

## HARPER ADAMS UNIVERSITY COLLEGE

### College Executive

#### Terms of Reference

#### Constitution

1. The Board of Governors has established a committee of the Board of Governors known as the College Executive, which shall act as the Principal's executive and advisory committee.

#### Membership

2. The Committee shall consist of the Principal and the following heads of functions:

Principal (Chief Executive)	<b>DGL</b>	-	Core Group
University College Secretary	<b>CEB</b>	-	Core Group
Vice Principal	<b>PRM</b>	-	Core Group
Director of International Policy	<b>BJR</b>	-	Core Group
Director of Finance	<b>PRR</b>	-	Core Group
Academic Registrar	<b>NM</b>	-	Core Group
Director of Communications	<b>LW</b>	-	Core Group
Heads of Academic Departments		-	Core Group
	<b>KEW KC IJL CAE BF</b>		
Head of Educational Development and Quality Enhancement	<b>AMH</b>		
Enterprise Development Director	<b>EAH</b>		
ReedNet Director	<b>CDC</b>		

#### Authority

3. The committee is authorised by the Board of Governors to deal with operational matters relating to the management of the College and the management of the College's relationship with HEFCE and other external agencies. The committee will also oversee the preparation and implementation of the College's strategic plan (in conjunction with the Academic Planning & Resources Committee), related sub-strategies and associated resource management

#### Duties

4. The duties of the College Executive shall be:
  - a) to initiate and develop for the agreement of the Board of Governors and the Academic Board the College Strategic Plan and Annual Operating Plan and to ensure the implementation of these plans and associated sub strategies
  - b) to devise comprehensive financial plans, for consideration initially by the Finance & General Purposes Committee, within the framework laid out by the Board of Governors and the Finance & General Purposes Committee
  - c) to advise the Academic Board on the current state of resources and the resource implications of proposed initiatives
  - d) to refer, where necessary, consideration of the academic implications of policy developments to the Academic Planning & Resources Committee (APRC) and to commission such reports from the APRC as may be required from time to time

- e) to monitor the external environment and to manage the relationship with HEFCE and other external agencies
- f) to resolve problems associated with the operation of approved College policies that have not been resolved through management or other agreed arrangements

#### **Attendance at meetings**

- 5. The Principal may determine whether other members of College staff should attend meetings of the committee from time to time.

#### **Frequency of meetings**

- 6. Meetings of the Core Group of the College Executive will normally be held fortnightly. Planning meetings [*involving the other members of the College Executive and Head of HEDQE*] will be held every second meeting (ie every month). The Principal may call additional meetings of either the core or full College Executive if they are considered necessary.

#### **Reporting procedures**

- 7. The College Executive will report on its activities and make recommendations (costed, where necessary) to the Board of Governors and to the Academic Board as appropriate.

#### **Clerking arrangements**

- 8. The Clerk to the Board of Governors will be the Clerk to the College Executive

January 2011

## **Full College Executive**

### **Membership 2010/11**

#### **Core Group**

Principal	-	Dr D G Llewellyn	(Chairman)
University College Secretary	-	Dr C E Baxter	(Secretary)
Vice Principal	-	Professor P Mills	
Director of International Policy	-	Professor B J Revell	
Director of Finance	-	Mr P Rigg	
Academic Registrar	-	Dr N Morrison	
Director of Communications	-	Mrs L Westwood	
Heads of Academic Departments	-	Dr K E Walley	
	-	Dr B Florey	
	-	Mr I J Loynes	
	-	Dr K Chaney	
	-	Mr C A Ellis	

#### **Full Group**

Head of Educational Development and Quality Enhancement	-	Dr A M Hind	
Enterprise Development Director	-	Mr E A Howell	
Head of Liaison & Marketing	-	Mr R J Jopling	
ReedNet Director	-	Mr C D Cowap	
Head of Information Services	-	Mr C M Taylor	

July 2010