



Science Council

Licence Review Outcomes

Approved December RA 2022

What does this document include?

1	Licence review outcomes	<ul style="list-style-type: none">Explanation of the different licence application and review outcomes, both in relation to applications from Member Bodies for brand new Licences and reviews of existing Licensed Body Licences (each referred to in this document as a "licence review").
2	Appeals	<ul style="list-style-type: none">Appeals process for a Licensed Body to appeal licence review outcomes.Appeals process for Member Bodies applying for a new licence to appeal licence review outcome.

Notes:

1. This document only relates to licence review outcomes and the appeals procedure against outcome decisions. For non-liscence review related matters please refer to the Science Council's applicable procedure (for example, complaints about the Science Council staff or its volunteers are handled under the Science Council's General Complaints Procedure).
2. "Registration Authority" and "Board", and any other defined terms used in this document, have the meanings set out in the Bylaws or Regulations of the Science Council (except otherwise stated).
3. This document applies to both a Full Licence and a Development Licence.

1) Licence review outcomes

Licensed Bodies are periodically reviewed and Member Bodies wishing to become Licensed Bodies are assessed for new licences. Licence reviews have the primary function of examining the Member or Licensed Body to ensure that it meets/continues to meet the standards for the award of the professional designations for which it is applying for a licence/has been licensed and that all other specified criteria are being fulfilled. The *Licence reviews* document (another of the Mandatory Documents) sets out the detail of the review process, including the process steps, the frequency of reviews and appointment and composition of review panels.

During a licence review, the appointed review panel (comprising trained licence reviewers) will use *The Evidence Framework* (referred to in Licensed Bodies' Licences) to see whether (as applicable) the Licensed Body meets the eight key areas that are needed to maintain their Licence, or (in the case of Member Body applying for a first Licence) be awarded a new Licence. Where the decision outcome is not to renew an existing Licence, depending on the severity of the actions required, the Licence could be suspended or withdrawn.

The panel will discuss the outcome of the review with (as applicable) Member or Licensed Body representatives on the day so that any questions about the outcome of the review can be answered as far as possible. If the Member or Licensed Body has any issues, concerns or complaints about the outcome of the review or the panel's recommendation, these should



be raised and discussed with the panel in the first instance as far as practicable, with a view to resolving them as quickly and effectively as possible.

As per the Science Council's Regulations, for the *award of a licence*, the panel shall present their findings to the Registration Authority, which shall then make its recommendation to the Board. The decision of the Board shall be submitted in writing to the applying Member Body. One of the following three recommendations will be made to the Board:

- a. *to award a licence*,
- b. *to award a licence subject to the fulfilment of certain conditions*, or
- c. *not to award a licence*.

As per the Science Council's Regulations, for the *maintenance of a licence* the panel shall present their findings to the Registration Authority. The decision of the Registration Authority or Board shall be submitted in writing to the Licensed Body. One of the following three decisions shall be made, namely:

- a. *the continuation of the licence*,
- b. *to recommend to the Board to suspend the licence pending certain conditions*, or
- c. *to recommend to the Board to terminate the licence*

As per the Science Council's Regulations, for the *renewal of a licence* (i.e. licence renewals), the panel shall present their findings to the Registration Authority. The decision of the Registration Authority or Board shall be submitted in writing to the Licensed Body. One of the following three decisions shall be made, namely:

- a. *to renew the licence*,
- b. *to conditionally renew the licence subject to the fulfilment of certain conditions*, or
- c. *to recommend to the Board non-renewal of the licence*

Suspension, non-renewal or withdrawal of licence

The Science Council has the right to withdraw or suspend a licence in certain circumstances, as set out in the Bylaws (quoted below). If any of the following apply, a licence awarded to a Licensed Body may be *revoked or suspended* by the Board or left to expire at the end of the current term of the licence (without renewal):

[a] an order is made by a court of competent jurisdiction or any effective resolution is passed for the Licensed Body's administration or winding up, or the Licensed Body is dissolved or otherwise ceases to exist;

[b] in the opinion of the Board in each case, the Licensed Body has ceased to satisfy the conditions on which it was appointed as a Member Body or its objects and purposes are no



longer consistent with the Object or the rules relating to its member's conduct no longer adequately meet the conduct required of persons admitted to the Professional Registers;

(c) the Licensed Body resigns its position in writing in accordance with the notice period set by the Board (which must not be less than one year) and its resignation is not withdrawn during that period;

(d) in the opinion of the Board in each case, the standard adopted by the Licensed Body for the qualification of its members admitted to the Professional Registers for which it is licensed falls short for those prescribed for the admittance of names to the Professional Registers and the said Licensed Body has failed to take all reasonable steps to raise the standard to at least to that prescribed as aforesaid;

(e) the Licensed Body has failed to pay fees due to the Council after reasonable notice of overdue fees has been given; or

(f) the Licensed Body ceases to be a Member Body.

