

Vice-Chancellor's Executive

1. Constitution

- 1.1 The Vice-Chancellor and Chief Executive Officer has established an executive management committee, known as the Vice-Chancellor's Executive (VCE) to advise the Vice-Chancellor and Chief Executive Officer on the exercise of their functions and responsibilities.
- 1.2 The VCE will form the core membership of the [Strategy Programme Board](#) (SPB), which has separate terms of reference. The SPB is responsible for overseeing the design and execution of the Strategy Programme and will receive reports from the Boards charged with responsibility for implementing the sub-strategies and enabling strategies and any Steering Groups of those Boards.
- 1.3 VCE will normally meet weekly with the following meeting pattern:
 - Week 1: two-hour VCE meeting;
 - Week 2: one-hour VCE meeting followed by a meeting of the Professional Services Group (chaired by the Chief Operating Officer) and a meeting of the Pro Vice-Chancellor's Group (chaired by the DVC and Provost, with the DVC (Research and Knowledge Exchange) in attendance). The Vice-Chancellor will alternate attendance between the two groups;
 - Week 3: two-hour VCE meeting;
 - Week 4: one-hour VCE meeting followed by the Strategy Programme Board.

Five times a year, there will be a strategic session of the VCE, which will take place for three-and-a-half hours.

2. Scope

The VCE advises the Vice-Chancellor and Chief Executive Officer on:

- 2.1 The exercise of the functions and responsibilities delegated by the Governing Body to the Vice-Chancellor and Chief Executive Officer as the University's chief executive.
- 2.2. The development, review and implementation of the University's Strategy.
- 2.3. The operational management of the University, in the initial formulation of regulations, policies, procedures and business plans, and the preparation of all reports for the University's Governing Body and its committees.

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- Vice-Chancellor and Chief Executive Officer (*Chair*)
- Deputy Vice-Chancellor and Provost
- Deputy Vice-Chancellor (Research and Knowledge Exchange)
- The Pro Vice-Chancellors and Executive Deans for each faculty
- Pro Vice-Chancellor Education
- Chief Operating Officer
- Chief Financial Officer
- University Secretary
- Executive Director of Marketing and External Relations
- Executive Director of Estates and Facilities
- Executive Director of Human Resources
- Executive Director and Chief Information Officer
- Executive Director of Strategic Planning and Business Intelligence
- Executive Director of Student and Academic Services

4. Attendance at meetings

- 4.1 The Vice-Chancellor's Policy and Strategic Advisor shall attend meetings as secretary to the Committee. At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Delegated Authority

The Committee has no delegated powers as it advises the Vice Chancellor and Chief Executive Officer.

6. Other Duties

The other duties of the Committee shall be to advise the Vice-Chancellor and Chief Executive Officer on:

- 6.1 The development, review and implementation of the University Strategy, sub- and enabling strategies and other long-term plans. Considering appropriate actions in respect of urgent risks or issues arising in between meetings of the Strategy Programme Board;
- 6.2 The external strategic environment including government policy, HE sector developments, new legislative requirements and regulation, assessing their implications and where necessary considering changes to or new regulations, policies and procedures;
- 6.3 The management, organisational structure and culture of the University and related policies, procedures and regulations, ensuring that the operational management of University (including the academic, corporate, financial,

estate, information technology and human resources aspects) is performed safely, economically, efficiently and effectively;

- 6.4 All reports to be presented to the Governing Body and its committees;
- 6.5 The risks and opportunities facing the University. Under the University's Risk Management Policy, VCE is responsible for implementation of the risk management framework and approves changes to the Strategic Risk Register prior to its consideration by the Audit and Risk Committee;
- 6.6 The University's responsibilities for compliance with legal and regulatory requirements; and
- 6.7 Periodic reports from Executive Committees and relevant Academic Committees and the terms of reference, membership and effectiveness of the Executive Committees;
- 6.8 VCE will ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Committee's business.

7. Standing Orders

- 7.1 The Committee must adhere to the [Standing Orders](#) for Academic and Executive Committees.
- 7.2 The following changes from the Standing Orders have been approved:
 - 7.2.1 The sending of alternates to meetings of VCE is not permitted.

Updated: July 2023

Document owner: University Secretary