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**Terms of Reference: Senior Management Team (SMT)**

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<b>Date of Approval:</b>	November 2013, School Management Team
<b>Last Reviewed:</b>	January 2017
<b>Date for Review:</b>	September 2017
<b>Version:</b>	V3.0
<b>Chair:</b>	Principal and Chief Executive
<b>Secretary:</b>	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 Principal 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.
- 4) 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 Principal 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, subject to consultation.
- 8) To review periodically the Operational Risk Registers to ensure that key risks are appropriately managed

**Frequency of Meetings**

The SMT meets monthly.

**Composition and conditions of membership**

- Principal and Chief Executive (Chair)
- Vice-Principal (Research)

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

Members serve as a condition of their role and are expected to act as a cross-functional team and to 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 six other members are present.

### **Reporting and subcommittees**

#### Reports to:

Principal and Chief Executive

#### Receives reports from:

Quality Assurance Committee

Health and Safety Committee

Staff Consultative Group

Equality Committee

Community Clinics Steering Group

Resource Allocation Group

Information Security Governance 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

AGREED