

Science Council Trustee Recruitment

Candidate information pack 2023



CONTENT

Page Name	Page Number
<u>Welcome</u>	2
<u>About us</u>	3
<u>Strategy 2022-2025</u>	4
<u>Activities in 2023</u>	5
<u>Key Science Council projects</u>	6
<u>Organisation Chart</u>	7
<u>Your role as a trustee</u>	8
<u>Vacancies and skill needs</u>	10
<u>Key dates</u>	11
<u>Equality of opportunity</u>	12
<u>Useful links for prospective trustees</u>	13

Welcome

Thank you for your interest in becoming a trustee of the Science Council. This information pack provides you with the information you need to determine your suitability to join our Board and will assist you in mapping your competencies with the requirements of the role and those of the Science Council. The pack also provides details on the application process and contact details should you have any further queries.

Tackling the most pressing global challenges will require a diverse science workforce and ever-deepening interdisciplinary collaboration between scientists and society. As an interdisciplinary membership organisation connecting professional bodies from across science, and upholding the standards across our profession, the Science Council has a unique and valuable role to play in ensuring public trust and confidence in the scientific workforce and transparency in the process of science.

This is your opportunity to join the Board of an ambitious and well-run organisation, and one that is looking to grow a vibrant and diverse professional body community, harness its collective expertise in the pursuit of professional excellence and public benefit. We are looking for new trustees who have the vision and commitment to help grow the Science Council into an increasingly respected, influential, and sustainable organisation.

We welcome applications from people of all backgrounds and level of experience. We particularly want to hear from those who can provide new perspectives on the way we work and provide strategic leadership and direction to help us navigate the challenges facing the charity and the science community more broadly. Whether you are looking to take on your first trustee role or are an experienced trustee, if you have the time and energy to commit to the role, we want to hear from you.

About us

Who are we?

The Science Council evolved over 20 years ago from an informal network of professional science bodies to a membership organisation of 36 organisations from across the scientific disciplines. We provide the quality assurance system for those working in science, setting the standards for professional registration for practising scientists and science technicians across all scientific disciplines. Through our Licensed Bodies we admit to our registers scientists and science technicians who meet our competence and conduct requirements and commit to Continuing Professional Development. Those scientists who reach the required standards are recognised by the following designations Chartered Scientists, Chartered Science Teacher, Registered Scientist, Registered Science Technician.

Our Purpose

Our purpose is to strengthen the collective impact of the science community for public benefit. We do this by connecting the science professions to foster knowledge exchange and, through our professional registers, offer interdisciplinary recognition for scientists across the world.

Through our collective drive to uphold interdisciplinary standards we inspire and empower the science workforce to strive towards professional excellence. Our ambition is to see a diverse and growing science profession that is trusted, respected and is equipped to deliver national ambitions.

Our values and guiding principles

We are **Inclusive** of all disciplines of science and all types of scientists, including science technicians and science teachers.

We are **Informed** by evidence and research and by different perspectives.

We are **Positive** and balanced in our promotion of the contribution of scientists and science technicians to society and of our members, registrants and the science workforce as a whole.

We are **Collaborative** in our approach to debate and discussion and in our attitude to conversation in general.

Our Value Proposition

Flowing from our [Charter](#) and values, and having listened to members and registrants, the Science Council adopted a new Value Proposition in 2019 for members and the registrants that we represent.

For Member Bodies: The Science Council promotes science and the science workforce, and enables the sharing of innovation and best practice, mutual help and support, and the ability to influence more widely as part of a community of professional bodies.

For registrants: Gain a widely recognised cross-disciplinary science registration that supports your personal and professional development, improves your prospects for progression and mobility across established and developing sectors in science.

Strategy 2022-2025

As a charity, the Science Council is committed to delivering public benefit by advancing the profession of science and the profile of the scientific workforce. Building on the foundations of our previous strategy, our current strategy sets out the vision and direction of the Science Council for the period 2022-2025 to deliver that benefit, focusing on four core objectives.

