

**British Institute of Technology Ltd**  
**Trading As: British Institute of Technology, England (BITE)**  
Executive Committee

Terms of Reference  
Reviewed:26.06.25  
Version: 1.14

Chairperson: Executive Director  
Deputy Chairperson: Principle

Secretary: Head of Finance

The Executive Committee exercises management control of the British Institute of Technology Ltd and its trading name British Institute of Technology, England (BITE) and will meet normally on a quarterly basis. The quorum for meetings of the Executive Committee shall be three. Committee reports to the Council and is responsible for the following:

#### TERMS OF REFERENCE

- 1) To adhere and implement the delegated task of the Council.
- 2) To execute under the principles of Code of the UK Corporate Governance Code promoting the purpose, values and future success of the company.
- 3) To oversee the strategic planning process and to recommend the draft Strategic Plan and supporting strategies for approval by the Council.
- 4) To oversee the annual budgeting process and to recommend a budget, with advice from the Council
- 5) To oversee all the work of the Academic Board and to give final approval of all suggestions of the Academic Board which have resource implications,
- 6) To take forward proposals to the Council concerning the Vision, Mission, and overall Strategic Direction of Institute,
- 7) To organise, direct, manage and lead the staff of Institute,
- 8) To maintain student discipline within the policies and procedures of Institute

#### **Mode of operation**

The Executive Committee meets quarterly.

#### **Membership**

Company Director  
Company Secretary  
Principal  
Dean

Senior Academic Representative  
Head of Finance  
Independent Member

## **Meetings**

Agenda will be circulated two weeks prior to the meeting.

Agenda to always include the following:

- Minutes of Previous Meeting
- Minutes of Review Meeting

## **Submission of papers**

If you wish to submit a paper to the Executive Committee, you must:

- notify the Secretary to the Board by 12 noon on the Monday of the preceding week, and
- submit the full paper with accompanying proformas to the Secretary by 11 am of Wednesday that week.

**N.B.** If you are unsure whether to submit your paper to E.C. then please consult the terms of reference or ask the Secretary.