

## University of Plymouth

### University Executive Group Terms of Reference 2017/18

#### 1. Purpose

The University Executive Group (UEG) is the University's senior executive team. The Group, led by the Vice-Chancellor, is responsible for managing the University, developing and implementing University strategic, academic and operational plans and overall effectiveness.

UEG acts as an advisory group to the Vice-Chancellor in the performance of her duties as the University's Chief Executive Officer.

#### 2. Terms of Reference

1. Understand and interpret the strategic environment in which the University operates, including recommending and implementing appropriate responses.
2. Develop the University's vision and strategy, including key performance indicators and related strategies, keep them under review and monitor progress.
3. Propose the University's budget and financial forecasts.
4. Ensure the effective strategic and operational management of the University's financial, human and physical resources.
5. Determine the annual Planning and Accountability Cycle and receive, approve and monitor Faculty and Professional Service plans.
6. Identify and evaluate threats and risks to the University's sustainability and to implement mitigating actions.
7. Communicate key decisions through relevant channels, Committees, Groups and individuals.

#### 3. Committees and Advisory Groups of UEG

The following are Committees/Advisory Groups of UEG, each chaired by a member of UEG:

- Equality, Diversity and Inclusion Committee
- Safety Committee
- Student Recruitment Fees and Scholarships Committee
- IT and Digital Committee
- Information Governance Committee
- Sustainability Advisory Group
- Capital Projects Committee
- University Internationalisation Group

The University's subsidiary companies which report through UEG are:

- University Commercial Services Plymouth (UCSP) Ltd
- Peninsula Dental Social Enterprise (PDSE)
- University of Plymouth Enterprise Ltd (UPEL)
- PMS/Peninsula Medical School Facilities Ltd

UEG also receives reports from the Plymouth Science Park in which the University holds a 50% shareholding.

**4. Membership of UEG (as of September 2017)**

|    |  |                             |
|----|--|-----------------------------|
| 1  | Vice-Chancellor (Chair)                                      | Professor Judith Petts, CBE |
| 2  | Deputy Vice-Chancellor, International and Planning           | Professor Simon Payne       |
| 3  | Deputy Vice-Chancellor, Education and Student Experience     | Professor Julian Chaudhuri  |
| 4  | Deputy Vice-Chancellor, Research and Enterprise              | Professor Jerry Roberts     |
| 5  | Registrar and Secretary                                      | Gordon Stewart              |
| 6  | Chief Finance Officer  | Alastair Matthews           |
| 7  | Interim Executive Dean, Faculty of Health and Human Sciences | Professor Bridie Kent       |
| 8  | Executive Dean, Faculty of Medicine and Dentistry            | Professor Robert Sneyd      |
| 9  | Executive Dean, Faculty of Arts and Humanities               | Professor Dafydd Moore      |
| 10 | Executive Dean, Faculty of Science and Engineering           | Professor Kevin Jones       |

**In attendance:**

|    |                         |             |
|----|-------------------------|-------------|
| 11 | Chief Marketing Officer | David Alder |
|----|-------------------------|-------------|

No delegates are required to attend meetings, although nominated staff may attend for timed business for appropriate items with the approval of the Chair.

**5. Meetings and minutes**

Frequency: weekly on a Wednesday (alternating formal and informal meetings)

Minutes: minutes are reviewed and approved at each formal meeting and published on the UEG SharePoint Site for staff.