1. Registration & Licensing: maintaining and improving professionalism in the science workforce through professional registration.
2. Membership & Community: bringing our members together to facilitate knowledge exchange and identify areas of common interest.
3. Policy & Influence: developing our role as a collective voice for our diverse membership on issues that impact the sector.
4. Equity, Diversity and Inclusion: supporting members to share good practice and learn from one another.

Further information, including the **Science Council's Strategic Plan 2022-2025** and the latest **Trustees' Annual Report and Financial Statements** are available on the Science Council's website www.sciencecouncil.org.

Activities in 2023

A key part of our work is to make professional registration more accessible, aspirational and attractive to the current and future scientific workforce. Particularly in challenging economic times, we need to continue to provide value for money for our members and the registrant community.

Since the start of 2021 we have been delivering a significant programme of investment focused on raising our visibility and profile across the sector and beyond, increasing support for our membership community and registrants; and establishing our role in the science policy landscape. Whilst our resources and budgetary control remains tight, our aim is that the investment programme will attract more registrants and members to the Science Council over the coming years. As part of our ongoing investment programme will we be developing and delivering an exciting range of programmes in 2023 in partnership with our members, including:

- Continue to invest in brand and digital marketing activity to increase the visibility and profile of the Science Council and registration, including a 6-month campaign in partnership with our members to grow the profile and esteem of the Chartered Scientist register.
- Expand our events programme further, including the organisation of a Professional Development Day in March, which is being organised in collaboration with our Member Bodies, as well as with colleagues from UK Research and Innovation (UKRI), Government Science & Engineering Profession (GSEP) and the UK Accreditation Service (UKAS).
- Escalating our policy and influence work further, developing our relationships with Government, devolved nations and key stakeholders to increase the impact of our activities, and connecting Members with the wider scientific community on cross-disciplinary issues, harnessing the community's collective expertise to contribute to policy developments.

As securing the charity's long-term sustainability a key issue for the Board in 2023, we will be exploring the opportunities for income diversification this year.

We are currently recruiting for new Chief Executive to take over from Helen Gordon in September 2023. Her successor will be tasked with building on the strong foundations put in place over the last few years to ensure that the strategy to deliver our purpose is implemented and create the conditions for the Science Council to achieve long-term sustainability.

Key Science Council projects

Equity, Diversity and Inclusion

In 2014, we set ourselves the strategic ambition to work towards a science workforce that reflects the diversity of society. To this end, we launched our Declaration on Diversity, Equality and Inclusion, which all members are expected to sign as a demonstration of their commitment to promoting diversity.

In collaboration with the Royal Academy of Engineering, the Science Council developed a tool for professional bodies to assess and monitor their progress on diversity and inclusion. The Diversity and Inclusion Progression Framework is a key element of the support available for Science Council members, as they seek to embed diversity in their strategies and planning.

In recognition of the evolving social, political and economic challenges faced by individuals and groups, one of the core pillars of our current strategy is 'Equity, Diversity and Inclusion'. This has been included to clearly signify to our member and key stakeholders that this is a priority area over the current strategic period. Aligned to the new strategy, the Declaration was updated in January 2022 to reflect our new emphasis.

So that the Science Council can move towards being an anticipatory organisation and leader in our sector, the Board established an EDI steering group in 2021 to lead on overseeing our EDI ambitions and progress. You can find out more about our EDI projects and activities on our [website](#).

Technical Pathways project

This is a joint initiative, with grant funding from the Gatsby Charitable Foundation, between the Science Council and its members to significantly raise the profile of and support for technicians over a four-year period. The initiative looks to embed a culture of professional registration within the science community promoting parity of esteem for science technicians; enhance career development opportunities for those working at a technical level; and create a package of services for employers to aid development of the technician workforce.

