy Registrar and Executive Divisional Director Education and Academic Services Executive

Divisional Director of External Engagement and Global

Executive Divisional Director of Human Resources

Divisional Director of University Corporate Services (*in attendance*)

The University Executive Board is supported by the Vice-Chancellor's Office and will meet on a fortnightly basis (alternate Thursday mornings) during academic term-time and at other times as required. It also meets for a number of strategic away days each year as required.