



Life Science Industry Credentialing Register

Education, Training and Standards Advisory Group

Terms of Reference

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Establishment and Operation of the Education, Training and Standards Advisory Group

The Education, Training and Standards Advisory Group, (hereafter referred to as 'the Group'), is hereby established by the Life Science Industry Project Steering Group and the AHCS (Academy for Healthcare Science, hereafter referred to as 'the Academy').

The Group must at all times operate in furtherance of its core objective in order to fulfill the functions set out below.

The Group must always operate within the AHCS Regulatory Framework (as agreed by PSA) and is answerable to the Registration Council.

Functions of the Group

The core objective of the Group is to provide operational oversight of the education, training and standards required to enable registrants to access the register. It ensures that adequate signposting is available to help direct both employers and registrants to understand what is an appropriate course to facilitate entry onto the Credentialing Register (hereafter referred to as 'the Register').

To meet its core objective, the Group shall have the following functions:

- To Quality Assure the Register's processes to ensure standards are maintained and met as defined in the Quality Assurance Framework
- To provide guidance against the standards
- To commission or undertake reviews of specific audits or courses e.g. theatre access courses
- To provide a signposting service

- To encourage best practice and development of processes for continual improvement

Membership

The Group shall comprise of:

- Chair, appointed by nomination
- Vice Chair, appointed by nomination
- Senior team member from the Academy Quality Assurance / Education
- A minimum of three members of the Registration Council
- A Secretariat, to be nominated by the Group

Members are appointed from nominations from the Registration Council, and the duration of the term of office for each member of their appointment shall not exceed three years per term and only two successive terms will be allowed.

A person shall cease to be a member of the Group -

- If the member resigns, which the member may do at any time by notice in writing to the Registration Council
- On ceasing for any reason to be a member of the Life Science Industry or Academy.

Notice and frequency of meetings

The Secretariat shall give members not less than seven days' notice of the time and place of a meeting.

If for any reason a meeting is convened at shorter notice, then the Secretariat shall give members notice of the time and place of the meeting at the time that the meeting is convened.

Failure to send a notice of a meeting to a member shall not invalidate the proceedings of that meeting.

Agenda

The Secretariat shall issue an agenda for each meeting.

Except in cases of urgency or where circumstances make it impracticable to do so, the agenda for a meeting and any accompanying papers will be sent to members seven days before the meeting.

Group Chair

The Registration Council shall determine the duration of the term of office of the Chair on appointment, but shall not exceed two successive terms of office as a member of the Group.

Quorum

The quorum at any meeting of the Group shall be half of the total number of members of the Group plus one.

If a quorum is not present within fifteen minutes of the time appointed for a meeting to commence, all business which should have been transacted at that meeting shall be held over until next meeting of the Group, unless a meeting is called in the meantime for the transaction of that business.

If, during a meeting of the Group, it appears to the Chair that a quorum has ceased to exist, business will be suspended and the number of members present counted. If a quorum exists, the business will proceed. If a quorum does not exist, the meeting will be dissolved and all remaining business will be adjourned to the next meeting of the Group.

Conduct of meetings

The order of business at a meeting shall follow that set out in the agenda unless the Chair, with the consent of the meeting, varies it.

A member may only initiate a debate or move a motion on a matter that is not on the agenda with the consent of the meeting.

All motions must relate to matters that are within or related to the functions of the Group.

Members shall not make derogatory personal references or use offensive expressions or improper language to any other member or any employee of the Group.

A member must speak to the subject under discussion. The Chair may call attention to any irrelevance, repetition, unbecoming language or other improper conduct on the part of a member and, where the member persists in that conduct, may direct that member to cease speaking.

A ruling by the Chair on any question of order, whether or not provided for by the Standing Orders, shall be final and shall not be open to debate.

Voting

Any questions at a meeting shall be decided by a majority of the members present voting by a show of hands. In the event of a member sending a deputy the member will make clear beforehand whether the deputy has the authority to vote or not.

In the event of an equality of votes, the chair shall be entitled to an additional casting vote.

Minutes of meetings

The Secretariat shall keep minutes of each meeting, which shall include a record of the members present at that meeting.

At each meeting, the minutes of the preceding meeting shall be confirmed (or confirmed as amended) and be signed by the Chair as a true record of that meeting.

The signed minutes of a meeting shall, unless the contrary is proved, be conclusive proof of the proceedings of that meeting.

Duration

A meeting shall start at the time set out in the notice of meeting and shall normally continue until all of the business on the agenda has been disposed of, but the scheduled duration of a meeting may only be exceeded with the consent of the members present.

Disorder

If, in the opinion of the Chair or Vice Chair, a member has persistently disregarded the ruling of the Chair or behaved in a manner that is obstructing the business of the meeting, the Chair may order that member to withdraw from the whole part or the remainder of the meeting.

In the event of a disturbance, which in the opinion of the Chair prevents the orderly conduct of business, the Chair may adjourn the meeting for such a period, as the Chair considers appropriate.

Interests of members

Members shall make a declaration of their relevant personal interests and/or the interests of their organisation for the record.

If the interest is prejudicial, the member shall withdraw from the meeting during the Group's consideration of that matter.

Code of Conduct

Members shall comply with the Code of Conduct adopted by the Regulation Board.

Approval of resolutions without meeting

A resolution which, with the consent of the Chair, is circulated to, and approved in writing or electronic form by not less than three quarters of the members entitled to receive notice of and attend a meeting of the Group shall be as valid as if it had been passed at such meeting.

Secretariat

The Group shall appoint appropriate administrative support from within the group to ensure the effective running of meetings and the production of minutes will be shared with the Registration Council.

Terms of Reference Review

The Terms of Reference will be reviewed every two years.