Funding for the project runs to the end of 2023 and we are looking at how we can create a sustainable model for the programme that will enable us to continue to deliver impact in this vital area.

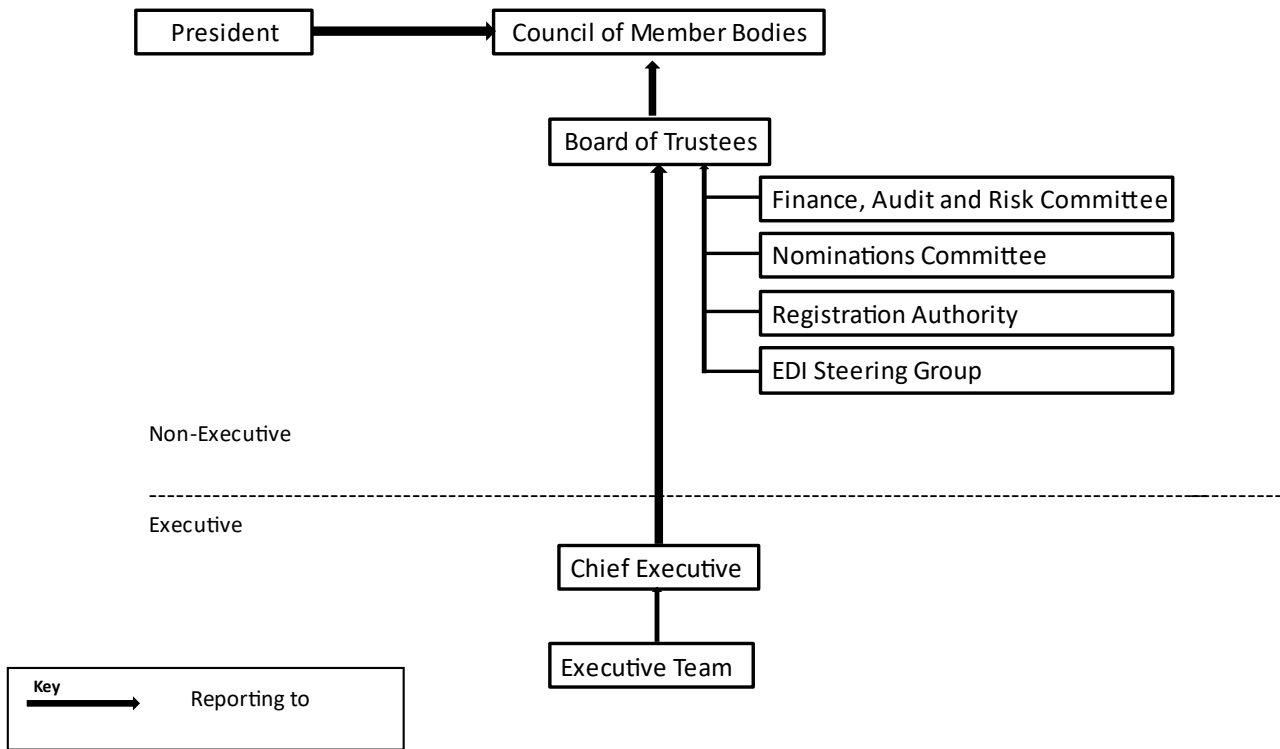
Technician Commitment

Launched in 2017, the Technician Commitment is a university and research institution initiative, led by a steering group of sector bodies, with support from the Science Council and the Gatsby Charitable Foundation's [Technicians Make It Happen](#) campaign. The Commitment aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines. Universities and research institutes are invited to become signatories of the Technician Commitment and pledge action against the key challenges affecting their technical staff.

Employer Champions

Our [Employer Champion](#) programme provides a package of support for employers that have made the commitment to support their scientific and technical staff to become professionally registered.

