

## **Registration Authority Terms of reference**

**Responsible to:** Board of Trustees

**Responsible for:** Registration Routes 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**

#### Standards

Recommending to the Board the standards, model rules of conduct and practice to which registrants must adhere to become registered and maintain their registration.

Providing guidance and clarity regarding which qualifications link to the award of professional registration.

#### Licensing

Quality assurance of the processes and systems used by the Science Council and Licensed Bodies to admit applicants to the register.

Setting the standards to which Licensed Bodies must adhere to become authorised to award and maintain the Science Council's professional registrations.

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 award, suspension or removal of licenses.

#### Appointments

Appoint the chair and members of the Registration Routes Committee.

Appoint subcommittees or other groups to undertake work on its behalf.

Appoint the Vice Chair of the Registration Authority from among its membership, whose term will run concurrently with their term of office.

The committee at least once a year, review its own performance, constitution and TOR.

### **Membership, Terms of Office and Attendance**

The Registration Authority considers nominations for membership and makes recommendations to the Nominations Committee which will approve appointments to the Registration Authority.

The Registration Authority will consist of at least 8 members, which shall be appointed by the Nominations Committee. At least half of the Registration Authority's members will hold Science Council professional registration.

The Chair of the Registration Routes Committee will be an ex-officio member of the Registration Authority

A member of the Registration Authority serves for an initial term of three years and may be re-appointed for a further term of up to, three years.

The Chair may be appointed from among its membership by the Board. The Chair will serve for one term of

four years, which is renewable for one further term of four years.

Up to two Appointed members may be appointed by the Registration Authority to fill prioritised skills or knowledge gaps. Appointed members will serve for a term of one year, which may be renewed, save that no Appointed member will serve for more than three consecutive terms.

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

In identifying suitable candidates for membership the Committee shall have due regard to the benefits of equity, diversity and inclusion; promote equitable practices, and to endeavour to attract and consider candidates from a wide range of backgrounds.

#### In attendance

Chief Executive Officer

Secretariat: Registration, Licensing and Membership Manager

Other individuals may be invited to attend for all or part of any meeting, as and when appropriate and necessary.

#### **Ways of working**

Meetings shall be held at least four times per annum, usually held remotely by online meetings.

Business can be transacted between meetings by electronic circulation.

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, normally the Vice Chair.

Meetings of the committee shall be called by a member of the Registration and Licensing team at the request of the Committee Chair.

#### Quorum

The quorum is 50% of committee members, of which one may be the Chair.

#### 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.

#### Record keeping

The Secretary will provide succinct minutes of meetings: recording decisions and, where appropriate, key points from the discussion.

The Secretary will keep recruitment and selection documents in line with Science Council policies and national regulation, ensuring that documents, subject to relevant policies and regulation, can be retrieved subsequently to support the ongoing and evolving work of the Registration Authority.