

Item 6iv, Annex C

Approved

Prescription Committee

Terms of Reference

Purpose

The purpose of the Prescription Committee is to scrutinise and challenge the work undertaken by the Executive to ensure that the material that has been prepared for the Board's consideration is in line with the Board's Procedures for the Prescription of Qualifications. The Committee will also be responsible for alerting the Board to issues arising from the operation of the Procedures for the Prescription of Qualifications. The Committee acts in a scrutiny and advisory capacity, and has no executive powers.

Duties

The Committee will:

- provide advice to the Board as to whether the Procedures for the Prescription of Qualifications are being adhered to fairly and consistently;
- review material prepared by the Executive in relation to applications for prescription/to renew prescription; title and qualification changes; annual monitoring submissions and where appropriate, challenge the level of scrutiny applied by the Executive to their review of the material provided by institutions;
- review, challenge and where necessary advise about amendments to the recommendations which the Executive are planning on providing to the Board in relation to prescription matters;
- identify and advise the Board in relation to the policies/guidance which need to be developed in order to support the Executive in undertaking their scrutiny of prescription matters; and
- consider any other matters referred to it by the Executive.

Membership

The members of the Committee shall be appointed by the Board and shall consist of the following:

- An Independent Lay Chair
- Two Board members
- Four Independent Advisers

The Board may also appoint one or more external members to supplement the Committee's skills base and/or provide an additional independent perspective.

The Chair of the Committee (who will not be a member/the Chair of the Board) should have experience of higher education quality assurance. The two Board members should include one lay and one architect Board member. Two of the independent advisers should be drawn from architectural academia and two should have experience of higher education quality assurance and/or other regulatory experience; the two independent advisers drawn from architectural academia should be registered architects.

A member of the Qualifications Team should act as secretary to the Committee.

Other regular attendees at the Committee are:

- Qualifications Manager
- Qualifications Executives/Administrator
- Head of Qualifications and Governance (where appropriate)
- Registrar and Chief Executive (where appropriate)

The Committee may ask any other member of staff, or such others as may be appropriate, to attend to assist it with its discussions on any particular matter.

Quorum

The quorum of the Prescription Committee should not be less than half the number of members of the Committee, one of whom must be a lay member of the Committee and one of whom must be an architect member of the Committee.

Meetings and Procedures

The Committee will meet at least nine times a year.

Reporting Requirements

The minute taker, who will be a member of the Executive, will circulate the minutes to the next Board meeting. The Chair will provide an annual report on the Committee's work to the Board.

Papers and Agendas

The Executive shall circulate the agenda and papers five working days before each meeting. The minute taker will circulate the minutes of all meetings to both the members and attendees of the Committee, once they have been approved by the Chair.

Conflicts of Interest

Any member or attendee of the Committee who becomes aware of a potential conflict of interest relating to matters being discussed by the Committee should give prior notification to the Chair and the Qualifications Manager or if this is not possible, declare this at the meeting and, where necessary, withdraw during the discussion of the relevant agenda item.