Suspension of licence

Further to a licence review, the Board may suspend the licence of a Licensed Body where in its opinion the Licensed Body has not met the standards for the award of the professional designations and all other specified mandatory requirements/criteria for holding the licence. This will be communicated in writing to the Licensed Body with confirmation as to when the suspension will start. During a suspension, the Licensed Body must not process any new applications for registration; however, existing registrants must continue to be managed and monitored by the Licensed Body as per the terms of its Licence. Prospective registrants who are already in the process of applying for professional registration at the point at which the Licensed Body's licence is suspended will normally (but subject in all cases to the Science Council's discretion) be permitted to continue with their application so that they are not disadvantaged.

A Licensed Body's licence can be suspended for up to 12 months depending on the severity of the offence; the length of suspension shall always be proportionate to the severity. The Licensed Body will be required to inform the Registration Authority in writing, within any timeframe specified, of the changes that have been made by the Licensed Body in order to remedy the failures identified to comply with the licence mandatory requirements and other criteria. On the basis of the Licensed Body's reply, the Registration Authority may recommend to the Board either the reinstatement of the licence (potentially subject to conditions, e.g. that upon reinstatement of its licence the Licensed Body also be required to have a licence review) or that the licence should not be reinstated and revoked/withdrawn.



Withdrawal/non-renewal of Licence

In the event of the withdrawal or non-renewal of the licence (further to a licence review), the Science Council will communicate this in writing to the Licensed Body. The Licensed Body must not process any new applications for registration following the date of such notification (or such other date as the notification may specify) and existing registrants will be given 12 months from the relevant date to transfer their registration to another Licensed Body.

Licensed Bodies are required to assist the Science Council with this process to minimise any detrimental impact for registrants, as per the terms of its licence. Similarly, if a Licensed Body decides to give up its licence, it is required to provide the Science Council with 12 months' notice and to assist the Science Council with the transfer of registrants to another Licensed Body.

Development Licence

The Science Council is committed to supporting Licensed Bodies with their implementation of the requirements for the Development Licence. It is recognised that during a maintenance licence review for the Development Licence, where there are outstanding areas the Science Council will endeavour to work with the Licensed Body to support the development of an action plan which could include the extension of the duration of the Development Licence at the Science Council's Board discretion. The suspension of the Development Licence would only be considered where there is significant risk to the upholding of standards or where the Licensed Body is not positively progressing with their licence. During a suspension, the Licensed Body must not process any new applications for registration; however, existing registrants must continue to be managed and monitored by the Licensed Body as per the terms of its Licence. Prospective registrants who are already in the process of applying for professional registration at the point at which the Licensed Body's licence is suspended will normally (but subject in all cases to the Science Council's discretion) be permitted to continue with their application so that they are not disadvantaged.

