

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 rules 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 and members 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 and maintenance of a Licensed Body's license
- Recommend to the Board the awarding, suspension or removal of licenses.
- Appoint subcommittees or other groups to undertake work on its behalf.
- Appoint the Vice Chair of the RA

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.
- The Registration Authority will consist of at least 8 members appointed by the Board in accordance with the Regulations At least half of the Registration Authority's members will hold Science Council professional registration.

- The Chair of the Registration Assessment Committee will be an ex-officio member of the Registration Authority.
- Members serve in an individual capacity and not as representatives of their institution or sector.
- A member of the Registration Authority serves for an initial term of three years and may be re-appointed for a further term of three years.
- If the Registration Authority considers that there is a need for additional skills and expertise, it may appoint up to two Appointed members, who shall not be required to be appointed by the Board. Appointed members will serve for a term of one year, which will be renewable upon re-appointment by the Registration Authority save that no Appointed member will serve for more than three consecutive terms.
- 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 endeavour 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.
- The Chief Executive and/or delegated individual will attend meetings as an observer.

Appointment of the Chair

- The Chair may be appointed from among its membership by the Board.
- The Chair of the Committee will serve for one term of four years, which is renewable for one further term of 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.

Frequency of meetings

- Meetings shall be held at least four times per annum.
- The Chair of the Committee may request a meeting if they consider that one is necessary.

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 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.

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.

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.
- The minutes of Committee meetings shall be available on request to all members of the Board.

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.