

## **HARPER ADAMS UNIVERSITY**

### **University Executive- updated terms of reference**

1. As members are aware, minor changes are required to the terms of reference for University Executive to reflect the creation of the new roles of Director of Education and Head of Quality and Standards. These new roles reflect the changes made to the roles of two existing staff following the departure of the Director of Learning and Teaching in January 2021.
2. The Deputy Vice-Chancellor and the Academic Registrar and Director of Academic Services have also identified a need to establish two new groups to drive forward regular discussion of access and participation plan targets and achievements and the delivery of academic strategic imperatives. University Executive confirmed that it is content that the work of such groups would be reported to it as required. The University has also had an Equality and Diversity Group in place for a number of years and it is proposed that this might also usefully report to the University Executive on its work as and when necessary.
3. The required changes to the terms of reference are highlighted in the attached document.
4. The Board has been asked to approve the revised terms of reference and to agree that should University Executive propose any further minor changes when it reviews the updated ToR at its next meeting, the Chair of the Board may act on behalf of the Board to approve any further minor updates.
5. University Executive is asked to APPROVE the revised terms of reference.

Dr C E Baxter  
University Secretary  
January 2021

# HARPER ADAMS UNIVERSITY

## University Executive Terms

### of Reference Constitution

1. The Board of Governors has established a committee of the Board of Governors known as the University Executive, which shall act as the Vice-Chancellor's executive and advisory committee.

### Membership

2. The Committee shall consist of the Vice-Chancellor and the following heads of functions:

Vice-Chancellor (Chief Executive)  
Deputy Vice-Chancellor  
University Secretary  
Deputy University Secretary  
Chief Financial Officer  
Director of Academic Services & Academic Registrar  
Director of Marketing, Communications & Recruitment  
Director of Education  
Director of Research  
Heads of Academic Departments  
Head of Quality and Standards

### Authority

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

### Duties

4. The duties of the University Executive shall be:
  - a) to initiate and develop for the agreement of the Board of Governors and the Academic Board the University Strategic Plan and Annual Operating Plan and to ensure the implementation of these plans and associated sub strategies
  - b) to advise on 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 relevant policy developments to the PAC and to commission such reports from the PAC as may be required from time to time
  - e) to monitor the external environment and to manage the relationship with OfS and other external agencies to resolve problems associated with the operation of approved University policies that have not been resolved through management or other agreed arrangements
  - f) to advise on the delivery and management of operational matters including activities required to achieve agreed targets set out in key strategies/plans such as those for Access and Participation, Human Resources, Health and Safety

- g) to ensure that close communications are maintained with the Academic Strategy and Management Group so that academic matters are taken into account in the work of the Executive

### **Attendance at meetings**

5. The Vice-Chancellor may determine whether other members of University staff should attend meetings of the committee from time to time.

### **Frequency of meetings**

6. Meetings of the University Executive will normally be held fortnightly.

### **Reporting procedures**

7. The University 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 University Executive

### **University Executive**

#### **Membership 2020/21**

|  |   |                  |             |
|--|---|------------------|-------------|
| Vice-Chancellor                              | - | Dr D G Llewellyn | (Chairman)  |
| Deputy Vice-Chancellor                       | - | Prof M Lee       |             |
| University Secretary                         | - | Dr C E Baxter    | (Secretary) |
| Deputy University Secretary                  | - | Mrs K Baker      |             |
| Chief Financial Officer                      | - | Mrs L Furey      |             |
| Director of Academic Services & AR           | - | Dr S Clarke      |             |
| Director of Marketing, Comms and Recruitment | - | Mrs S Grover     |             |
| Director of Education                        | - | Prof L Arnold    |             |
| Director of Research                         | - | Prof D Arnold    |             |
| Heads of Academic Departments                | - | Dr A Creedon     |             |
|  | - | Ms R Payne       |             |
|  | - | Mr P Chima       |             |
|  | - | Dr A Wilcox      |             |
|  | - | Dr P Robinson    |             |
| Head of Quality and Standards                | - | Mr S Barnett     |             |

#### **January 2021**