Organisation Chart



Your role as a trustee

Key duties and responsibilities

The Board of Trustees set the direction for the charity, so it operates within its objects and delivers public benefit. Collectively and individually, trustees have a legal, regulatory, and moral obligation to enable accountable, effective and efficient and leadership of the Science Council. The role of the Board is to:

- ensure that the Science Council has a clear strategic focus.
- ensure that the Science Council fulfils its charitable objectives.
- ensure that the Science Council complies with its legal and regulatory requirements.
- act as guardian of the charity's assets, both tangible and intangible, and ensure the financial stability of the organisation.
- monitor and hold management to account.
- be accountable to members in the delivery of the charity's strategy.

Term of office

The term of office is 3 years with the option to seek re-election for a further 3 years.

Time Commitment

Formal Board meetings are held quarterly and set around the charity's financial reporting cycle. Board meetings last approx. 3 hours, and usually alternate between morning (10am to 1pm) and afternoon (1pm to 4pm) meetings. The Board also holds strategy development sessions throughout the year, in conjunction with Board meetings.

The Board has three subcommittees: Finance, Audit and Risk Committee; Nomination Committee; and the Registration Authority. Each of these meets approx. 4 times per year. Subcommittee meetings are approx. 2-3 hours long. Trustees are expected to serve on at least one of these committees.

The Science Council normally holds three General Meetings per year, one of which is the Annual General Meeting. Trustees are encouraged to attend General Meetings so that they can meet with representatives from across the membership and with Science Council staff. General Meetings are held online.

In addition to formal meetings, you will need to dedicate time to reading papers in advance of meetings. Informal meetings between trustees, the Chair and the Chief Executive may be held as required. These will be held online or by electronic communication. There may also be additional time required for ad-hoc work to support the activities of the Science Council.

Payment

Trustee roles are voluntary. Trustees will be compensated for reasonable expenses incurred in the performance their role.

Location

As with many organisations, COVID-19 gave us the impetus to think more creatively about the shape and delivery of our operational and governance functions. Our offices are located near Old Street in London. However, we now offer a fully flexible and hybrid home/office working culture, and we have held most of our Board and committee meetings online. The move to predominantly working online has not detracted from the Board's ability to meet regularly and make important decisions regarding future investments in projects and activities to serve the community. Indeed, the move to online meetings has increased attendance at Board and committee meetings. Please do not exclude yourself from consideration by virtue of where you live and work.

We aim to hold half of our Board meetings in person and are planning to hold our September 2023 Board meetings in person. Most Committee meetings will continue to be held online. When Board and committees meet, this will be in central London.

Although the majority of meetings will be held online we require trustees to be UK-based so that they can attend in-person meetings at short notice.

There may also be opportunities to represent the Science Council at conferences and events, and therefore some UK travel may be necessary. Trustees will be compensated for any costs incurred by them in respect to travel arrangements in accordance with our volunteer expenses policy.

Visit our [website](#) for information on the trustees' role description, matters reserved to the Board, current Board membership, and to know more about the Science Council.

Age requirement

We are keen to hear from people of all ages, and particularly younger people and those young-in-career to apply because their experiences will bring a much-needed diversity of perspective to the Board. Please note that the Science Council requires trustees to be 18 or over.

Vacancies and skill needs

The Board is looking to fill three trustee vacancies this year. Two vacancies will be open to individuals from within our membership, so if you are an employee or a member of one of our Member Bodies and think that you have the skills and interest to contribute to the Science Council, we want to hear from you. If you are not sure whether you are an employee or a member of one of our Member Bodies you can find a list [here](#).

The Board firmly believes that a diversity of views and perspectives is vital to making informed decisions. To continue the delivery of our strategy, this year we are particularly keen to receive applications from people with skills and experience in the following areas (we don't expect to find all of these skills in one person):

- Parliamentary/Government contacts to grow our policy presence and influence.
- Management or leadership of scientists in industry to give us a better insight into the needs and wants of the scientific workforce to help us shape the 'offer' to registrants.
- Marketing/brand awareness to rise our profile and that of the registers.
- Equity, Diversity and Inclusion to help the Science Council deliver on its objectives in this area and enable us to continue to provide leadership across the sector.

