SCHOOL OF TECHNOLOGY

STRATEGY AND PLANNING COMMITTEE

TERMS OF REFERENCE

1 MEMBERSHIP

The Committee will have the following membership:

- Head of School (chair)
- Heads of Department
- Director of CISL

The Secretary of the School will act as Secretary.

The Finance Manager and the Deputy Head of School will attend the meeting.

The Committee does not allow deputies to be sent in the absence of Committee members.

2 ROLE AND RESPONSIBILITIES

The Strategy and Planning Committee will do the following:

- Develop and implement a coherent strategy for the School to enable the School to work towards its vision
- Agree on the initiatives and projects underpinning the strategy, identify the relevant champions/project managers to take forward the work and actively monitor progress
- Advise on the development and preparation of the School’s strategic plan, including all teaching, research and operational activities which are funded by all sources of income, for approval by the Council of the School
- Evaluate and assess major new initiatives in the School to ensure they are of sufficiently robust academic rigor and financially sustainable
- Evaluate and assess capital projects with the School, for approval by the Council of the School (be aware of lack of interaction with the project boards)
- Allocate non-recurrent UEF allocations as delegated by the Council of the School,
- Approve capital items (below £1m) as delegated by the Council of the School,
- Recommend, for approval of the Council of the School, any resource allocation on a recurrent basis (including filling of vacancies and new needs), and
- Discharge any duty delegated by the Council of the School.

3 ACCOUNTABILITIES

Accountable to the Council of the School of Technology

4 FREQUENCY OF MEETINGS

twice per term.

5 ADMINISTRATION OF MEETINGS
The intention is to send out the agenda and the papers for the Committee one week in advance of the meeting. If necessary, a second batch of late papers will be sent out subsequently.

This does impose the deadline on the Departments that they have to send papers to the School Office a fortnight before the meetings of the Needs Committee in order for the papers to be considered.

October 2019