# The Senior Leadership Team

## Statement of primary responsibilities

The Senior Leadership Team (SLT) is responsible for advising the Vice-Chancellor on the exercise of the functions and responsibilities delegated by the Board of Governors to the Vice-Chancellor as the University’s chief executive. SLT comprises the executive of the University for the purposes of the University’s Regulations and Scheme of Delegation.

## Terms of reference

Subject to the authority of the Vice-Chancellor and the ultimate authority of the Board of Governors, SLT shall be responsible for:

1. Overseeing the delivery of the University’s Strategic Plan and of the strategies approved by the Board of Governors;
2. Monitoring and reporting to the Board of Governors on the University’s performance against objectives, and ensuring prompt action is taken as required;
3. Leading the strategic planning process in consultation with the Academic Board and University staff, developing long-term plans for approval by the Board of Governors;
4. Co-ordinating the day-to-day academic, corporate, financial, estate and human resources management of the University;
5. Co-ordinating the University’s planning and budgeting process, approving the annual plans of faculties and professional service departments, and recommending the annual budget and the annual financial forecasts to the People, Finance and Resources Committee and the Board;
6. Managing the University to ensure its financial and academic sustainability, and providing appropriate advice to the Board and the Board’s committees;
7. Ensuring the solvency of the University and the safeguarding of its assets, including the effective use of funds approved by the Board for their budgeted purposes;
8. Approving unbudgeted expenditure, disposals, acquisitions and capital and revenue funded projects within the limits set for the Vice-Chancellor in the Scheme of Delegation;
9. Acting as the University’s Risk Committee under the Risk Management Policy and Process approved by the Board; identifying and managing risks facing the University in accordance with the University’s risk management policies and strategies;
10. Managing the University’s compliance with legal and regulatory requirements;
11. Overseeing the University’s Information Compliance Committee, Health and Safety Committee and Data Quality Group;
12. Approving policies and procedures necessary for the management of the University (except where approval is reserved to the Board or has been delegated to a committee of the Board);
13. Considering matters referred to it by the Senior Management Team (SMT), and overseeing functions which the SLT has delegated to the SMT;
14. Advising the Vice-Chancellor on other aspects of the Vice-Chancellor’s delegated functions and responsibilities.

## Membership

SLT shall comprise:

* The Vice-Chancellor (Chair)
* The Deputy Vice-Chancellor (Academic)
* The Deputy Vice Chancellor (Student Recruitment and Business Development)
* The Chief Operating Officer
* The Pro Vice-Chancellor (Research and Knowledge Exchange)
* The Pro Vice-Chancellor (Student Success)
* The Pro Vice-Chancellor (Student Experience and Institutional Equity)
* Executive Director of People
* The University Secretary

Other staff may attend by invitation for specific items of business.

The Vice-Chancellor shall act as Chair and shall nominate another member of SLT to act as Chair in the Vice-Chancellor’s absence. The Head of the Vice Chancellor’s Office (or a member of staff nominated by them) shall act as secretary.

## Method of operation

1. SLT shall meet as necessary and normally on a weekly basis. Members are expected to prioritise SLT before other commitments. The sending of alternates is not permitted.
2. The quorum shall be a simple majority of the current members of SLT.
3. SLT members shall discuss matters freely and openly. To ensure that SLT can effectively fulfil its advisory and decision-making role, members of SLT and those in attendance must respect the sensitive and confidential nature of SLT’s proceedings and the information considered by SLT.
4. Although SLT does not report directly to the Board of Governors (as its role is to advise the Vice-Chancellor on the exercise of their powers as chief executive), SLT is accountable to the Board through the Vice-Chancellor. The Vice-Chancellor shall report to the Board on major decisions and issues considered by SLT.
5. SLT may delegate aspects of its responsibilities to the Senior Management Team and to other subcommittees and working groups, provided these remain accountable to SLT.

Approved by Senior Leadership Team