



How QAA Appoints its Committee Members

Introduction

There are currently eight sub-committees of the QAA Board. The composition and method of appointing committee members varies; this note sets out the mechanisms in each case for reference.

Board members are consulted before being recommended for appointment to a committee, as is the Chair of that committee. Appointments are made formally by the QAA Board, on the recommendation of the Nomination and Remuneration Committee (NRC).

Access Recognition and Licensing Committee (ARLC)

Purpose: The ARLC is responsible for the operation and development of the Recognition Scheme for Access to Higher Education. Members include further and higher education representatives. This committee meets three times per year and is chaired by a member of our Board.

Composition: The Committee normally comprises 10 members, with a possible further two by co-option. Membership shall include:

- two Board members, recommended by NRC and appointed by the Board
- three members from the higher education sector with appropriate experience and an understanding of Access to HE, at least one of whom should be a senior manager of an institution receiving Access to HE students
- three members from the further education sector with appropriate experience and an understanding of Access to HE, at least one of whom should be a senior manager of an organisation providing Access to HE courses
- two other members with appropriate experience for the work of the Committee, who may come from further or higher education or who may have other experience which is relevant to the work of the Committee.

Advertising: Vacancies on ARLC (other than the Board posts) are advertised via social media and QAA's website. Information about vacancies is also shared with AVAs, although current Access Validating Agency (AVA) officers and permanent employees of AVAs are not eligible to serve on the ARLC.

Terms: Appointments to the Committee are to be for a period of three years, extendable by no more than one additional three-year period.

A member who retires, or leaves the sector from which they were appointed, may remain on the Committee for up to two years from the date of retirement (providing this does not exceed the standard term).

Advisory Committee on Degree-Awarding Powers (ACDAP)

Purpose: This committee considers applications for degree awarding powers (DAP) and/or university title. ACDAP is made up of both Board and external members and normally meets quarterly.

Composition: Membership is representative of the diversity of providers of UK higher education, takes account of the purpose of, and different audiences served by, higher education. The Committee normally comprises 15 members, with a possible further two by co-option. Membership includes:

- the Chair and two further Board members (recommended by NRC, appointed by the Board)
- six members with current or recent (within the last two years) UK degree-awarding powers experience at a strategic level, and/or having senior-level responsibility for areas covered by the criteria governing the grant of DAPs or university title
- one member with experience in a higher education provider in England without degree-awarding powers
- two members providing an employer of graduates or professional body perspective
- one member from an English further education provider
- one student member, or otherwise representing or promoting the interests of students
- one member with experience of encouraging competition in industry or another sector of society.

Advertising: Other than the Board posts, vacancies are advertised.

Terms: Appointments are for a period of three years, extendable by no more than one additional three-year period, as long as members continue to meet membership criteria. The student member is appointed for a period of one year, extendable by no more than one additional one-year period, provided the membership criterion continues to be met.

Audit and Risk Committee (ARC)

Purpose: The Audit and Risk Committee is responsible for internal controls and risk management systems, internal and external audits, and financial reporting. The members of the Committee are all members of QAA's Board. ARC usually meets three times per year.

Composition: The Committee comprises at least four (currently five) members of the Board, including the Honorary Treasurer, who has an additional role in providing the Board with assurance of the financial health of QAA. The members are appointed by the Board on the recommendation of NRC. At least one member must have recent and relevant financial/audit experience, usually with a recognised relevant professional qualification.

Terms: Appointments to the Committee are for a period of three years, extendable by no more than one additional three-year period.

Designated Quality Body (DQB) Committee

Purpose: The Committee's responsibilities are to monitor the delivery of the DQB functions in England and to provide information and assurance to the Board on the delivery of those functions. The Committee also provides advice and guidance to QAA officers about the delivery of the DQB functions and associated matters. The Committee meets quarterly. It is made up of Board members but can also choose to co-opt members externally.

Composition: The Committee comprises a minimum of four Board members, including the Chair and Vice-Chair of the Board and the Chairs of ARC and ACDAP. The Board may choose to appoint other Board members, or to co-opt additional independent members with relevant skills or experience from outside QAA (but has not currently done so).

