

# THE DUBAI EXECUTIVE COMMITTEE

## Terms of Reference

### 1 Constitution and Purpose

- 1.1 The Dubai Executive Committee is established in March 2021 as the body responsible for the operational management and driving the income diversification agenda for the Dubai Campus.

### 2 Remit

- 2.1 The Dubai Executive Committee is responsible for the Dubai Campus operational management and income diversification it is responsible and accountable for relaying decision-making and other relevant information to the University Executive (UE) in accordance with the University Executive's responsibilities and authority.

- 2.2 The Dubai Campus operates as a branch entity and the Provost and Vice Principal (Dubai) is the University's manager/authorised representative of the Branch. The authority and limitations are set out in the Power of Attorney (POA)

- 2.3 The Dubai Executive Committee is responsible for advising the Vice Principal (Dubai) on the execution of these powers and reporting to the UE, seeking UE or Court approval as required. Court approval is required for any delegation of powers in accordance with Clause 1(n) of the POA.

The Dubai Campus Executive is also responsible for:

- 2.4
- advancing the planning and development of the Dubai Campus in line with University strategy and presenting recommendations to the University Executive for approval.
  - developing, with the involvement of the appropriate constituencies, the paths and avenues for income diversification for the Dubai Campus
  - endorsing the Annual Report for approval by the UE and onward transmission of the Court.

- maintaining a risk register for the campus, reporting into the UE and other Boards and Committees as required.
- supporting University compliance with external legislation, regulations, codes etc (e.g., *Equality & Diversity Policy, Data Protection Policy, Health & Safety Policy, Bribery Prevention Policy*)
- supporting the University in its duty to safeguard its assets and to demonstrate accountability in its stewardship and proper use of public funds  
(e.g. *Financial Regulations, Fraud Prevention and Response Plan, Travel Expenses Policy, Sustainable Procurement Policy, Information Security Policy Framework, Intellectual Property Policy*)
- supporting the University in its duty to serve the public interest, to behave ethically, and to meet broadly the needs and expectations of its stakeholders (e.g., *Complaints Policy, Public Interest Disclosure (Whistleblowing) Policy, Code of Research Conduct*)
- making management decisions that accord with sectoral good practice and which reflect and safeguard:
  - the interests of its key internal and external stakeholders
  - the local and international regulatory requirements
  - the reputation and values of the University

### 3 Membership

3.1 The Dubai Executive Committee membership shall include the following:

- Provost and Vice Principal (Dubai) (Chair)
- Deputy Vice-Principal -Learning and Teaching (Dubai)
- Deputy Vice-Principal – Academic Leadership (Dubai)
- Chief Operating Officer (Dubai)
- Heads of Schools (Dubai)
- Head of Global College (Dubai)
- Heads of Professional Services (Dubai)
- Director- Lifelong and Continuing Education

In attendance:

- EA to the COO/DVP's & Committee Clerk (Dubai)

3.2

The Dubai Executive Committee's membership is:

- Professor Dame Heather McGregor, Provost and Vice-Principal (Dubai)
- Professor Tadhg O'Donovan, Deputy Vice-Principal, Academic Leadership
- Mrs Vanessa Northway, Deputy Vice-Principal, Learning, Teaching and Student Experience (Dubai).
- Dr Matthew Sukumaran, Chief Operating Officer
- Mr Stephen Gill, Head of School, MACS
- Dr Fadi Ghaith, Head of School, EPS
- Professor Louise Valentine, Head of School, SoTD
- Professor Fiona Robson, Head of School, SOSS/EBS
- Mr Matthew Smith, Head of School, EGIS
- Mr Rajinder Sharma, Head -Global College
- Mrs Sanaa Aga, Head – Human Resources
- Mrs Kanwal Ahmed, Head - GALS
- Mrs. Julie Lee, Head – Finance
- Ms Charlotte Ramsey, Head – Registry and Academic Services
- Mr Anas Abu Ghoush, Head- Information Services
- Mrs Claire Roper-Browning, Regional Director - MRAC
- Mr Cameron Mehrabanpour, Head - Estates and Facilities
- Mrs. Elizabeth Fowler- Executive Project Manager
- Mrs. Shona Bushnell- Manager- Business Development
- Professor. Evangelos Moustakas- Director- Lifelong Learning and Continuing Education.

