

CCEA COMMITTEE TERMS OF REFERENCE

REGULATION COMMITTEE

1 Constitution

- 1.1 The Regulation Committee (the Committee) will support Council in carrying out its responsibilities for the effective regulation and accreditation of Qualifications.
- 1.2 The purpose of this Committee is to consider and provide recommendations to the Council on issues arising from CCEA's regulatory approach.

2 Membership

- 2.1 The Committee will include a minimum of 4 Council members, the Chief Executive, the Head of Regulation and an appropriate number of Co-opt representatives, with a particular knowledge, expertise or interest in qualifications and regulation.
- 2.2 The Council Chairperson will appoint a Chairperson of the Committee.
- 2.3 The Council Chairperson will appoint a Vice-Chair of the Committee.

3 Committee Support

- 3.1 The Chief Executive shall act as Senior Officer to the Committee and in their absence, the Head of Regulation will deputise.
- 3.2 Secretariat support to Committee meetings will be provided by the Manager of the Council Secretariat (should circumstances arise where this is unavailable, the Chief Executive will appoint appropriate support).

4 Quorum

- 4.1 The quorum of the Regulation Committee will be :
 - a) at least one third of the total membership of the Committee including the Chairperson or the Vice-Chairperson (this does not include officers);
 - b) at least one officer member of the Committee who must be either the Chief Executive/Senior Servicing Officer.
- 4.2 A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.
- 4.3 If a quorum is not present, the Chairperson may adjourn the meeting to another time or agree to proceed if agenda items are not deemed contentious or decisions are required.

4.4 Questions arising at any meeting shall be decided by a majority of votes, and in the case of an equality of votes, the Chairperson shall have a second or casting vote.

5 Meetings

5.1 Meetings will be held at least three times each year.

5.2 The Chairperson may convene additional meetings of the Committee, as necessary.

Extraordinary Meetings

5.3 The Chairperson or Chief Executive may call an extraordinary meeting at any time, upon liaison with the Head of Regulation. The necessary quorum applies.

5.4 A request to attend an extraordinary meeting of the Committee shall, except in the case of urgency, be given not less than five clear working days before the meeting and shall specify the agenda for the meeting.

5.5 All powers and duties set out in this document shall be applicable equally to an extraordinary meeting.

6 Notice of Meetings

6.1 Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda and supporting papers shall be forwarded to each member of the committee 5 working days in advance.

7 Minutes of Meetings

7.1 The proceedings and resolutions of the Committee meetings, including the names of those present and in attendance will be minuted and kept as a record.

8 Attendance at Meetings

8.1 The Chief Executive and Head of Regulation will normally attend meetings.

9 Duties

9.1 The Committee will

- Provide a sounding board for the development of advice to government departments on matters of regulatory policy;
- Provide guidance and recommendations in relation to regulatory approach, framework and policies;
- Review the appropriateness and effectiveness of regulatory activity;
- Monitor relationships with other qualifications regulators;
- Ensure the research and evaluation of the qualifications system is proportionate and targeted at areas of risk;
- Seek Council endorsement of its recommendations in relation to regulatory disputes; and
- Ensure that proper arrangements are in place for an independent review to be conducted of our regulatory processes, where one is requested.

9.2 The Committee will advise Council on matters pertaining to:

- The regulatory procedures to be used to recognise awarding organisations and to accredit the qualifications they offer.
- The nature and scope of the monitoring arrangements for recognised awarding organisations and the accredited qualifications they offer to ensure they add value to the Northern Ireland society and economy.
- Procedures and arrangements to ensure that qualifications taken by learners in Northern Ireland are comparable in standard to similar qualifications taken by learners in other parts of the United Kingdom.
- The nature and scope of qualifications frameworks, in particular within the broader European context.
- Developments in qualifications across the United Kingdom and in the South of Ireland, taking account of Government policy.
- Criteria and design principles developed for accredited qualifications, revised as appropriate in the context of national developments, and re-published from time to time in order to ensure that accredited qualifications add value to the Northern Ireland society and economy.

9.3 In considering matters of strategy, policy and technical issues, the Committee has a duty to ensure it considers such issues in the context of effective business planning and risk assessment; and that, as part of the governance of CCEA, it shall provide the Council with advice and guidance to ensure the fulfilment of the vision of CCEA and the Regulation function.

10 Reporting to Council

- 10.1 The Chairperson of the Committee (or nominated representative) shall report to the Council as required.
- 10.2 The Committee shall be responsible for making recommendations to Council as appropriate in any areas of its remit.