
REGISTRATION ASSESSMENT COMMITTEE

TERMS OF REFERENCE

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Responsible to: Registration Authority

Purpose

The Registration Assessment Committee (RAC) is a sub-committee of the Registration Authority (RA). It has responsibility for overseeing the assessment of applications for registration on behalf of the RA and oversee training and development for assessors to ensure consistency of standards across the Science Council's registers.

Duties

The Committee's responsibilities include:

- Ensuring consistency of assessment for registration applications across all Science Council registers, and consistency between face-to-face and paper-based applications.
- Adjudicating on applications where there is disagreement among assessors.
- Advising the RA on the standards for registration, and recommending courses of action in instances where a Licensed Body has, in the view of the committee, repeatedly failed to uphold registration standards.
- Ensuring that guidance on registration to applicants, assessors, trainers and supporters is fit for purpose.
- Overseeing the application, training, appointment and disciplinary processes of Science Council assessors.

Reporting responsibilities

- The Chair of the committee, or a delegated individual, will report to the RA after each meeting on all matters relating to the committee's duties and responsibilities. If the Chair of the committee is not present at the subsequent meeting, a designated committee member will report to the RA.
- The committee may make whatever proposals and recommendations to the RA it deems appropriate on any area within its remit where action or improvement is needed. The committee has no delegated authority to make decision other than decisions to recommend courses of action to the RA.

Other matters

The committee will:

- Have access to sufficient resources to carry out its duties.
- Be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis for all members.
- Arrange for periodic reviews of its own performance and, at least annually, review its constitution and terms of reference to ensure it is operating at maximum

effectiveness and recommend any changes it considers necessary to the RA for approval.

Membership

- Members of the committee will be active Science Council assessors, and will not be employees of the Science Council or any of its Licensed Bodies while they are serving on the committee.
- The committee will consist of no fewer than 8 and no greater than 12 members.
- There should be no less than 10% and no more than 20% of committee members registered at the Registered Scientist level.
- The Chair will be appointed by the Registration Authority and must be a member of the Registration Authority. The Chair is required to be registered at the Chartered Scientist level.
- The period of continuous service shall be restricted to two terms of three years, with the sole exception that a maximum of three continuous terms may be served if the third term is as Chair.
- Up to two staff members from among the Licensed Bodies may be invited to observe any given meeting.

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.
- Registered Scientists may not vote on applications for Chartered Scientist
- If the Chair is not available a nominated committee member will assume chairing responsibility.

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 committee 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.

Frequency of meetings

- The committee will hold quarterly meetings or as required to conduct its business effectively. At least one meeting per year will be in person. Other meetings may be conducted electronically.

Notice of meetings

- Meetings of the committee shall be called by the Registration and Licensing Manager at the request of the committee Chair.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the committee, and any other person required to attend no later than 5 working days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

Minutes of meetings

- The Registration and Licensing Manager shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance.