

University Executive Board

Terms of Reference 2021/22

Purpose

1. The University Executive Board (UEB) is the principal management group 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 strategic plans of the University 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, its sovereign strategies (Education, Research, Global) and its enabling strategies for recommendation to Council.
4. To receive and approve from the Strategy Investment and Planning Committee (SIPC) five-year plans of Colleges 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 SIPC, 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, and the Registrar and Secretary on issues relating to their portfolios and receive timing reports from the senior committees which they Chair (i.e. following each meeting). To receive regular reports from Pro-Vice-Chancellors on issues that arise at their College Executive Groups as required.

Ensuring effective performance monitoring and management

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; staff data; cyber security and IT; strategic projects.
9. Consider an assessment of risk 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. A sub-group of UEB

(the Academic Promotions Panel) will consider all probation and promotion Cases on behalf of the Vice-Chancellor and UEB.

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 sustainability
- 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

Vice-Chancellor and Chief Executive [Chair]

Provost [Deputy Chair]

Registrar and Secretary (Deputy Chair in the absence of the Provost)

Deputy Vice-Chancellor (Education)

Deputy Vice-Chancellor (Global Engagement)

Deputy Vice-Chancellor (Research and Impact)

Pro-Vice-Chancellor and Executive Dean, College of Engineering, Mathematics and Physical Sciences

Pro-Vice-Chancellor and Executive Dean, College of Humanities

Pro-Vice-Chancellor and Executive Dean, College of Life and Environmental Sciences

Pro-Vice-Chancellor and Executive Dean, College of Medicine and Health

Pro-Vice-Chancellor and Executive Dean, College of Social Sciences and International Studies

Pro-Vice-Chancellor and Executive Dean, University of Exeter Business School

Pro-Vice-Chancellor for Cornwall

Chief Financial Officer

Deputy Registrar and Chief College Operations Officer

Director of Human Resources

Director of Marketing, Recruitment, Communications and Global

Director of Policy, Planning and Business Intelligence (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 will also meet for a two-day away day in September, an away day in January, and may meet for other strategic away days as required.