

## Terms of Reference

## Regulatory Task and Finish Group

### Constitution

A Task and Finish Group of the Board known as the **Regulatory Task and Finish Group** (the Task and Finish Group) has been established with the following Terms of Reference and Standing Orders, agreed by a resolution of the Board dated 18 April 2024. These terms of reference were updated and confirmed following a meeting of the Group on 28 June 2024.

### Purpose and Responsibilities

The specific duties of the Task and Finish Group are to:

- Scrutinise the Medr executive's plans for the development of the new regulatory system, including the Register of higher education providers;
- Provide advice to Medr staff on the development of regulatory principles, policies and conditions, and the design of the overall regulatory framework;
- Provide advice to Medr staff on communication and consultation on regulatory proposals;
- Provide advice to the Medr Board on all matters relating to the regulatory development project and associated risks.

### Standing Orders

The Medr Committee Standing Orders shall apply.

### Membership and Attendance

The Task and Finish Group shall comprise of two Medr Ordinary Board members and up to three co-opted, non-Medr members.

#### *Members - Medr Board*

- One Medr Board member to chair the Task and Finish Group
- One other member of the Medr Board

#### *Members - Independent*

Up to three independent members including, where possible:

- One member with experience of regulatory matters in education
- One member with experience of regulatory matters in another sector
- One member with relevant higher education experience

Whilst the sector will be engaged in the development of the regulatory system, the Task and Finish Group's independent membership will exclude anyone who has been a staff

member or governor of a tertiary education provider in Wales in the last 18 months in order to avoid conflicts of interest.

#### *Medr staff:*

The following Medr staff shall normally attend each Task and Finish Group meeting:

- Director of Regulation
- Head of Regulation and Planning
- Senior Regulation and Assurance Manager

Other Medr staff will attend as required.

### **Quorum**

The quorum for Task and Finish Group meeting is two members, including the Chair or their nominee.

If a quorum is not present at a meeting of the Task and Finish Group, the Chair or their nominee shall declare that there is not a quorum present and decide that the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a date and time to be fixed by the Chair or to the next meeting of the Task and Finish Group.

### **Meetings**

There shall normally be at least four meetings of the Task and Finish Group each year, with further meetings to be held as required. Meetings may be held virtually.

### **Authority**

The Task and Finish Group is authorised to obtain independent professional advice if it considers this to be necessary, in accordance with the Committee Standing Orders.

### **Reporting**

Minutes of the Task and Finish Group will be circulated to the next meeting of the Task and Finish Group, and a summary of actions will be provided to the Medr Board following approval by the Chair of the Task and Finish Group.

### **Review**

The Task and Finish Group Terms of Reference and membership will be reviewed annually and any proposed changes submitted to the Medr Board for approval. The Group will run until 30 August 2027 unless otherwise agreed by the Medr Board.

## Well-being of Future Generations

The regulatory development project and its oversight by the Task and Finish Group will be conducted in the context of Medr's Strategic Duties and in accordance with the sustainable development principle of the Well-being of Future Generations Act 2015 and the five ways of working:

- Long term approach - The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs
- Integration - Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their objectives, or on the objectives of other public bodies
- Involvement - The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves
- Collaboration - Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives
- Prevention - How acting to prevent problems occurring or getting worse may help public bodies meet their objectives

Terms of Reference last reviewed: **18/06/2025**