

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.

Membership and length of service

- Members of the committee will be active Science Council CAP assessors or assess applications for Science Council registration via their Licensed Body. They will not be employees of the Science Council or any of its Licensed Bodies while they are serving on the committee.
- The committee will normally consist of no fewer than 9 and no greater than 15 members.
- There will normally be 2 Registered Science Technician members, 3 – 4 Registered Scientist members and the remaining members will be Chartered Scientist level.
- Members serve in an individual capacity and not as representatives of their institution or sector.
- A member of the Registration Assessment Committee serves for an initial term of three years and may be re-appointed for a further term of three years
- In identifying suitable candidates for membership the Committee shall:
 - have authority to use open advertising to facilitate the search
 - have due regard to the benefits of diversity and endeavor to consider candidates from a wide range of backgrounds
 - consider candidates on merit and against objective criteria, taking all reasonable care to ensure that appointees have enough time available to devote to the position.

Attendance of non-members at meetings

- Other individuals may be invited to attend for all or part of any meeting, as and when appropriate and necessary.
- Up to two staff members from among the Licensed Bodies may be invited to observe any given meeting.
- The Registrar or delegated individual will attend meetings as an observer.

Appointment of the Chair

- The Chair will be an ex-officio member of the Registration Authority and will be appointed from among its membership by the Registration Authority. The Chair is required to have Science Council registration.
- The Chair of the Committee will serve for one term of four years, which is renewable for one further term of four years.
- The RAC will have delegated lead roles for each Register that are required to have the same level of Science Council professional registration or above.

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.

Frequency of meetings

- The committee will normally hold quarterly meetings or as required to conduct its business effectively. Normally 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 a member of the Registration and Licensing team 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.

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.

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.

Minutes of meetings

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

Review

- The Committee shall, at least once a year, review its own performance, constitution and terms of reference to ensure it is operating effectively and recommend any changes it considers necessary to the Board for approval.