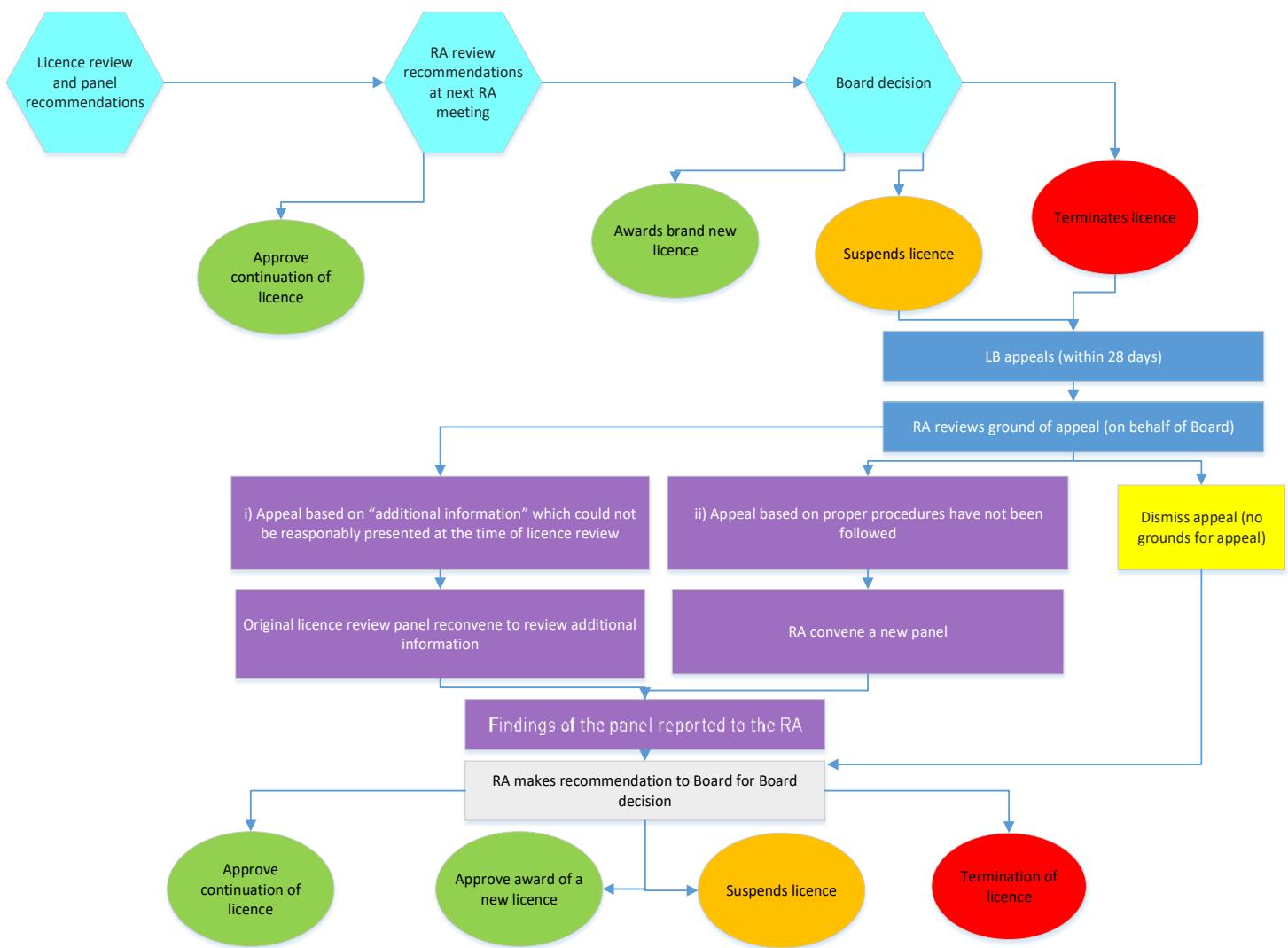
Non-award of a new licence

For new licence applications, the Science Council reserves the right not to award a licence if the standards for the award of the professional designations and all other specified mandatory requirements/criteria for holding the licence are not met.



2) Appeals process for appealing the outcome of a licence review

The appeals process in relation to licence review outcome decisions is set out in the diagram below and described in further detail in the paragraphs underneath.



1. Upon receipt of the Board's decision, a Licensed Body or applying Member Body shall have 28 calendar days to appeal against any decision to suspend or terminate a licence, or not to award a new licence or renew an existing one (as applicable). The Licensed or applying Member Body shall be required to provide a statement to the Registration Authority with supporting evidence of the specific grounds for the appeal, for the Registration Authority to consider.
2. The grounds for the appeal must be either:
 - (i) additional information, which could not reasonably have been presented at the time of the licence review, is available, or
 - (ii) proper procedures have not been followed.



3. In the case of (i) above, if the Registration Authority considers there to be grounds for appeal, it will direct the original licence review panel to reconvene to consider the additional information. In the case of (ii) above, if the Registration Authority considers there to be grounds for appeal, it will convene a new panel to hear the appeal, which shall comprise of assessors who did not sit on the original licence review panel and are not connected with the Member or Licensed Body in question.
4. The panel will comprise a minimum of three members.
5. The panel must appoint a chair from its membership who must have a third and casting vote in the event of a tie.
6. The findings of the panel must be reported to the Registration Authority and must comprise at least a recommended conclusion together with any recommended actions. The Registration Authority must consider the recommendations and confirm or determine the action to be taken by making a recommendation to the Board.
7. The Board will communicate the decision to the relevant parties in writing within 14 calendar days of the Board meeting which the decision was made. The decision of the Board shall be final.

