

**Blizard Institute Executive Board  
Terms of Reference**

- Summary Remit:** To provide senior leadership in the development and implementation of the Institute's strategy whilst responding to strategic or policy developments within the broader organisation and assessing their impact on the Institute's objectives. This Board is responsible for the long-term sustainability of the Institute, ensuring that the plans are in place to support growth. This Board oversees the day-to-day delivery of the Institute's activities, ensuring collective ownership and oversight of the strategy and emerging opportunities. It is intended that actions from this board, where relevant, will proceed to the Faculty Executive Board.
- Membership:** Institute Director (Chair)  
Director of Education  
Director of Research  
Institute Manager  
Deputy Institute Manager  
Education Manager  
Research Manager  
Principal Laboratory Manager  
Centre Lead for Genomics and Child Health  
Centre Lead for Immunobiology  
Centre Lead for Cell Biology and Cutaneous Research  
Centre Lead for Neuroscience and Trauma  
Centre Lead for Centre of the Cell  
Blizard EDI Representative  
Postdoctoral Representative  
Postgraduate Student Representative
- In attendance:** Dean for Research, Dean for Education, other staff members as required for deputising and reporting.
- Risk Ownership:** Overall accountability for Institute Risk Register
- Meeting frequency:** Monthly
- Board Management:** Executive Assistant to Director's Office team (Secretary)
- Reports into:** Faculty Executive Board (verbal update)
- Feeder Committees:** Blizard Education Committee (BEC)  
Blizard Research Committee (BRC)  
Blizard Administration committee (BAC)  
Blizard Health and Safety Committee  
Laboratory Space Committee  
Others as appropriate

## **Remit**

1. To develop and oversee implementation of the Institute's Strategic Plan in alignment with the Faculty's overall strategy.
2. To ensure high level operational effectiveness and efficiency across the Institute.
3. To endorse proposed policy in the areas of administration, facilities, education and research.
4. To be the final decision-making body for the Institute and to oversee the planning, accountability and governance compliance in applicable areas.
5. To receive and monitor data on academic, professional, financial, personnel and capital resource for the Institute in support of the annual planning cycle.
6. To coordinate the Institute's submissions to the Planning and Accountability Review (PAR).
7. To make recommendations to Faculty Executive Board on the Institute's annual revenue and capital budgets and to monitor performance in relation to approved budgets.
8. To ensure training, development and well-being of all staff.
9. To oversee strategic development of Blizard Institute administration and support structure.
10. To manage and monitor the Institute Risk Register, assessing the effectiveness of the measures in place to mitigate against the impact of risks.
11. To monitor Value for Money initiatives for the Institute.
12. To ensure embedding of equality, diversity and inclusion objectives.

**Schedule for Review: September 2024**