

UCAS Council Terms of Reference

UCAS ('the Company')

1. **Constitution**

The UCAS Council ('the Council') is expected to comprise of up to 30 Council members who shall be approved by the Chair of the Board and the Chief Executive Officer (CEO) in consultation with the Chair of the Council as appointed by the UCAS Board ('the Board').

Membership

The membership of the Council shall comprise of representatives of the organisations and bodies set out in the **Annex** to these terms of reference (*Membership of the Council*). Recruitment of members shall be via open recruitment.

Membership of individual Council members is renewable but shall not normally exceed two consecutive terms of three years each. In exceptional circumstances, a further extension of term up to a maximum of three years may be granted at the sole discretion of the UCAS Board. All appointments shall ensure appropriate geographical representation from across the four nations UCAS serves.

Members appointments shall automatically cease should the member no longer represent the organisation/body to which their Council appointment relates.

Council Chair

The Chair of the Council shall be determined by UCAS' Nominations Committee and approved by the Board. The Chair's term will normally be three years and renewable once for a further three years, with the approval of the UCAS Board.

A Deputy Chair shall be appointed by the Board to act in the absence of the Chair for the purpose of facilitating Council meetings and making representations on behalf of the Council at Board meetings.

2. **Purpose**

The Council members represent UCAS' beneficiary classes, customers and key stakeholders across secondary and higher education and are best placed to support UCAS in delivering its charitable objects.

Council's principal role is to act as an expert advisory body to the Board to support effective decision making on admissions related matters and inform and challenge UCAS' strategic direction. Representations of Council shall be made by the Council Chair at Board meetings on behalf of Council members so that the Board can consider issues and recommendations raised by Council.

3. **Meetings**

The Council will meet twice per year. Where it is needed to support effective decision making, a third meeting shall be convened.

The quorum for meetings shall be 50% of total members. Meetings will take place in person, in either Cheltenham or London. Meetings will take place two to three weeks prior to the Board meeting to allow the Council (through its Chair) to provide specific advice on the matters under discussion by the Board when appropriate.

Meeting agendas will be set and agreed with the Chair of the UCAS Board, the CEO and the Council Chair. Secretarial support will be provided by UCAS and all meeting discussions and any recommendations will be recorded with minutes circulated to the Council and Board.

All proceedings of Council will be undertaken under the Chatham House Rule, unless stated differently by the Chair of Council.

4. Attendance

The Chair of the Board, and the CEO (or their designated representative) are required to attend the Council meetings. Other senior members of UCAS staff, guests, expert advisors, representatives of specialist providers and/or external speakers may be proposed and recommended by Council members and invited by the Chair of the Council to attend any Council meetings or parts thereof, as required from time to time.

Council members attendance across a calendar year shall be a minimum of 50% of meetings where there are two per annum and 75% of meetings where additional Council meetings are scheduled. Where this is not the case, membership will be reviewed.

ANNEX Membership of the UCAS Council

Position	Number
Chair	1
Provider Advisory Group	1
Adviser Advisory Group	1
International Advisory Group	1
Conservatoires	1
English Policy Group	1
Scottish Policy Group	1
NI Policy Group	1
Welsh Policy Group	1
Universities UK	1
Universities Scotland	1
Universities Wales	1
University from NI	1
GuildHE	1
Russell Group	1
Million+	1
University Alliance	1
Independent HE	1
ARC APG	1
HELOA	1
UKCISA	1
Medical Schools Council	1
Association of Colleges HE	1
Association of Colleges FE	1
ASCL	1
Sixth Form Colleges Association	1
Independent Schools Council	1
Schools Leaders Scotland	1
HMC Wales	1
NI Headteachers Forum	1
TOTAL	30