The Registration Authority

About us

The Science Council is a membership organisation for professional bodies and learned societies in science. Its membership embraces the breadth of science and represents most sectors of the economy; a broad range of scientific disciplines and multi-disciplinary scientific activity; and encompasses research and industrial scientists and technical staff.

Our charitable purpose as stated in our Royal Charter is “to promote the advancement and dissemination of knowledge of and education in science, pure and applied, for the public benefit.”

To fulfil this purpose, the Science Council advances professionalism in science through the professional registration of scientists and technicians who meet a high professional standard and competence and follow an established code of conduct.

About the Registration Authority

The Registration Authority (RA) is a subcommittee of the Science Council Board of Trustees and plays a central role in helping the Science Council meet its charitable purpose. On behalf of the Board, it acts as guardian of the registration standards, advising the Board on matters relating to the four professional registers. It is responsible for maintaining robust and high-quality professional standards and a model code of conduct, ensuring that Licensed Bodies adhere to licensing standards and that registrants meet high professional standards.

Members of the Registration Authority are employees or volunteers from Licensed Bodies who have expertise in registration and licensing standards and practice, and all of whom are appointed by the Board of Trustees.

About you

As a member of the RA, your role will be to fully participate in the discharge of all the Committee functions and responsibilities, as set out in the terms of reference below. In discharging these functions and responsibilities, members are expected to foster an effective working relationship with the Chair, other Committee members and management.

In carrying out your role you will be expected to:

- Attend all Committee meetings, being fully prepared and willing to apply your expertise in carrying out your duties as a member of the Committee.
- Demonstrate the highest level of integrity, accountability and honesty in the actions of the Committee.
- Respect and trust between fellow Committee members and management.
- To participate in the evaluation of the Committee’s performance to aid development activity.
- Maintain absolute confidentiality of any sensitive and confidential information you receive.
- Always act in the best interests of the Science Council to support our charitable aims and achieve our strategic objectives.
- Comply with the Committee’s terms of reference.
- Observe the Science Council’s code of conduct, policies and procedures as they relate to volunteers, including annually submitting an up-to-date Register of Interest form.
• Understand the responsibilities of the position.

**Your experience, skills and knowledge**

Individuals will have a background in setting professional standards and/or quality assurance. At least half of the Registration Authority’s members will hold Science Council professional registration, therefore eligibility for Science Council registration is highly advantageous. Previous committee experience is also desirable but not essential. Knowledge and experience of the charitable/not-for-profit sector would be an advantage but is not essential.

Individuals will also have:

• An understanding of the context in which the Science Council works (and a willingness to learn more).
• The ability to understand complex issues and the importance of professional standards in science.
• A strong strategic awareness and ability to identify emerging external factors that may impact on strategy implementation or plans.
• The ability to work in a way that demonstrates this commitment and to communicate this enthusiasm to others.
• The ability to work well as part of a diverse team.
• Good communication and interpersonal skills,
• Objectivity and independence, and able to challenge supportively.

**Term of appointment**

The Board of Trustees appoints individuals to the Registration Authority for an initial three-year term; this may be extended for a further three years provided the person concerned still meets the criteria for membership of the Committee.

**Commitment**

Committee members should be able and willing to devote the necessary time to the role and expect to commit between 6-8 full days per annum to the role, including preparing for and attending meeting, and providing advice and input outside of meetings from time to time. The Committee normally holds five meetings per year, held during office hours and typically last 3.5 to 4 hours.

**Location**

To ensure the safety of our staff and volunteers, we are planning to hold all RA meetings in 2021 via teleconference. In line with government guidelines, and where it is safe do so, meetings will be held in person in central London. We are also exploring options to hold hybrid meetings, whereby people can participate in-person and virtually. Please do not exclude yourself from consideration by virtue of where you live and work.

**Remuneration**

The role is unpaid but reasonable expenses are payable in line with the Science Council’s volunteers expenses policy.
Registration Authority Terms of Reference

Responsible to: Board of Trustees

Responsible for: Registration Assessment Committee and other ad hoc committees and working groups as determined necessary.

Purpose

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

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 the 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. Approve the renewal of a Licensed Body’s license.
- Recommend to the Board the awarding or removal of licenses.

Membership and length of service

- The Registration Authority considers nominations for membership and makes recommendations to the Board. Decisions regarding membership rest with the Board.
- Nominations to the Registration Authority will be made by Licensed Bodies and appointments will be approved by the Board.
- The Registration Authority 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 Registration Authority’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 Registration Authority 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.

• Members serve in an individual capacity and not as representatives of their institution or sector.

**Appointment of the Chair**

• The Chair may be appointed from among its membership by the Board.

• Subject to the procedures set out in the Regulations, 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 Registration Authority will assume chairing responsibility.

• Observers and invited attendees may take part in discussions at Registration Authority 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 Registration Authority 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 Registration Authority, or a delegated individual, will report to the Board after each meeting on all matters relating to the committee’s duties and responsibilities.

• The Registration Authority shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

• The Registration Authority may appoint subcommittees or other groups to undertake work on its behalf.