

Registration Authority Updated Terms of Reference

Responsible to: Board of Trustees

Responsible for: Registration Assessment Committee.

Purpose

To maintain robust and high-quality professional standards and a model code of conduct, ensuring that all registrants meet high professional standards.

Membership and length of service

- The RA considers nominations for membership and makes recommendations to the Board. Decisions regarding membership rest with the Board.
- Nominations to the RA will be made by Licensed Bodies and appointments will be approved by the Board.
- The RA will consist of between 8 and 12 members appointed by the Board, of which at least one must be a trustee. At least half of the RA's members will hold Science Council professional registration.
- Other individuals may be invited to attend for all or part of any meeting, as and when appropriate and necessary.
- The Registrar or delegated individual will attend meetings as an observer.
- The period of continuous service of the RA shall be restricted to two terms of four years, with the sole exception that a maximum of three continuous terms may be served if the third term is as Chair.
- Members serve in an individual capacity and not as representatives of their institution or sector.

Duties and Responsibilities

- Setting the standards, model rules of conduct and practice to which registrants must adhere to become registered and maintain their registration.
- Quality-assuring the processes and systems used to admit applicants to the register.
- Setting the standards to which Licensed Bodies must adhere to become authorised to award and maintain registration on the register.
- Quality assuring the processes and systems used by Licensed Bodies to admit applicants to the register.
- Setting the standards to which assessors must adhere when assessing applicants for admission to the register.
- Quality-assuring the assessors used to assess applicants for admission to the register.

- Providing guidance and clarity regarding which qualifications link to award of professional registration.
- Providing expertise on matters of technical education to the Board.
- Appoint the chair of the Registration Assessment Committee.
- Regularly review Licensed Bodies' performance with regard to upholding licensing standards, and to provide clear and actionable feedback after each review.
- Recommend to the Board the awarding or removal of licenses, or approve renewal.

Appointment of the Chair

- The Chair may be appointed from among its membership by the Board.
- The Chair shall be entitled to attend meetings of the Board but shall not be entitled to vote at such Board meetings and is not a Trustee.
- The term of the Chair shall be up to a maximum of four years, renewable for a further four years.

Quorum

- 50% of appointed members, of which one may be the Chair.
- In the event of a tied vote, the Chair will hold the casting vote.
- If the Chair is not available a nominated member of the RA will assume chairing responsibility.
- Observers and invited attendees may take part in discussions at RA meetings but shall not be entitled to vote.

Decision-making

- Committee members participate in a meeting, or part of a meeting, when they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting (for example via telephone or video conferencing).
- In determining whether Committee members are participating in a meeting, it is irrelevant where any Committee member is or how they communicate with each other. If all the Committee members participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

A written resolution circulated to all RA members eligible to vote on the matter at a committee meeting and approved by a simple majority of them is as valid as a resolution passed at a meeting of the committee and for this purpose:

- the number of members who approve the written resolution must be at least as many as would be required to form a quorum at a meeting; and
- the written resolution may be contained in more than one document and will be treated as passed on the date of the last signature.

Reporting responsibilities

- The Chair of the RA, or a delegated individual, will report to the Board after each meeting on all matters relating to the committee's duties and responsibilities.
- The RA shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.
- The RA may appoint subcommittees or other groups to undertake work on its behalf.