

University Executive

Terms of Reference

Purpose

University Executive supports the Rector in the day-to-day management and operation of REU Under the direction of the Board and Council, its purpose is to:

- Manage and lead the University on a day-to-day basis
- Deliver the University Strategy (as set by Council) in line with its mission and values
- Inspire and empower students and staff to achieve their best
- Create and sustain a vibrant values-led learning community

All matters are subject to the direction set by Council and are referred to it for approval as required.

Remit and responsibilities

University Strategic Planning

1. To oversee the operational delivery of the university's strategic plan approved by Council
 - a. Agree the annual plan to achieve the delivery of strategic goals and targets
 - b. Set and monitor performance indicators
 - c. Prioritise strategic projects, activities and targets
 - d. Allocate and monitor the use of resources to achieve goals and targets.
2. To identify necessary supporting strategies for the achievement of the overall strategic plan and the effective operation of the university, to ensure such strategies are developed, led and implemented effectively. They are likely to include:
 - a. Learning and teaching (including student experience)
 - b. Equality and Diversity
 - c. Sustainability
 - d. People and development
 - e. Community engagement and Civic purpose

Financial oversight and compliance

3. To support Council in its duty to safeguard University assets and demonstrate accountability in its stewardship of its tangible and intangible resources
4. To oversee and manage financial matters:
 - a. Set the annual budget within the five-year financial plan
 - b. Monitor and report on the operation of the budget
 - c. Maintain appropriate contingency funds
 - d. Confirm the annual accounts and financial statements for approval by Council
 - e. Review fee levels and charges to students
 - f. Ensure that activity is conducted within the Financial Regulations
5. To support Council in ensuring university compliance with pertinent legislation, regulations, codes etc. (such as those covering Data Protection, Equality and Diversity, Employment, Health and Safety, Sustainability)

Risk Management

6. To monitor and update the Strategic Risk Register maintained by Council and manage agreed mitigating actions
7. To draw up and monitor the Operational Risk Register, identify and implement mitigating actions
8. To ensure that effective risk and project management processes are in place.

Activity and project management

9. To establish such committees, working groups or project teams required by the Executive to ensure the smooth and effective oversight and operation of the university
10. To set the Terms of Reference, receive reports from and monitor the activity of such committees, working groups and project teams.

University culture

11. To promote and champion an institutional culture shaped and led by its values
12. To create a positive learning and working culture across the university that is open, responsive, resists all forms of discrimination and builds an inclusive community
13. To ensure that routes of communication are clear, involve consultation and feedback processes, that individual and collective voices can be heard and concerns raised and listened to

Student engagement

14. To work with the Student Forum, seeking its views and responding to requests for information or discussion on matters of interest to the student body

Communication

15. To ensure effective and timely external and internal communication.

Constitution

Rector (Chair)

Pro-Rector(s)

Director of the University

Deans of Faculty

The University Secretary and Registrar

Director of Finance

Additional attendees may be invited (but do not contribute to a quorum)

Quorum

A majority of members including the Chair

Frequency of meetings

As required, normally every two weeks

Reporting and Minutes

Routine reporting is through the Chair to Council.

The minutes of all meetings are submitted to the next meeting for approval.

Minutes are stored on the Governance SharePoint site to which access is restricted.

Approval and modification

Date Approved by Senate **03.10.2025**

Modification None to date

Due for formal review **01.10.2026**

Version: 1.0

Contact for Queries:

Academic Integrity Officer

Email: registry@regenteuropeanuniversity.com

Document Control:

- **Classification: Public**
- **Distribution: All staff and students via university website**
- **Related Legislation: Higher Education Act, Copyright Act, Data Protection legislation**
- **Related Standards: QAA UK Quality Code, European Standards and Guidelines (ESG)**