



University of Plymouth

University Executive Group Terms of Reference 2024/25

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 and operational plans and overall effectiveness.

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, digital, 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:

- Capital Projects Committee (Snr DVC)
- Equality, Diversity and Inclusion Committee (ED AHB)
- Information Governance Committee (URS)
- IT and Digital Committee (Snr DVC)
- Reputation Steering Group (ED AHB)
- University Health, Safety and Wellbeing Assurance Committee (URS)
- Student Recruitment Committee (Snr DVC)
- Sustainability Advisory Group (ED SE)
- UEG Advisory Group: Students Union (URS)
- University Internationalisation Group (Snr DVC)
- University Planning Board (Snr DVC)

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

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

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



4. Membership of UEG

1	Vice-Chancellor (Chair)	Professor Richard Davies
2	Senior Deputy Vice-Chancellor	Professor Dafydd Moore
3	Deputy Vice-Chancellor, Education and Student Experience	Professor John Curnow
4	Deputy Vice-Chancellor, Research and Innovation	Professor Kevin Jones
5	University Registrar and Secretary	Gavin Douglas
6	Chief Financial Officer	Julie Fielder
7	Executive Dean, Faculty of Science and Engineering	Professor Chris Fogwill
8	Executive Dean, Faculty of Health	Professor Bob Fern
9	Executive Dean, Faculty of Arts, Humanities and Business	Professor Chris Bennewith
10	Chief Marketing Officer	Jane Chafer

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

5. Meetings, Minutes and Communications

Frequency: weekly on a Wednesday. One meeting every month devoted to strategic discussion at which no formal items for approval will be received.

Minutes: minutes and associated key action log (including items for communication) are reviewed and approved at each formal meeting.

Updates to the University about UEG activity will be provided by other means.

6. Quorum

The quorum for meetings of the University Executive Group shall be one half of the membership rounded up to the nearest whole number.