

## Terms of Reference

### Scottish Standing Group

November 2015

#### **Purpose:**

To note and discuss policy and operational issues that affect the Scottish community, including undergraduate and Scottish applicant issues, and providing a forum for feedback, best practice and resolution.

The purpose of the UCAS Scottish Standing Group is

- To provide an opportunity for consultation, discussion and briefings on sector developments and other issues relating to progression and admission to higher education;
- To provide UCAS the opportunity to consult with members and other stakeholders on future developments and system changes; and
- To facilitate the development of regional networks of professionals involved in supporting progression and admission to higher education.

The Scottish Standing Group will be facilitated by UCAS but the expectation is that the agendas will be driven in part by Scottish priorities. The Scottish Standing Group will also provide a vehicle for instigating further engagement platforms, such as the development of Yammer groups, and additional briefings or events for specific groups of members such as providers of HE in FE.

#### **Membership:**

Membership will be drawn to form a balanced attendance from across the sector representing education, policy and government interests to include but not limited to:

- Higher Education Providers (HEPs)
- FE Colleges
- Colleges Scotland
- Education Scotland
- Schools (up to 3 different reps from across the sector elected by SLS)
- School Leaders Scotland
- Supporting Professionals in Admissions (SPA)

- Scottish Qualifications Authority (SQA)
- Scottish Government – HE and Qualification Directorates
- Scottish Funding Council (SFC)
- Universities Scotland
- Student Awards Agency for Scotland (SAAS)
- SWAP (representing Adult Learners)

Attendance shall be limited to one representative per institution/organisation. Should additional representatives wish to attend, they shall be placed on a waiting list and invited if the group does not reach capacity. Other sector representatives or subject matter experts may be invited to meetings where the agenda dictates a particular discussion/consultation/update.

Chair/Co Chair to serve a term of three years unless otherwise agreed by the membership.

If unable to attend a meeting, members are to advise UCAS and provide a deputy if possible. Membership may be revoked if not in attendance for three consecutive meetings following review by the Chair and UCAS representatives.

Providers leaving the UCAS scheme to have attendance automatically revoked.

Members of Scottish Standing Group and their Chair will be listed on the Groups & Boards sections of the UCAS web pages, along with terms of reference, agendas and meeting minutes.

### **Responsibilities:**

Members are expected to act as representatives of the sector and to reflect the views of the community.

Members are expected to feedback to the sector through their own networks and user groups.

UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:

- Minutes are circulated four weeks after each meeting and subsequently published on the UCAS website
- Agendas and papers are received ten working days prior to meetings
- Events are calendared 6 months in advance.

## **Arrangements:**

The Scottish Standing Group will meet regionally twice a year, usually in May and November.

The meeting will be hosted in locality by a Standing Group member.

The timing and length of meetings is set at no longer than 4 hours and should be mindful of attendees' commitments.

- **Agenda:**

Standardised items on the agenda to be:

- UCAS Operational Update
- Update on Policy
- SPA Update
- AOB – provisional date and location of next meeting

The agenda will also include relevant subject matters for discussion and/or consultation

- **Actions:**

Update on actions undertaken to be advised to the secretariat two weeks prior to the next meeting

## **Expenses:**

- Catering to be covered by UCAS.
- No provision for attendees T&S will be made.

## **Roles & Responsibilities:**

- Agenda items suggested – Standing Group membership and UCAS
- Agenda collated – Groups and Boards Support Administrator (G&BA)
- Agenda finalised – Relationship Manager and Standing Group Chair
- Papers collated and chased – G&BA
- Agenda, action log and papers sent out – G&BA
- Venue (including any catering) booked – G&BA
- Meeting minuted – arrangements to be made by G&BA;
- Minutes approved – Relationship Manager and Standing Group Chair
- Minutes sent to membership and loaded onto web pages – G&BA