

Partnerships Quality Sub-Committee: Terms of Reference

Purpose

The Partnerships Quality Sub-Committee (PQSC) is accountable to the Strategic Partnerships Sub-Committee and exists to oversee the implementation of the University's quality management and enhancement procedures as they relate to the delivery of collaborative provision, taking into account national or international policies, frameworks and expectations of best practice relating to academic partnerships for learning and teaching.

Membership

PVC/Executive Dean, (Chair)

Associate Deans: Learning and Teaching or Faculty Directors with responsibility for Quality (4; 1 per Faculty)

Representatives from each Faculty (4; 1 per Faculty)

Director of Apprenticeships (or nominee)

Head of Academy and Trust Partnerships

Director of Learning & Teaching (or nominee)

Director of Library, Careers and Inclusivity (or nominee)

A further representative of Library, Careers and Inclusivity, to be determined by the Director Deputy Director (Policy Development & Student Experience), Student and Academic Services (or nominee)

Head of International Office (or nominee)

Collaborative Provision Manager

International Partnership Operations Manager

UK Partners Coordinator

Students' Union elected officer, on the nomination of the Students' Union President (1)

In attendance

Committee Officer

The membership can also include members in attendance, these members do not have voting rights. The Chair has discretion to determine whether and how many post-holders or other individuals may attend a meeting in a non-voting capacity.

The membership can include up to two co-opted members with voting rights. Co-opted members are appointed by the Committee in consultation with the Chair.

Responsibility

The Partnership Quality Sub-Committee is responsible for:

- The oversight of collaborative provision (including study abroad partners) and management of partnership relationships, ensuring partnerships are conducted in accordance with Quality Assurance Agency and Office for Students, Office for Standards in Education, Children's Services and Skills (Ofsted) and Education and Skills Funding Agency (ESFA) expectations, and making recommendations to the Strategic Partnerships Sub-Committee on the quality, standards, strategy and implementation of academic collaborative provision;
- Management of collaborative provision and the implementation of quality enhancement procedures, including specifying requirements for and considering periodic reports from

Faculty Academic Standards and Quality Committees;

- Ensuring the effective operation of review panels considering collaborative provision, including approving memberships, receiving reports and noting monitoring any conditions or recommendations stipulated;
- Considering academic due diligence relating to new and existing partnerships or provision and of Agreement Review reports;
- Considering updates from Partnership Boards as and when required;
- Considering Partnership Lead reports as part of the Annual Monitoring cycle;
- Overseeing the University's register of academic partnerships and all the associated academic and operational risks with the provision;
- Ensuring active consideration of equality, diversity and inclusion in the conduct of its business;
- Ensuring any task-and-finish groups or special interest groups it creates can discharge their functions, having Terms of Reference with clear responsibilities and delegated authorities;
- Evaluating annually its performance and that of any groups it creates to ensure academic governance arrangements enhance institutional performance and add value.

Accountability

The Partnerships Quality Sub-Committee is accountable to the Strategic Partnerships Sub-Committee and reports to it on:

- The conduct of the University's partnerships in accordance with the Quality Assurance Agency and Office for Students expectations;
- The effective development and management of collaborative provision;
- Proposals for new policies and frameworks within its area of competence;
- Proposals for changes to its terms of reference, membership or priorities of those of any sub-groups established to support delivery of the PQSC terms of reference.

PQSC provides an annual assurance report to the Strategic Partnerships Sub-Committee, through which it demonstrates how it has fulfilled its Terms of Reference and assesses its own effectiveness. The requirements for the report will be specified by LTSEC.

Administration

The Partnership Quality Sub-Committee will meet a minimum of five times a year. The duration of meetings will be no longer than three hours. The Quorum for meetings is one-third of members eligible to attend.

Representative members who are nominated to represent a particular constituency will be rotated annually. Co-opted members will serve a maximum three-year term.

A committee officer will be identified to support the Chair in the effective and efficient conduct of the Committee's business.

Review

The Terms of Reference for the Partnership Quality Sub-Committee will be reviewed annually to ensure they are still relevant, decision-making structures are effective and the PQSC can effectively discharge its duties. As part of the review consideration should be given to how the Committee can improve and better integrate practices which support equality, diversity and inclusivity.