

Terms of Reference:
FEE AND ACCESS PLAN WORKING GROUP

Reports to: the Council (where approvals are required), via the University Executive

Occurrence: as determined by the Chair, to enable the Committee to meet required deadlines

Terms of reference last reviewed: November 2022; last revised: September 2019; and next due for review: September 2023

<p><u>Members:</u></p> <ul style="list-style-type: none">• Pro Vice-Chancellor (Learning, Teaching and Student Experience) (Chair, on behalf of the Vice-Chancellor)• 1 Independent Member, drawn from the membership of Council• 1 Senate Member• Aberystwyth University Students' Union President <p>4 members.</p> <p><u>Quorum:</u> 3 members, provided that the Independent Member is present.</p>	<p><u>In attendance:</u></p> <ul style="list-style-type: none">• Head of Planning• Head of Strategic Development <p>At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.</p>
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Remit:

The Fee and Access Plan Working Group is constituted to review and advise on: the development of new and / or revised applications for Fee and Access Plans; as well as the implementation of approved Fee and Access Plans and associated external reporting thereon.

Terms of reference:

1. To review and advise the Council, via the University Executive, on the development of new and / or revised applications for Fee and Access Plans, which will ultimately be presented to the Higher Education Funding Council for Wales (HEFCW) for approval.
2. To review the implementation of Fee and Access Plans which have previously been approved by HEFCW, drawing on the advice of the internal Fee and Access Plan Monitoring Group.
3. To review and advise Council, via the University Executive, on any implementation reports to be submitted to HEFCW in relation to previously-approved Fee and Access Plans.

Operation

Members shall typically receive all Working Group paperwork at least five working days in advance of each formal meeting. Any exceptions to this requirement shall be at the discretion of the Chair.

At the Chair's discretion, the Fee and Access Plan Working Group may carry out its duties by means of a formal Working Group meeting, or by electronic correspondence between Working Group members.

While the Fee and Access Plan Working Group is not required to present formal minutes of its deliberations to the Council, each proposed submission presented to Council for formal decision shall clearly state whether its contents have been endorsed by the Fee and Access Plan Working Group.

Proposed submissions shall normally be considered by Council at a scheduled meeting of the governing body. Where this is not possible, Council members shall be invited to consider and approve proposed submissions by correspondence between meetings; or the Chair of Council invited to consider and approve on behalf of the governing document where there is insufficient time available to consult the wider Council membership.