

## Access Participation Plan and Closing our Gap Sub-committee Terms of Reference and Membership

### Purpose

To oversee the preparation, submission, implementation, monitoring and evaluation of the University's Access and Participation Plan in accordance with the regulatory requirements of the Office for Students and to oversee and monitor Closing our Gap, our holistic approach to resolving our awarding gap.

### Term of Reference

1. Ensure that the University's obligations to promote access, inclusion, retention and success and progression are fully understood throughout the institution, with ownership taken at appropriate levels.
2. To coordinate its work with that of other committees and groups to ensure appropriate alignment and avoid duplication.
3. Members will bring their own lived and professional experience and expertise to the group, whilst also offering appropriate scrutiny and steer. The group will draw heavily upon both internally generated data, insights and research, and external policy and professional practice.
4. Monitor APP spend, centrally and within faculties
5. Engage and embed the student voice into action planning and evaluation.

### Frequency of Meetings:

Minimum 4 times a year – up to 8 times a year

### Membership

<i>Role</i>	
Deputy Vice Chancellor (Chair)	1
Dean of Learning & Teaching (Co-Chair)	1
Academic Strategic Lead: Student Retention and Success	1
Director of Graduate Futures	1
Partnerships and Widening Participation Manager	1
Strategic Lead: Closing our Gap	1
Director of Student Wellbeing, Community and Belonging	1
Director of Student Resolution and Student Protection	1
Assistant Director of Finance - Planning and Business Intelligence	1
Faculty reps - Heads of School	3
Assistant Director of Finance - Income, Costing and Pricing	1
Students' Union rep	1
Marketing rep - Director of Marketing and Communication	1
Director of Human Resources and Organisational Development	1

Finance	1
Student Reps	3