

Aston University Vice-Chancellor's Executive Terms of Reference

Summary

Aston University Executive (the Committee) is the University's principal management committee responsible for the strategic leadership and management of the University. Its focus is on the strategic direction, sustainable development and operation of the University, with responsibility for matters that transcend individual Colleges or Directorates and have University wide implications. The Terms of Reference of the Committee shall be construed accordingly.

The Committee is responsible for:

- The management of university wide enterprise operations, Divisions and Colleges;
- The development and implementation of the University strategy, policy and plans and preparation of the annual Operating Plan and budget;
- Overseeing matters relating to university wide strategy, management, administration, and resources;
- Monitoring College and Directorate performance against plans and budgets, the capital programme, and major project objectives.
- Management and oversight of risk and compliance at an enterprise level.

The Committee shall meet on a monthly cycle.

Membership

Vice-Chancellor & Chief Executive, Chair
Deputy Vice-Chancellor (Academic)
Chief Operating Officer (COO)
Executive Director Finance
Chief People Officer (CPO)
Pro Vice-Chancellor (Research & Enterprise)
Pro Vice-Chancellor & Executive Dean, College of BSS
Pro Vice-Chancellor & Executive Dean, College of EPS
Pro Vice-Chancellor & Executive Dean, College of HLS
University Secretary

Additional executive members may be invited on the committee by the Vice-Chancellor as required.

The Quorum for the Committee must include the Chair and majority of members.

Terms of Reference

To advise the Vice-Chancellor & Chief Executive in respect of the following:

Resources Framework

- The development of the University budget, revenue and capital programme and oversee alignment with the Strategy and Operating Plan.
- Budget discipline and compliance with approved major projects and capital works.

- The development of the University workforce strategy, including capacity, capability and performance oversight in line with the Strategy and Operating Plan.

Policy and Planning

- The development of strategic planning, and the operational and financial management framework for matters that require Council approval and the leadership, management, and oversight against that framework.
- All other policies, implementation plans and budgets, regulatory frameworks with university wide implications (teaching and learning and research plans, including research and enterprise, research training, research quality and integrity, commercialisation), Internationalisation, Directorate and College plans, Alumni, student experience, corporate governance, financial, estates and HR policies and procedures.
- Significant HR, organisational development and culture change programmes and initiatives including major changes to the grouping of academic disciplines and directorate structures, EDI and ESG plans, staff pay and pensions, promotions and honorary appointments.

Performance Management Monitoring

- The annual Operating Plan, Budget and KPI's for the University
- Reviewing of performance against the Operating Plan on a quarterly basis
- Reviewing and overseeing of strategic risk management and compliance
- Reviewing and overseeing the delivery of major projects and capital works
- Reviewing and overseeing the performance of external investments and partnerships

Key Decisions

To advise the Vice-Chancellor & Chief Executive and make decisions as appropriate within delegated authority on issues with university wide implications (Key Decisions) in respect of the following matters:

- Strategic Plan and Budget
- Academic Quality and Integrity (including Students, L&T, Research)
- Operations
- IT and Data
- Student Services and Experience
- Enrolment Targets
- Branding and Recruitment
- Workforce issues
- Estates
- Commercial entities, operations and investments

Council and Council Committees

Approval of the content of Council and Council Committee reports.

Addendum

Executive Sub-Committee

The University Executive has established a Senior Leadership Group whose membership and terms of reference are appended.