It is not necessary to have previous board/trustee experience as support and development opportunities will be available. This year's vacancies would suit individuals taking their first steps to develop wider board-level and governance experience.

If you do not have these skills but you believe that your background and experience could be useful to us and you are interested in joining our Board, we still want to hear from you.

We want to ensure that our Board is as representative of the scientific workforce as possible. We would therefore particularly like to hear from women, ethnic minorities, younger people, disabled people and marginalised groups. If you would like to have an informal conversation about the role you can contact the Corporate Services and Governance Manager, Oliver O'Hanlon (o.ohanlon@sciencecouncil.org or 020 3434 2025) who will be happy to discuss the role with you.

Key dates

Applications will open on **Thursday 2nd February** and will be accepted until **5pm Monday 3rd April**. Following your application, please contact the Corporate Services and Governance Manager if you need further assistance. The Nominations Committee will consider the applications in April and make a recommendation to the Board in May. Candidates' information and supporting statements will then be circulated to Science Council members on Monday 5th June who will vote for candidates to fill the vacant positions. Voting will close at 5pm on Thursday 6th July. The results will be announced at our Annual General Meeting on **Wednesday 12th July**. Successful candidates will take office at the end of the meeting. The induction of new trustees will be arranged after the AGM.

Equality of opportunity

The Science Council is strongly committed to equality of opportunity in the provision of its recruitment, selection and employment procedures.

Monitoring is recommended by the Codes of Practice for the elimination of discrimination. In order to monitor this policy, we request that applicants complete an Equal Opportunities Form, which would be used for this purpose and **will form no part of the selection and interview process**.

Applicants must also satisfy statutory requirements in order to become a trustee as detailed below:

You must be at least 18 years old to be a charity trustee.

Some people are disqualified by law from acting as charity trustees or holding senior management positions within a charity unless authorised to do so by a waiver from the Charity Commission

This includes anyone who has an unspent conviction for:

- an offence involving dishonesty or deception.
- specified terrorism offences or being a designated person (under specific anti-terrorist legislation).
- a specified money laundering offence.
- contravening a Charity Commission Order or Direction.
- offences of misconduct in public office, perjury, or perverting the course of justice.

Automatic disqualification rules also apply to people who are:

- currently declared bankrupt (or subject to bankruptcy restrictions or an interim order) or have an individual voluntary agreement (IVA) with creditors.
- on the sex offenders' register
- [disqualified from being a company director](#)
- removed from a trustee role by either the Commission or the High Court due to misconduct and/ or mismanagement.

As soon as someone becomes disqualified, for example, the day they are convicted of an offence involving dishonesty, they are automatically barred from acting as a trustee. It is a criminal offence to act as a charity trustee while disqualified. However, the Charity Commission can grant a waiver either generally or in relation to a charity or a specific class of charities.

If you are convicted of a relevant offence or become bankrupt and you wish to remain eligible to be a trustee, you may apply to the Commission for a waiver. Any adult person who is not disqualified by law, or prohibited by law, or prohibited by the charity's articles or association, may become a trustee (director) of a charitable company.

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

Useful links for prospective trustees

The Charity Governance Code

<https://www.charitygovernancecode.org/en>

The Essential Trustee, What you Need to Know. The Charity Commission

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/451020/CC3.pdf

Conflicts of Interest: a Guide for Trustees

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

Science Council Royal Charter

<https://sciencecouncil.org/web/wp-content/uploads/2016/10/Royal-Charter.pdf>

Science Council Bylaws

<https://sciencecouncil.org/web/wp-content/uploads/2022/08/BylawsApprovedOct2021.pdf>

Science Council Regulations

https://sciencecouncil.org/web/wp-content/uploads/2021/10/SC_Regs_AprovedOct2021.pdf