

## Terms of reference

The Access and Participation Scrutiny Committee will monitor the University's progress against our APP targets, reviewing evaluation and referring areas of persistent underperformance to the University Executive Team for remedial action.

The Committee's main responsibilities are to:

- (a) Develop and monitor the University's Access and Participation Plans.
- (b) Lead on institutional engagement, consultation and communication related to the development, and review of the University's access and participation plans.
- (c) Monitor progress against the targets included in the APP for each phase of the student journey, Access, Success and Progress, with the authority to intervene where activities are not demonstrating progress against targets.
- (d) Lead the submission of the annual monitoring statement.
- (e) Commission and receive internal and sector data and research to: monitor of progress towards existing targets, identify new and emerging issues, review and change existing issues and inform the development of activities and targets to address those issues.
- (f) Develop and maintain an evaluation framework for the projects in the APP, ensuring that monitoring is fit for purpose, appropriate and proportionate to the activity being evaluated, referring any ethical approval or concerns to the ethics committee.
- (g) Receive reports on the results of relevant collaborations and their contribution to achieving the APP targets.
- (h) Report to the Access and Participation Scrutiny Committee, Academic Board, University Executive Team and the Board of Governors, as required.
- (i) Maintain an institutional APP risk register and action plan to manage risk and initiate recovery plans.
- (j) Review information to applicants and students to ensure that it is compliant under the CMA, and that the interests of the students are protected.
- (k) Receive feedback from relevant committees and bodies, e.g. School/student forums, EDI Committee, Race Equality Charter SAT group

## Delegated Authority

The Access and Participation Scrutiny Committee has authority from the Academic Board to:

- (a) oversee the implementation, development and evaluation of the Access and Participation Plan targets, the annual monitoring statements and transparency information;
- (b) authority to intervene where activities are not delivering intended progress against targets, recommend proposals for intervention, and maintain an APP risk register and action plan.

## **Delegation**

In accordance with the Standing Orders, the Committee may establish short life working groups to perform specific tasks and in so doing must determine their terms of reference, membership (including the Chair who must be a member of this Committee), and lifespan.

## **Membership Profile**

Members [17]

Quorum [8]

Deputy Vice Chancellor Resources (Chair) [1] - Ex-Officio

Deputy Vice-Chancellor Academic [1] - Ex-Officio

A nominee of the Students' Union [2] - Nominated\*

Senior School representatives [5] - Nomination\*\*

Director of University Recruitment [1] - Ex-Officio

PVC Business Engagement [1] - Ex-Officio

University Registrar [1] - Ex-Officio

Director of the Centre for Learning & Teaching or nominee [1]

Director of Student Services or nominee [1]

Co-opted members - up to 3

\* Nominated by the Students' Union

\*\* Dean of School(s) or nominee

For non-ex-officio members, terms of office should normally be three years. Students' terms of office should normally be one year.

All nominated or coopted members will be so nominated by the Chair of the Committee unless otherwise specified.

The Constitution of the Committee is made by resolution of the Academic Board on 3 July 2019.