



EXECUTIVE SUB-COMMITTEE

OPERATIONS COMMITTEE

TERMS OF REFERENCE

**Approved by Executive Committee
15 January 2020**

University of Limerick Operations Committee (ULOC):

Introduction

- 1.1 The purpose of the Operations Committee is to assist the Deputy President Chief Operating Officer (DPCOOR) in the coherent planning and execution of UL strategy and critical operational processes and enhance communication across the functional areas within the remit of the DPCOOR.
- 1.2 The University of Limerick Operations Committee is a subcommittee of the Executive Committee and reports to Executive Committee via the DPCOOR.
- 1.3 The Operations Committee will provide its agreed minutes to the Executive Committee as soon as possible for noting and/or discussion as necessary.
- 1.4 The Committee will meet at least 6 times per annum. The schedule of meetings will be agreed in advance by the Committee.
- 1.5 A quorum for a meeting of the Committee shall be one third of the total number of members, rounded up to the nearest whole number, plus one. The participation of members by tele conferencing and/or video conferencing will be counted for the purposes of a quorum. No meeting will proceed in the absence of a quorum.
- 1.6 Between meetings of the Operations Committee occasions may arise where an urgent matter requires consideration of the Committee. The Chair may agree in such circumstances to seek guidance from the Committee via email to all members. In the event of such circumstances arising any guidance and any decision will be noted in the minutes of the Committee's next meeting.
- 1.7 At the start of each meeting, the Secretary to the Committee will ask members to declare any conflict of interest, perceived or otherwise, in relation to any matters on the agenda. Where such a conflict is declared, the member will absent him/herself from the meeting during consideration of the agenda item. In addition, any additional documentation will not be made available to the member following the declaration of interest. These matters will be recorded in the minutes.
- 1.8 Questions arising at any Committee meeting should be decided by consensus. Where reaching a consensus is not possible, then the matter will be decided by a majority of the votes of the members present either in person or by tele conferencing and/or video conferencing. Where there is an equality of votes, the Chair shall have an extra casting vote. Where decisions are unanimous, they shall be recorded as such in the minutes. Dissensions and negative votes shall be summarised in the minutes in terms acceptable to the dissenting person or negative voter.
- 1.9 The Operations Committee will agree its Programme of Work on an annual and/or longer term basis and will submit it for noting to the Executive Committee.
- 1.10 The Committee will review its terms of reference on an annual basis and recommend any changes to Executive Committee for approval.

2. TERMS OF REFERENCE

- 2.1 To enhance cross-function strategic and operational planning and implementation within the remit of the DPCOOR.
- 2.2 To ensure an integrated planning process to support the delivery of the University's Strategic Plan across the functional areas within the remit of the DPCOOR.
- 2.3 To ensure a coherent and integrated approach to the successful delivery of projects across these functional areas and assist in the management of any associated operational risks.
- 2.4 The Committee will serve as an escalation point to Executive Committee for operational risks or issues that have University-wide implications that cannot be resolved by the Operations Committee.
- 2.5 To advise the DPCOOR on matters requiring cross functional planning and implementation;
- 2.6 To advise the DPCOOR on the development/review of policies within these functional areas that have corporate-wide impact and to recommend their approval to Executive Committee where appropriate.
- 2.7 In undertaking the foregoing, the Operations Committee will:
 - **Academic Registry:** Consider plans for services that support the student experience in UL and ensure that they are in keeping with the University's Strategic Plan.
 - **Corporate Matters:** Consider all corporate-level policies within the Policy Management Framework to ensure they are consistent with and supportive of the University's Strategic Plan and to make recommendations to Executive Committee for their approval; to advise the DPCOOR on areas in which policies are required or need to be reviewed to maintain best practice; to consider reports on the implementation or otherwise of University policies and procedures and report on findings to Executive Committee; to receive reports on the operation of GDPR and FOI on a regular basis and convey the findings to the Executive Committee for noting.
 - **Estates Management:** Consider and advise the DPCOOR on matters relating to major issues regarding procurement, upkeep, management and disposal of land and buildings and associated services within a University Estates Management Strategy not addressed by the Capital & Infrastructure Sub-Committee.
 - **Finance & Management Planning/Budgeting:** Review and challenge organisation finance and group budgets to provide assistance to the DPCOOR in ensuring they remain fit-for-purpose in support of University Strategy; to receive reports on the University's operational business planning process; consider budget variation proposals; undertake a first review of the University's budget strategy and make recommendations to Executive Committee for approval as appropriate, consider and advise on matters relating to procurement and value for money.

- **Human Resources:** Support the DPCOOR in the implementation of agreed HR strategy/plan consistent with University-wide strategy and advise on the required level of HR policies, including recruitment, development and retention. Make recommendations to the Executive for the approval of such policies as appropriate.
- **Information Technology:** Assist the DPCOOR in ensuring the IT Strategy/Plan to is supportive of the University's Strategic Plan and agree its submission to Executive Committee; note reports on progress against agreed priorities, including the resourcing of IT strategy, to advise the DPCOOR on the piloting and implementation of contemporary and innovative technology applications; to consider reports on information security/governance matters and report to and seek Executive Committee approval as required.
- **Marketing & Communications:** Assist to the DPCOOR in reviewing strategic aspects of the University's marketing and communications activities in areas such as research, planning, implementation and evaluation and make recommendations to Executive Committee as appropriate. To assist in the development/review of a University brand strategy for submission to Executive Committee for approval.
- **Risk:** Assist the DPCOOR in overseeing organisational risks relevant to the functional areas within his remit including consideration of the local risk registers, existing and future controls to mitigate identified risk and the implementation of Audit & Risk Committee recommendations; escalating matters to Executive Committee as required.
- **Equality, Diversity and Inclusion:** Support equality, diversity and inclusion and will strive for gender balance. It will seek consistency and common approaches, where these are in the best interests of students and staff.

Membership of Operations Committee:

Deputy President, Chief Operating Officer & Registrar (Chair)*

Associate Registrar (Pat Phelan)

Corporate Secretary

Director, Buildings & Estates

Director, Human Resources

Director, Information Technology Division

Director, Management Planning & Reporting

Financial Controller

Marketing

Communications

Director, Strategic Projects & Transformation

Director, Office of the President

2 Faculty Deans appointed by VPAA&SE

The Group will be supported by the Office of the DPCOOR

* Where the Chair is unavailable for a meeting, he will appoint a Chair for that meeting.