

ASTON UNIVERSITY EXECUTIVE

The Executive Committee is the peak management group of Aston University and convenes to discuss topics of strategic and operational importance to the University, and to inform decisions of the Vice-Chancellor and other executives. To devolve input to appropriate parties, and to manage the agenda of the Executive Committee, the following groups have been established: Executive Academic Group (EAG), Executive Engagement Group (EEG), and Executive Operations Group (EOG).

TERMS OF REFERENCE

Executive Committee

Membership: As determined from time-to-time by the Vice-Chancellor. Currently, the Vice-Chancellor (Chair), the Deputy Vice-Chancellors, the Pro-Vice-Chancellors, the Chief Operating Officer, the Executive Director of Business Engagement, the Executive Director of Campaigns, and the Executive Director of HR and Organisational Development.

Terms of Reference:

To discuss and provide advice to the Vice-Chancellor (and other executives) on topics of strategic and operational performance of the University.

Specific tasks:

1. To consider and provide advice on matters prior to consideration by Council (or its committees) which require governing body approval, including preparation of the annual Budget and Financial Forecast.
2. To give final consideration to, and endorse as appropriate, University Policies, with reference to the Council where it is required.
3. To receive reports from the Health and Safety Committee, and to take such action arising therefrom as may be considered necessary to ensure that the Executive fulfils effectively its responsibility for managing health and safety.
4. To receive reports from Executive Operations Group, the Executive Academic Group and the Executive Academic Group.

Meetings: take place every two weeks in term time

Executive Academic Group

Membership: Provost and DVC Academic (Chair), PVC Education and PVC Research, Executive Dean and PVC of each College, Executive Director of HR and OD. Other members of the Executive or other staff may request attendance or may be invited to meetings for specific business as appropriate

Terms of Reference

1. Strategic leadership of all research and education functions in the University
2. Operational oversight of all research and education functions in the University
3. Responsible for developing academic-related policies, procedures and activities, and where appropriate recommending this to the Executive and Senate
4. Encouraging collaboration and lack of duplication across academic areas
5. Share and adopt good practice.

Meetings to take place fortnightly Minutes are received by Executive

Executive Engagement Group

Membership: DVC Engagement (Chair), PVC Education and PVC Research, and one nominee representing the Colleges, Director of Finance (representing COO portfolio), Provost Director of Operations, Exec Director Business Engagement, Executive Director of Campaigns, and pending further Exec appointments: Acting PVC International (Recruitment & Pathways) and either Director Student Services or Director Employability). Other members of the Executive, SU members or other staff may request attendance or may be invited to meetings for specific business as appropriate.

Term of Reference:

1. To consider and resolve issues relating to the Engagement Plan and its implementation, raised by Colleges, students or external parties (across market plans, recruitment plans, product development plans etc).
2. To give initial consideration to major new initiatives (new significant partnerships like an IoT, or major philanthropic initiatives) as may require wider discussion with the wider Executive, and to forward views to the Executive Team accordingly. This includes monitoring progress of the Aston Engagement Plan (TBC) and performance as measured through the Engagement KPIs.
3. To take the users' view in terms of the experiences and services our users would like, and to support the efforts of the Engagement team and Colleges (as appropriate) in redesigning services and business processes to better meet the expectations of our users/beneficiaries, and in navigating trade-offs as these occur.
4. To monitor plans for delivery of revenue growth & diversification and the pipelines for income.
5. To monitor progress and development of the University's key external relationships (e.g. CapGemini for DA and other activity, the health of the Muscat University partnership).
6. To monitor key Civic & Regional Engagement initiatives such as the Commonwealth Games to ensure coordination of approach across the University.
7. Advise on the University's approach to major non-research funding calls, major external consultations (as required) and specific issues relating to Global & Home Rankings (as and when requested by the Global & Home Rankings Strategy & Tactics Working Group).
8. To be a sounding board for the Engagement Senior Management team when prioritising and de-prioritising activities.

Where other Committees, working groups or task & finish groups already have responsibility for specific Engagement activities and where the groups work well, these groups will continue to operate and only escalate issues to EEG. This is to avoid too many operational issues coming to EEG. This applies to the Admissions Strategy & Steering Committee, the Timetabling group, the Global & Home Rankings Strategy & Tactics Group.

Executive Operations Group

Membership: Chief Operating Officer (Chair), Executive Director of HR and Organisational Development, a PVC from the Engagement portfolio (nominated by the DVC Engagement), a PVC from the Academic portfolio (nominated by the DVC Academic), Director of Finance, Director of Estates, Director of Digital Services, Director of Process Improvement. Other members of the Executive or other staff may request attendance or may be invited to meetings for specific business as appropriate.

Terms of Reference:

1. To ensure provision of a consistent high quality and joined-up customer service to key beneficiaries.

2. To give initial consideration to major issues – e.g. in relation to HR, Finance, Estates and Digital Infrastructure Planning - as may require wider discussion with the wider Executive, and to forward views to the Executive Team accordingly. This includes monitoring progress of the Aston Estates strategy and Digital Aston Strategy.
3. To review and approve all returns to the OfS and other external bodies.
4. To monitor the progress of, and to recommend decisions as may be required in relation to, major capital initiatives.
5. To review papers before submission to Audit Committee and FIC.
6. To monitor internal audit recommendations and escalate as necessary.
7. To review monthly financial performance reports, ie management accounts.
8. To review reports from the monthly capital review meeting.
9. To review any reports from the Office of the General Counsel.

Meetings: take place monthly. Minutes: are received by the Executive