

# AHCS

## Terms of Reference

### Regulation Board

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## Regulation Board Terms of Reference

### 1. Introduction

- 1.1 The Regulation Board ('the Regulation Board') provides strategic oversight of the Academy for Healthcare Science's regulatory functions, including its registers and directories.
- 1.2 The Regulation Board plays an important role in ensuring the consistency and coherence of the regulatory system.
- 1.3 The overall purpose of AHCS' regulatory activity is to protect the public by mitigating the risks posed to service users and the public by the healthcare workforce that is registered by the AHCS.

### 2. Key responsibilities

- 2.1 The Regulation Board's key responsibilities are outlined below. The Regulation Board:

#### Policy and strategy

- Approves, implements and monitors the AHCS's Regulatory Framework to provide public assurance for the standards of Healthcare Science practice.
- Approves the standards, guidance, policies and rules which underpin AHCS' regulatory functions and which support the highest standards of patient care and safety.
- Oversees the establishment and maintenance of the AHCS' registers and directories.
- Oversees AHCS accreditation with the Professional Standards Authority (PSA) as an accredited register.
- Monitors and provides advice in relation to relevant external developments, including in the accredited registers and statutory regulation sector.
- Advises the Chief Executive and Registrar and AHCS Management Board on development opportunities, including new registers and directories.
- Provides advice on equality, diversity and inclusion matters in relation to the AHCS' regulatory functions.
- Encourages an ethos of learning and continuous improvement of policies and processes in the AHCS' work.
- Works towards Regulation Board representation for all four countries in the UK.

## Governance

- Approves the Terms of Reference of the Operational Governance Group and Education, Training and Standards Committee.
- Approves the Terms of Reference of any Transitional Advisory Groups or Task and Finish Groups it establishes under the applicable policy.
- Considers and determines appeals against AHCS accreditation decisions in line with applicable policy.
- Keeps the Regulation Board's Terms of Reference under periodic review, recommending any proposed changes to the AHCS Management Board for consideration.

Planning and reporting. The Regulation Board will receive, discuss and make recommendations on the following:

- Reports on the performance of the regulatory functions.
- Reports about any unresolved complaints about the regulatory functions.
- Reports on Fitness to Practice.
- Reports on the work of the Accredited Registers Collaborative.

## Other

- Provides advice to the Chief Executive and Registrar and the AHCS Management Board on any matters related to its remit.
- Considers and acts upon any requests which may be made by the AHCS Management Board from time-to-time.
- Contributes to consultations on Regulation Matters.

## 3. Membership

- 3.1 The Board will consist of up to 15 members with a lay majority, including the following membership:

- Lay members, including the Chairs of the Education, Training and Standards Committee and the Operational Registration Committee.
- Registrant members drawn from a range of different registered disciplines\*
- The AHCS Chief Executive and Registrar

3.2 \*Registrant members are members who hold registration with the AHCS and/or with the HCPC as a biomedical scientist, clinical scientist or hearing aid dispenser.

3.3 Lay members are members who do not hold registration with the AHCS or with the HCPC as a biomedical scientist, clinical scientist or hearing aid dispenser.

### Appointment of members

3.4 The members of the Board will either be appointed by the AHCS Management Board or put forwards by the representative group and appointed following an interview with the Chair of the Regulation Board. Appointments will be for terms of not more than four years in duration.

3.5 To ensure succession planning, there is an expectation that members' terms will be staggered.

3.6 The chair must be a lay representative.

3.7 The Chair will be appointed by the AHCS Management Board.

3.8 Appointments to the Board will be made giving due consideration to maximising diversity of Board composition and promoting a culture of mutual respect and inclusiveness.

## 4 Conduct of meetings

4.1 The Board will normally meet quarterly or as required.

4.2 Meetings may take place in person or virtually by video conferencing.

4.3 In the event of the absence of the Chair, another member may, by a simple majority of the members present, be appointed by the Board to act as Chair for that meeting.

4.4 Members of AHCS staff may attend meetings to provide support and advice to the Board.

### Conflicts of interest

4.5 On appointment, members are asked to make a declaration as to their personal interests in accordance with the requirements of the AHCS. Members are required to ensure that they notify the AHCS with any changes to ensure their interests are accurate and up to date.

4.6 Members are required to declare any potential conflicts of interest in relation to items on the agenda at each meeting. The Chair will determine whether that declaration should preclude the member from involvement in discussion or decisions in relation to an agenda item.

## Quorum

- 4.7 The Board is quorate where the following members are present for the duration of the meeting:
- The Chair (or their delegate)
  - A lay member
  - At least one other member
- 4.8 If a quorum is not present within 15 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 the next meeting of the Council.
- 4.9 If, during a meeting of the Board it appears to the Chair that a quorum has ceased to exist, business will be suspended and the number of Members present counted and, if: (a) a quorum exists, the business will proceed; or (b) a quorum does not exist, the meeting will be dissolved, and all remaining business will be adjourned to the next meeting of the Board.

## Appendix 1

### Membership 2023-24

#### Up to 15 members including:

- Lay Chair
- Non-Executive Director
- 4 Lay members including patient representative
- A representative from the Operational Governance Group
- Chair Educational Committee for term of appointment to chair committee not exceeding 4 years

Up to 6 members reflecting the registrant groups

The AHCS management Board may be asked to increase the membership.