



**UNIVERSITY MANAGEMENT TEAM
TERMS OF REFERENCE & MEMBERSHIP 2019/20**

1.	Authority
1.1	The University Management Team is established by the Vice-Chancellor & President and will advise the University Executive Board.
2.	Purpose of the University Management Team
2.1	The University Management Team (UMT) advises the University Executive Board (UEB) on strategic, operational and academic matters.
2.2	The aim of this wider team is to meet at key points within the annual strategic planning cycle to provide advice and input to significant issues effecting the delivery of university strategy and operations both internally and externally. UMT will support UEB in identifying emerging issues, trends, risks and opportunities for Higher Education and to challenge established ways of thinking.
3.	Membership
3.1	<p>The UMT will comprise the following members, as follows:</p> <ul style="list-style-type: none"> • Vice-Chancellor & President (Chair) • Deputy Vice-Chancellor & Provost (Vice-Chair) • Deputy Vice-Chancellor - New Campus Development • Pro Vice-Chancellor – Education • Pro Vice-Chancellor – Global Engagement • Pro Vice-Chancellor – Health • Pro Vice-Chancellor – Research and Enterprise • Pro Vice-Chancellor – Student Experience • Chief Financial Services Officer • Chief Information Officer • Chief Operating Officer • Chief People Officer • Chief Property Officer • Dean – Faculty of Arts • Dean – Faculty of Engineering • Dean – Faculty of Health Sciences • Dean – Faculty of Life Sciences • Dean – Faculty of Science • Dean – Faculty of Social Sciences and Law • Deputy University Secretary & Director of Legal Services • Director of Development and Alumni Relations • Director of External Relations • Director of Library Services • Director of Planning, Strategy and Change • Director of Sport, Exercise & Health • Executive Director for Education and Student Experience & Academic Registrar • Executive Director, Research & Enterprise • Registrar & University Secretary

3.2	Other members of the University staff will attend as appropriate by invitation.
3.3	The quorum necessary for the transaction of business is one third of the membership (rounded up to the nearest whole number).
4.	Specific Duties
4.1	UMT will undertake the following duties :
4.2	Developing and Delivering Strategy
4.2.1	To ensure that consideration is given to issues that are, or may become, of major strategic significance to the University.
4.2.2	To contribute to the formulation of new plans, policies, strategies, initiatives, projects and programmes of University-wide significance, including strategic/ financial plans and provide advice to the University Executive Board where appropriate.
4.2.3	To undertake horizon-scanning of the environment in which the University operates and provide comments/advice to the University Executive Board, so that the University Executive Board can make appropriate adjustments to the University Strategy and plans and to keep the University's operations within its agreed risk appetite.
5.	Accountability and Reporting
5.1	The Chair of UMT shall report to UEB.
5.2	UMT shall make whatever recommendations to UEB it deems appropriate on any area within its remit.
6.	Frequency of Meetings
6.1	2 day residential in September, 4 Meetings (December, February, April and June) and 2 half day plenaries (October and January). UMT may be convened more frequently if required.
7.	Effectiveness Monitoring and Compliance with Terms of Reference
7.1	To review effectiveness and efficiency annually including the relevance of: <ul style="list-style-type: none"> • its remit, authorities and powers as stipulated in its Terms of Reference, and of • its membership.
8.	Governance Office Support
8.1	A member of the University Governance Team will be Secretary to UMT meetings. The UMT Residential and Plenaries will be supported by the Planning & Business Intelligence Team.
	<p>Approval date: 23 September 2019 June 2020 updated membership and frequency of meetings</p> <p>Review date: September 2020</p> <p>Contact: governance@bristol.ac.uk</p>