



MANAGEMENT BOARD

PARENT BODY: Senior Leadership Team

PURPOSE

The Director has overall responsibility for the executive management of the School and is accountable to Council for this. The Senior Leadership Team advises the Director on the strategic direction and progress, compliance with statutory obligations and risk management and delegates' operational matters to the Management Board and other relevant committees.

The Management Board is advisory to the Deputy Director & Provost, Chief Operating Officer and the Secretary and Registrar.

COMPOSITION

- i. Deputy Director & Provost (Chair)
- ii. Chief Operating Officer
- iii. Secretary and Registrar
- iv. Director of Human Resources
- v. Director of Finance
- vi. Academic Registrar
- vii. Director of Information Services
- viii. Director of Estates
- ix. Head of Research Operations
- x. Head of Communications and Engagement
- xi. Faculty Operating Officer, Faculty of Epidemiology & Population Health
- xii. Faculty Operating Officer, Faculty of Infectious & Tropical Diseases
- xiii. Faculty Operating Officer, Faculty of Public Health & Policy
- xiv. Academic Teaching Management representative
- xv. Director of Development and Alumni Relations
- xvi. Management Trainees [Secretary to Committee]

In attendance

- i. Other Staff as required

Members are not represented by deputies *in absentia*, unless a member is absent for an



extended period and this arrangement has been approved by the Committee Chair.

QUORUM

Minimum attendance 6 members with the Chair and representation of two Faculties. Where items relate to learning and teaching, the Secretary and Registrar or Academic Registrar must be present.

Presentations of papers by relevant members of staff is allowed, subject to agreement by the Committee Chair.

MEMBERSHIP

Composition	Member
Deputy Director & Provost (Chair)	Anne Mills
Chief Operating Officer	Matt Lee
Secretary and Registrar	Jenny Jenkin
Director of Human Resources	Kessar Kalim
MRC Unit The Gambia at LSHTM Chief Operating Officer	Joan Vives-Thomas
MRC UVRI and LSHTM Uganda Research Unit Chief Operating Officer	Jonas Lexow
Director of Finance	Andrew Dyer
Academic Registrar	Rebecca Harrison
Director of Information Services	Graeme Cappi
Director of Estates	John Starmer
Head of Research Operations	Stephen Ford
Head of Communications and Engagement	Katie Steels



	EPH: Heather Cartledge
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Faculty Operation Officer	ITD: Gemma Donaldson
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	PHP: Niki Jones
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Academic Teaching Management representative	Nick Dorrell
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Director of Development and Alumni Relations	Valerie Boulet

FREQUENCY OF MEETINGS

Fortnightly

TERMS OF REFERENCE

- i. translates School strategy into operational plans and School policy, monitoring the operational plans and approving School policies as appropriate
- ii. oversees the day-to-day management of the School's academic and professional services functions, including:
 - providing senior management out of hours cover
 - monitoring and mitigating risks, alerting the Senior Leadership Team to areas of concern
 - advising the Senior Leadership Team on scope for improving efficiency, reducing costs, generating income and increasing surplus
 - reviewing and strengthening communications and systems
 - advising on internal decision making structures and referring to Senior Leadership Team as appropriate
 - reviewing and monitoring Internal Audit outcomes and actions
 - reviewing and monitoring the School's risk register
 - reviewing and advising on significant changes to internal structures, systems and procedures
 - approving internal policies for publication where such policies are not delegated to SLT or Council and its Committees
 - advising SLT and Council and its committees on policies and procedures as needed.
- iii. provides regular updates on operational matters to Senior Leadership Team as appropriate.



- iv. The Management Board takes a collective overview of and responsibility for School-wide issues; members take personal and collective responsibility for decisions and for making things happen.