

BOARD/COMMITTEE	DATE OF MEETING	ITEM NUMBER
Board	16/09/2020	134/20
PAPER TITLE		
The Board and its Committees		
PAPER AUTHORS		RESPONSIBLE DIRECTOR
Andy Lester, Senior Strategy Manager		Natalie Prosser, Director for the Executive Office
PAPER FOR		PAPER STATUS AND PUBLICATION
Decision		Open

ISSUE	
<ul style="list-style-type: none"> <li>This brief report outlines how the committees of Ofqual's Board will interact whilst the Recovery Committee of the Board is in operation.</li> <li>A forward work programme of the Board, its committees and the executive committees of Ofqual is included for reference at Appendix A and to illustrate the principles set out in this report. The forward plan is a working document and is anticipated to be populated more fully as in course replanning of work programmes for autumn 2021 completes.</li> </ul>	
RECOMMENDATION	
<ul style="list-style-type: none"> <li>The Board is recommended to consider and note the content of this report.</li> <li>The Board is recommended to resolve to wind up the Communications Working Group it established temporarily to provide advice on communications matters.</li> </ul>	
RISK SUMMARY	
<ul style="list-style-type: none"> <li>Clarity on arrangements between the Board and its sub committees will ensure appropriate information is received by the Board and the Recovery and other committees, and duplicative effort by the executive is avoided.</li> </ul>	
APPENDICES	
Appendix A – forward plan Appendix B – summary delegation to the Recovery Committee	
CORPORATE PLAN COMMITMENT?	IMPACT ASSESSMENTS COMPLETED
No	<b>Equality impact assessment:</b> Not applicable <b>Regulatory impact assessment:</b> Not applicable

# Board Paper

Paper 134/20

**Date**

16 September 2020

**Title**

The Board and its Committees

**Report by**

Andy Lester, Senior Strategy Manager

**Responsible Director**

Natalie Prosser, Director for the Executive Office

**Paper for decision**

**Open paper**

**Issue**

1. This brief report outlines how the committees of Ofqual's Board will interact whilst the Recovery Committee of the Board is in operation.
2. A forward work programme of the Board, its committees and the executive committees of Ofqual is included for reference at appendix A and to illustrate the principles set out in this report. The forward plan is a working document and will be populated more fully as the in course replanning of work programmes for autumn 2021 completes.

**Recommendation**

3. The Board is recommended to consider and note the description of the operation of the Board and its committees.
4. The Board is recommended to resolve to wind up the Communications Working Group it established temporarily to provide advice on communications matters.

**Background**

5. The Board has established a Recovery Committee for the period until 31<sup>st</sup> December 2020, and has made delegations of a number of usually reserved

decisions to the Recovery Committee in line with the delegation summarised at appendix B.

6. The Board has the following permanent committees which consider business on its behalf in line with the terms of reference set out in the Ofqual Governance Framework:
  - a. Audit and Risk Assurance Committee
  - b. Standards Advisory Group
  - c. Finance and HR Committee
  - d. Technical Committee
  - e. Enforcement Committee
7. The Board established a Communications Working Group to provide advice on communications matters relating to the exceptional arrangements for 2020 and 2021, as specified in its terms of reference. It was envisaged the Communications Working Group would be established until December 2020.
8. The role and duties of the committees include (amongst other matters) to consider and advise the Board on matters within their terms of reference. Some of the areas on which the committees advise the Board have been delegated to the Recovery Committee.
9. The Recovery Committee is scheduled to meet fortnightly during its establishment. With the exception of the Enforcement Committee which meets as required to consider its business, each permanent committee is scheduled to have no more than two ordinary meetings during the life of the Recovery Committee. The Board is scheduled to hold ordinary meetings on 16 September and 9 December. The Communications Working Group has no scheduled meetings.

## Analysis

10. The **Technical Committee** is established to consider, review and advise the Board on policy and technical proposals. It has not met since 11 March 2020 as the Board has considered all such proposals in its ordinary and emergency meetings. The Board has delegated such policy and technical proposals to the Recovery Committee. The Technical Committee will therefore not meet during the life of the Recovery Committee.
11. The **Audit and Risk Assurance** and **Finance and HR Committees** are established to consider and advise the Board on matters within their terms of reference as well as fulfil other duties as set out in their terms of reference. These committees will continue to operate during the life of the Recovery Committee. Where their duties include providing advice to the Board on matters which it has delegated to the Recovery Committee, the committee will provide such advice to the Recovery Committee. Such advice will be provided through the minutes of the meetings of the committees, and such verbal or written reports as may be determined as required by the Chair of the Recovery

Committee, or the Chairs of the Audit and Risk Assurance and Finance and HR committees.

12. The committees have standing items of business including considering and scrutinising reports which are also considered in full or in summary by the Board:

- a. The strategic risk register
- b. The finance report
- c. The HR report

During the life of the Recovery Committee, these reports shall be considered by the Recovery Committee as well as the Board at the earliest appropriate opportunity after being considered by the Audit and Risk Assurance or Finance and HR committee.

13. Where the business of the Recovery Committee requires it to receive such reports outside of the normal cycle of business of the Audit and Risk Assurance or Finance and HR Committee, the reports provided to the Recovery Committee shall be provided in copy to the Chair of the relevant committee.

14. The **Standards Advisory Group** is established to consider and advise the Board on qualification and assessment standards issues. The Board has delegated such matters to the Recovery Committee. The Standards Advisory Group will advise the Recovery Committee during its life.

15. The business of the **Enforcement Committee** is unaffected by the delegation to the Recovery Committee.

16. The **Communications Working Group** was established temporarily to provide advice on communications matters relating to the exceptional arrangements for awarding qualifications in summer 2020, the additional general qualifications exam series in autumn 2020 and preparation of communications in respect of any COVID-19 related impacts on the 2021 exam series. The Board has delegated approval of the communication strategy, and oversight and support of these matters to the Recovery Committee. It is recommended that the Communications Working Group be wound up with any necessary continuation of its role fulfilled by the Recovery Committee.

17. All committees of the Board report to it through their minutes, reports and recommendations which are considered at ordinary Board meetings. The Recovery Committee shall have opportunity to report to the Board in this way at the Board meeting of 9 December. Given its anticipated business, the Recovery Committee papers and minutes will be circulated to the Chair, who will provide a fortnightly written update to the Board.

## Finance and Resource

18. None

## Impact Assessments

### Risk Assessment

19. Clarity on arrangements between the Board and its sub committees will ensure appropriate information is received by the Board and the Recovery Committee, and duplicative effort by the executive and Board is avoided.

### Equality Impact Assessment

20. None

### Regulatory Impact Assessment

21. None

### Timescale

22. These arrangements come into effect immediately and will remain in effect during the life of the Recovery Committee.

## Communications

23. None

## Stakeholders

24. None

## Publication of paper

25. Paper to be published: Yes

26. Publication date (if relevant): With meeting minutes

27. Exemptions to publication: N/A