
Terms of Reference: Senior Management Team (SMT)

Date of Approval:	November 2013, Senior Management Team (formerly School MT)
Last Reviewed:	March 2018
Date for Review:	February 2019
Version:	V4.0
Chair:	Vice-Chancellor
Secretary:	Executive Assistant

Context

The Senior Management Team (SMT) ensures there is effective leadership, management and co-ordination of all the major academic and support activities undertaken by the UCO.

The SMT is responsible for developing the detailed operational plans and supporting strategies to deliver the UCO Strategic Plan.

The SMT takes key decisions and ensures that the institution operates efficiently and effectively.

The SMT supplies the Board of Directors and its committees with executive reports, draft budgets and accounts, key performance indicators, information on capital investments and reports on risk management.

Terms of Reference

- 1) To advise the Vice-Chancellor on the operational issues facing the UCO.
- 2) To act collectively in ensuring the effective management of the UCO.
- 3) To ensure effective communication with Academic Council, especially where proposed action from SMT impacts on student academic experience.
- 4) To introduce strategies to feed into operational planning cycle and to oversee the annual operational planning cycle, consider the operational plans for the key areas of the UCO and ensure that academic; financial and physical planning are properly integrated
- 5) To advise the Vice-Chancellor on policies and procedures required to ensure the development of the UCO. To monitor the performance of the UCO against a range of performance indicators and where necessary takes corrective action.
- 6) To ensure that the UCO responds in a timely way to emerging threats and takes advantage of new opportunities
- 7) To approve all tuition fees and fee bands.
- 8) To monitor Key Performance Indicators (KPIs).
- 9) To review periodically the Operational Risk Registers to ensure that key risks are appropriately managed

Frequency of Meetings

The SMT meets monthly.

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Composition and conditions of membership

- Vice-Chancellor (Chair)
- Deputy Vice-Chancellor (Education)
- Deputy Vice-Chancellor (Research)
- Finance Director
- Chair of Pre-Registration Portfolio Board
- Dean of Academic Development
- Director of ICT
- Finance Manager
- Head of Clinical Practice
- Head of Estates
- Head of Fundraising
- Head of HR
- Head of Marketing & Communications
- Head of Student Services
- Head of Quality
- Registrar

Members serve as a condition of their role and are expected to act as a cross-functional team and conform to the values set out in the UCO's Strategic Plan.

Quorum

The SMT is quorate when the Chair (or alternate Chair, as agreed by the Chair) and at least 50% of other members are present.

Reporting and subcommittees

Reports to:

Vice-Chancellor

Receives reports from:

Community Clinics Steering Group

Equality Committee

Health and Safety Committee

Information Security Governance Committee

Resource Allocation Group

Staff Consultative Group

Quality Assurance Committee

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Amendment Record

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
January 2017	Administrative: To amend staff role titles further to staff changes.	PRAG Chair
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair
March 2018	Reviewed & Updated	SMT

AGREED