

## Committee Terms of Reference: UNIVERSITY EXECUTIVE GROUP

Reports to: N/A

Occurrence: As determined by the Vice-Chancellor

*Terms of reference last reviewed: February 2022 (consequential amendments); and next due for review: August 2024*

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| <p><u>Members:</u></p> <ul style="list-style-type: none"><li>• Vice-Chancellor (Chair)</li><li>• Pro Vice-Chancellors</li><li>• Director of Finance and Corporate Services</li><li>• Director of Welsh Language and External Engagement</li></ul> <p>8 members.</p> <p><u>Quorum:</u> 5 members (</p> | <p><u>In attendance:</u></p> <ul style="list-style-type: none"><li>• Director of Human Resources and Organisational Development</li><li>• Head of Communications and Public Affairs</li><li>• Head of the Vice-Chancellor's Office</li><li>• University Secretary</li></ul> <p>At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.</p> |
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### Remit:

As the institution's senior management team, the University Executive Group shall be advisory to the Vice-Chancellor who, as the chief academic, administrative and accounting officer, has been delegated overall responsibility by Council for the management of the University.

The University Executive Group shall therefore consider any such matter which is deemed appropriate in order to:

- a. Advise the Vice-Chancellor on matters for which they have overall responsibility, where the Vice-Chancellor wishes to consult with members of the University Executive before taking a decision.
- b. Advise other members of the University Executive on matters for which they have specific delegated responsibility, where these core members wish to consult with colleagues before taking a decision.
- c. Consider and advise the Vice-Chancellor on matters delegated to the University Executive Group relating to the University's Charter and Statutes, Ordinances, Regulations, Policies and Procedures.

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### Terms of reference:

1. To understand and interpret the strategic environment in which the University operates, including dissemination of analyses and consultation on the strategic choices facing the University.
2. To develop and propose for approval institutional strategies and monitor their delivery.
3. To develop and approve an annual operating plan stating the key priorities for development within each academic session of the University and monitor their delivery.
4. To monitor and review the University's performance (and that of its constituent Faculties and Professional Services) and opportunities for development to optimise their contribution and impact within the University, as well as at local, national and international levels.

5. To develop and present for approval the University's annual budget; and to be responsible for the allocation and deployment of resources within the overall parameters set by the approved budget and ensure overall institutional sustainability.
6. To facilitate and agree cross-University activity and communications, including the sharing of information between members to enable rapid and effective exchange of information to enable strategic discussions within the University Executive Group, the Faculties, and the Professional Services.
7. To manage and be mindful of the University's reputation.
8. To propose responses to external and internal developments, in accordance with the agreed Schedule of Business, with recommendations brought forward to Council, Senate, or a governance sub-committee for approval as appropriate.
9. To provide a forum for the exchange of ideas, opinions, future planning and good practice.
10. To oversee the activities of other University-level operational committees and groups undertaking key business on behalf of the University Executive Group, receiving reports on their activities and proposals for consideration as appropriate.