

## **BBSRC EXECUTIVE LEADERSHIP TEAM (ELT) – TERMS OF REFERENCE**

### **BBSRC ELT - Roles and responsibilities**

BBSRC Executive Leadership Team is a decision-making body and discussion forum responsible for strategic leadership of BBSRC, its day to-day operations and managing its delegated budget to achieve the outcomes defined in the BBSRC Strategic Delivery Plan and by UKRI.

ELT responsibilities include:

- Ensuring the delivery of key BBSRC investments.
- Making decisions relating to research and capital investment<sup>1</sup>.
- Monitoring BBSRC's performance and reviewing BBSRC Strategic Delivery Plan Scorecard.
- Financial management and planning.
- Identifying and managing risk.
- Strategic succession planning and approving recruitment.
- Reflecting and enabling the vision and objectives of UKRI and ensuring BBSRC's strategic and operational input to UKRI's Strategy, policies and operations.
- Seeking advice from BBSRC Council in key strategic areas and discussing matters emanating from BBSRC Council.
- Taking strategic, policy and operational decisions.

### **Governance**

- The role of ELT is to support and advise the BBSRC Executive Chair.
- ELT is chaired by the BBSRC Executive Chair.
- The Deputy Executive Chair will deputise for the Executive Chair. When this is not possible the Chair will be drawn from the membership of ELT.

### **Membership**

- ELT membership comprises of BBSRC Executive Chair, BBSRC Deputy Executive Chair, Chief Operating Officer, Operations and Resourcing, BBSRC Finance Director and Executive Directors from each domain namely Strategy, Policy, Evidence & Engagement, Capability & Innovation, Research Strategy & Programmes.

### **Meetings**

- ELT meets every two weeks.
- Meetings are quorate if a minimum of four members attend.
- ELT meetings are arranged and supported by Council Secretariat, Executive Chair's Office.

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<sup>1</sup> All financial and funding decisions made by ELT will be in accordance with [Managing Public Money](#) rules and the rules set down in the [UKRI Delegations Framework](#) and BBSRC's Delegated Authority. In reaching their decisions, ELT will take in account, or consider, the following:

- a) Available or expected funding;
- b) UKRI and BBSRC's policy and procedure frameworks;
- c) The level of risk within the limits of authority set out in the UKRI Delegations Framework and BBSRC's Delegated Authority, BBSRC's risk appetite and the BBSRC Executive Chair's delegation letter from the UKRI Chief Executive;
- d) The principle of 'no major surprises' in that particular issues are escalated whereby a higher authority may be adversely impacted by the decision; and
- e) Whether it is a matter that requires referral to a higher authority (e.g. UKRI CEO/CFO or DSIT) as defined within the UKRI Delegations Framework and delegation letter.

**Recording of actions agreed and decisions**

- All actions agreed and decisions taken at ELT meetings are recorded on the ELT Action Tracker, on ELT SharePoint site.
- Key messages from each ELT meeting are shared with BBSRC staff via The Source.

Council Secretariat, Executive Chair's Office

October 2023