Terms of Reference and Membership for the Operations Committee

Delegated Powers

Operations Committee is a sub-committee of the Executive Board and has delegated powers from Executive Board.

MEMBERS

Ex officio members:

Chair: Chief Operating Officer
3x Directors of Faculty Operations
Chief Finance Officer
Associate Director (People Services)
Director of Estates and Facilities
Director of Operations
Chief Information Officer
Director of Planning and Organisational Performance
Director of Student Life
Director, Research Innovation and Impact
Director of UK Recruitment and Admissions
Director of International recruitment
Director of Programmes and Projects
Director of Marketing and Communications

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In Attendance
Governance Officer, Secretary to the Committee

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TERMS OF APPOINTMENT

Ex-officio members remain a member for the term of their appointment. All members do not need to attend each meeting, depending on the focus of the meeting.

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TERMS OF REFERENCE

Risk based Assurance

1. To receive a summary report on the operational risk environment, identifying emerging trends or risks out of appetite and hold individual areas to account on their management of risk.

2. To receive matters escalated to the Operations Committee from the other two sub-committees or Executive Board.

3. To escalate to EB any risk outside risk appetite that cannot be treated, tolerated, transferred or terminated.

4. To review internal audits and other assurance activity against areas under the remit of the Operations Committee including monitoring progress with addressing significant findings.

Performance Setting and Monitoring

5. To make recommendations to the Executive Board for operational targets and objectives, including KPIs and lead indicators, based upon Our Operations Policy Statement and other strategic KPIs and lead indicators.

6. To monitor performance against KPIs and lead indicators and escalate to EB any significant non-performance where this impacts on University level KPIs. The relevant EB owner of any non-performing matter or an EB member who is impacted by such non-performance will be invited/can request to attend any Operations Committee to address or raise concerns.

7. To monitor budget utilisation and escalate to EB any material variation (under or over) or incremental budget requests for optional activities.

8. To monitor and review the adequacy of the University's arrangements for communication, training, consultation and co-operation on operational matters, including Equality, Diversity and Inclusion and Marketing and Recruitment.

Policy Statements and Procedures

9. To review annually the Our Operations Policy Statement for recommendation to Executive Board (for approval).

10. To approve the IT, Information Security, Estate, and Marketing and HR procedures and other supporting documentation.

Projects and Programmes Process

11. To approve low category projects (using discretion to refer to Executive Board for approval where required).

12. To consider in-year medium and high category project feasibility and business cases for recommendation to Executive Board .

EB Agenda Items

13. For the avoidance of doubt and where not specifically referenced above, the Operations Committee will deal with the following items formerly included on EB agendas.

Risk Register	Management Accounts
Policy and Strategy – relevant approvals (including HR procedures and processes excluding Appraisals round, People survey results and action plan)	Internal Audit plan for operations area
Confirmation and Clearing logistics plans –	Contracting Authority Status – recommend to

Approved by Executive Board [18.12.2024]

approval	Council (AAC to note)
SISC annual report	Accommodation allocations policy and rents – approval
Annual IT report	Sustainability report
Research Park annual report	CMA task group annual report
Insurance annual report	Annual report from Security
Internal Audit Annual Report	

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PROCEDURES

Quorum

The quorum for the Operations Committee shall be half of current members. In the case of an equal vote, the Chair shall have a casting vote.

Frequency of Meetings

The Committee shall meet monthly, except for August.

Reporting Arrangements

An operations report is provided to Executive Board following each meeting.

Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.