Quality Assessment Committee rules of procedure

Approved by the OfS board on 22 September 2020 and updated to include changes to membership arrangements taking effect on and from 1 November 2026.

Scope of rules of procedure

1. These rules of procedure apply on and from 1 November 2026 to the Quality Assessment Committee (QAC).

Provisions that apply to the committee

2. The validity of any proceedings (including quorum) is not to be affected by a vacancy among the members or by any defect in the appointment of a member.

3. All words and expressions in this document are to be interpreted in accordance with Part 9 of the OfS scheme of delegation.

The Quality Assessment Committee

4. The QAC has responsibility for providing advice to the OfS under section 46 of the Higher Education and Research Act 2017, regarding the quality of, and standards applied to, higher education provided by a provider, for which the OfS is considering granting, varying, or (in certain circumstances) revoking authorisation for degree awarding powers (DAPs). The QAC is expected to formulate and confirm this advice having considered the assessment team's report.

5. The QAC's role is to provide advice to the OfS under section 46 and not to decide whether to grant, vary or revoke a DAPs authorisation. Those decision-making arrangements are set out in the OfS's scheme of delegation.

Members

6. The QAC is to consist of up to 14 members overall and no fewer than five members which include:

    a. Up to three ordinary members of the OfS.

    b. A majority (in number) of persons that are neither members of the OfS nor OfS staff and who appear to the OfS to have experience of providing higher education on behalf of an English higher education provider or being responsible for the provision of higher education by such a provider (hereafter 'independent committee members').

7. The ordinary members of the OfS which have been appointed to the QAC are:
    - Kirstin Baker
    - Simon Levine
    - Verity Hancock.
8. The independent committee members which have been appointed to the QAC are:
    - William Brown
    - Amanda Coffey
    - Michael Fernando
    - Professor Graeme Pedlingham
    - Professor Deborah Rafalin
    - Dianne Rainsbury
    - Katie Szkornik
    - Dr Ramita Tejpal
    - Gina Tindale
    - Philippa Velija.

Chair

9. The chair of QAC (who must be an ordinary member of the OfS) is Simon Levine.
10. In the absence of the QAC chair, a meeting of the QAC will be chaired by another member.

Meetings, decision-making and quorum

11. The QAC is expected to meet at least four times a year.
12. The chair of the QAC, chief executive, or Director of Regulation may convene additional meetings as they deem necessary.
13. Meetings of the QAC may be held in person or by video or teleconferencing (or any combination of such methods).
14. The quorum necessary for a meeting of the QAC, and for advice (whether taken during a meeting or by correspondence in lieu of a meeting) is three members, including at least one ordinary member of the OfS. Where the committee is exercising its functions in relation to degree-awarding powers, the requirements set out in section 46(4) of the Higher Education and Research Act 2017 shall also apply.

15. In lieu of a meeting of the QAC, advice may be provided by correspondence (including by email).

Other attendance

16. The committee will usually be attended by a director of the OfS or their delegate, and an OfS staff member acting as clerk to the committee.

17. The committee may be attended by the Head of Governance, the chief executive, the chair of the OfS, other OfS staff as required, and any other persons with agreement of the chair of the committee.

Reporting

18. The QAC is expected to provide a written report to the OfS board on the activities of each QAC meeting. The matters reported on may vary from time to time and may focus on matters the chair of the QAC considers to be of particular interest to the OfS board. However, any failure to provide a report to the OfS board will not in any way affect the validity of any advice provided by the QAC.