Terms: Appointments of Board members to the Committee are for an initial three-year term (or to the end of the member's term of office), and may be extended for one further three-year term. Any independent members could be appointed for a term up to three years at the Board's discretion.

Nomination and Remuneration Committee (NRC)

Purpose: The NRC advises the Board on the appointment, terms and conditions, and remuneration of QAA's Executive team, and makes sure that the Board and its sub-committees have the skills, knowledge, expertise and diversity to fulfil their duties. The Committee is made up of Board members (although the Board could co-opt additional independent members to join it) and normally meets twice a year.

Composition: The Committee comprises a minimum of four Board members (currently five), a majority of whom are drawn from the independent member category of Board members. The Board can co-opt additional independent members with relevant skills or experience from outside QAA.

Terms: Board members are appointed for a three-year term (extendable by a second three-year term); any independent members would be appointed for up to three years, at the Board's discretion.

QAA Scotland Strategic Advisory Committee

Purpose: This committee provides information about the legislative, regulatory, funding and policy environment for Scottish higher education. The Committee is made up of a Board member from Scotland, our Director of Nations and International, and external Scottish representatives. It meets at least twice a year.

Composition: At least seven members, including:

- the QAA Board member(s) from Scotland, appointed ex-officio
- QAA's Director of Nations and International (ex-officio)
- two senior representatives of Universities Scotland (nominated by Universities Scotland, according to a skillset outlined by QAA - usually senior academics from the sector)
- a senior representative of the Scottish Funding Council (nominated by SFC, usually the Deputy Director for Quality)
- a senior representative of the Scottish Government (nominated by the Scottish Government)
- a senior elected representative of NUS Scotland (previously usually the VP for Education, but following the abolition of that post NUS has chosen to nominate an external student member)
- any co-opted members deemed necessary by the committee.

Terms: All appointments to the Committee, with the exception of the member from NUS Scotland, are to be for a period of three years, extendable by no more than one additional three-year period. The appointment from NUS Scotland is to be for a period of one year, extendable by no more than one additional one-year period. All appointments are ratified by the QAA Board.

QAA Wales Strategic Advisory Committee

Purpose: This committee provides information about the legislative, regulatory, funding and policy environment for Welsh higher education. The Committee is made up of a Board member from Wales, our Director of Nations and International, and external Welsh representatives. It meets at least twice a year.

Composition: The Committee comprises the following members:

- the QAA Board member(s) from Wales (ex officio)
- QAA's Director of Scotland, Wales and Northern Ireland (ex officio)
- a senior representative of HE in FE (nominated by the HE in FE network of ColegauCymru)
- a senior representative of Coleg Cymraeg Cenedlaethol (nominated by the Coleg)
- two nominees of Universities Wales (nominated by the Universities Wales Learning and Teaching Network)
- a senior representative of NUS Wales or nominee (reserved for the President of NUS Wales, the only full-time elected officer)
- a representative of the Wales Quality Network (currently held by the Chair of the Wales Quality Network).

Terms: Appointments to the Committee are normally for a three-year term.

Student Strategic Advisory Committee (SSAC)

Purpose: This committee facilitates discussions between students and QAA on developments in the higher education sector. It is jointly chaired by the two student members of the QAA Board, and meetings are routinely attended by other members of the Board and the Chief Executive. The Committee meets three times a year.

Composition: The Committee aims for representation of the diverse student body across UK higher education, and comprises at least 13 members, including:

- the independent QAA Board member (student) and the NUS-nominated QAA Board member (ex-officio, joint chairs)
- one of the student representatives/members from each of the QAA Board committees with student membership (ex officio as members of ARLC/ACDAP)
- five student members, following public advertisement, shortlisting by QAA, with nominees put forward to the co-chairs and then to NRC
- two student union staff members, following public advertisement, as above
- QAA's lead for student engagement (ex-officio).

Terms: Appointments to the Committee are for a period of one year, extendable by no more than one additional one-year period, as long as members continue to meet the membership criteria.