Terms of Reference

Northern Irish Standing Group
October 2015

Purpose:

To note and discuss policy and operational issues that affect the Northern Irish community, providing a forum for feedback, best practice and resolution.

The purpose of the UCAS Northern Irish 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 Northern Irish Standing Group will be facilitated by UCAS but the expectation is that the agendas will be driven in part by Northern Irish priorities. The Northern Irish 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:

- Colleges NI
- FE Colleges
- Higher Education Providers (HEPs)
- Schools
- Supporting Professionals in Admissions (SPA)
- The Council for the Curriculum, Examinations and Assessment (CCEA)
- Department of Education (DENI)
- Department for Employment and Learning (DELNI)
- Careers Service NI and Institute of Guidance Councillors

A maximum of three representatives per institution/organisation shall be permitted to attend the Group, providing they are all from different job roles and can contribute to the meeting. 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 will have attendance automatically revoked.

Members of the Northern Irish 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 Northern Irish 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:**

  Standarised 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