

Terms of Reference

Conservatoires User Group

March 2017

Purpose:

To represent users of the conservatoires scheme and to provide input and expert advice on operational and day to day issues associated with the conservatoires scheme and to provide user input into specific developments.

The Conservatoires User Group will:

- Work with UCAS to review changes to products and services as directed by the Conservatoires Advisory Group.
- Provide UCAS with the user perspective of issues and concerns with the scheme.
- Provide UCAS with the conservatoires user perspective about wider changes that may affect the scheme.
- Work with UCAS to identify and outline possible development solutions to issues.
- Provide input regarding the most appropriate communications and messaging.
- Provide input into the development of information and advice and training and support relevant to conservatoires.
- Act as representatives of conservatoires users acting as a channel of consultation and communication.

Membership:

The membership of the Conservatoires User Group will ideally include representation from each conservatoires user. Membership will be limited to two representatives per conservatoires institution. Additional attendees will be permitted to attend the meeting dependent on the agenda item.

The term held by Conservatoires User Group members will be reviewed annually but will normally be renewable for up to 5 years. Members will be permitted to continue on the group beyond 5 years if there is not a suitable alternative member to join the group.

The Conservatoires User Group will be chaired by a member of the Conservatoires Advisory Group who shall be nominated by the Advisory Group.

The Conservatoires User Group Chair shall have a term of 2 years, after which they will be replaced by another Conservatoires Advisory Group nominated Chair.

The Chair of the Conservatoires User Group will be expected to have an operational knowledge and understanding of the scheme.

Members of the group and their Chair will be listed on the Groups and Forums section of the UCAS website, and on the conservatoires web pages, along with terms of reference, meeting minutes and papers.

There will be a minimum of two physical meetings a year, likely to be held in March/April and October.

Responsibilities:

- Members are expected to act as representatives of the sector and to reflect views of the community
- Members are expected to feedback to the sector through their own networks and user groups
- If members are unable to attend a meeting they must seek permission from the Chair before sending an alternative representative
- UCAS will provide the secretariat to support this meeting who shall endeavour to ensure that:
 - Minutes are circulated four weeks after each meeting
 - Agendas and papers are received ten working days prior to meetings
 - Events are calendared six months in advance

Membership matrix:

Karen Edmunds / Elizabeth Elliott	Birmingham Conservatoire
Linda Speck / Amanda Layne	Leeds College of Music
Edward Kemp-Luck	Royal Academy of Music
Nicola Peacock	Royal College of Music
Susan Lee-Kidd	Royal Conservatoire of Scotland
Suzanne Daly	Royal Conservatoire of Scotland
Stuart Sephton / Mark Beards	Royal Northern College of Music
Iestyn Henson/Luise Moggridge*	Royal Welsh College of Music and Drama
Claire Jones / Derine Nelson-Streeter	Trinity Laban Conservatoire of Music and Dance
Dominic Tulett	Royal Central School of Speech and Drama

*currently on maternity leave. Joanna Charnock is covering Luise Moggridge