In attendance:

- Ms Shelley Eustace, Executive Assistant to the COO/DVPs

## **4 Quorum and Voting**

4.1 The quorum is half of the membership of the Dubai Executive Committee where the current membership number is an even number, or a simple majority where the membership number is an odd number.

4.2 It is intended that decisions of the Dubai Executive Committee will normally be reached by consensus following a full debate. Therefore, the Chair will normally seek agreement to the proposal in question and, in exceptional circumstances only, and at the Chair's discretion, will call for a vote where there is a clear expression of dissent or if the matter is of particular significance.

4.3 Only members of the Dubai Executive Committee will be entitled to vote.

## **5 Committee Chair**

5.1 The Chair of the Dubai Executive Committee shall be the Provost and Vice Principal (Dubai)

5.2 In the absence of the Chair, the Deputy Vice-Principal (Dubai) shall chair meetings of the Dubai Executive Committee. In the absence of both the Vice-Principal, and Deputy Vice Principal (Dubai), the Vice Principal (Dubai) shall nominate another individual selected from the Dubai Executive Committee membership as the Chair for the meeting.

## **6 Frequency**

6.1 The Dubai Executive will normally meet monthly.

6.2 Additional meetings may be held in order to meet business requirements at the request of the Chair.

## **7 Attendance at Meetings**

7.1 The following officers are expected to be in attendance at meetings:

- a. University colleagues who are invited to present specific items of business, where they will be present for those items of business only.
- b. Other senior officers as the Dubai Executive Committee might determine from time to time.
- c. The Committee Clerk.

## **8 Reporting Procedures**

8.1 The Vice Principal (Dubai) will submit monthly briefing reports to the University Executive based on the minutes of the Dubai Executive Committee.

- 8.2 Minutes and reports of the Dubai Executive Committee will denote those areas of reported business which are deemed to fall within the designation of information which is 'exempt' under the FOI(S)A and UAE Laws.
- 8.3 Minutes of meetings of the Dubai Executive Committee (excluding exempt information) will be published on the University's web pages as soon as possible following approval at the subsequent meeting.
- 8.4 Minutes of meeting of the Dubai Executive Committee will be submitted for review and approval of the Chair no later than 14 days after the date of the meeting.

## **9 Forward Planning**

- 9.1 The Dubai Executive Committee will review its Terms of Reference annually and report any proposed changes to the UE for approval.
- 9.2 The meeting dates of the Dubai Executive Committee will be published in advance and align with all other Dubai Committee meetings.

## **Supporting Information**

### **Reporting Lines**

Minutes and Decisions from the following Dubai Committees will be tabled at the DEC for noting, consideration and/or endorsement as the case may be.

- Marketing, Recruitment, Admission and Communication (MRAC)- (Chair-Regional Director, Marketing).
- Health and Safety Committee (HSC) – (Chair- HOS EPS)
- Student Services Committee – (Chair- Registrar-Dubai)
- Research Coordination Committee (RCC)- (Chair-Director CESC)
- External Relations Group (ERG) – (Chair- COO)
- Sustainability and Social Impact Group (SSIG)- (Chair- Academic Staff Member)

- HWUD Learning and Teaching Enhancement Forum (HWUD LTEF)- (Chair, Deputy VP)

### Effectiveness and Lifespan

Lifespan continuing.

### Actions the Committee May Take

The Dubai Campus Executive may, within the context of the powers and limitations set out in the Power of Attorney it may:

- Receive
- Note
- Consider
- Endorse
- Recommend
- Agree
- Approve
- Reject

### Minutes Style

Action minutes in accordance with internal University guidance.

### Resources

Clerk: EA to the COO/DVPs (Dubai)

Review Log:

Date of 1<sup>st</sup> Revision: 27/07 23