

Roles and Responsibilities of RPC Licensee Representatives

1. Qualifications and qualities desirable for the Licensee representatives

Each Licensee must ensure that their representative(s) to the Radiation Protection Council (RPC) will possess most or all of the following attributes:

- hold a senior membership grade within the Licensee Body;
- where applicable, hold formal recognition of professional competence in the field of radiation protection;
- a good understanding of professional registration issues;
- experience of active involvement in the support of the work of the Licensee Body;
- a willingness to attend RPC meetings in person;
- a willingness to represent the Licensee Body on RPC;
- possession of tact, integrity, diplomacy and powers of persuasion; and
- have no unspent conviction, not be barred from being a Company director, not be declared bankrupt or have individual voluntary agreement with creditors or have been previously removed as a trustee.

2. Definition of the role of Licensee representative

The Licensee Representative will:

- represent the Licensee Body at RPC meetings, conveying the views of the Licensee Body as expressed by the committee of the Body responsible for matters of professional standards;
- contribute to all workstreams of the RPC;
- provide reports to the RPC of the Body's work as a licensee of the RPC; and
- provide relevant communication to the relevant committee of the Body regarding RPC matters, and to the wider Body membership through internal communication channels.

The Licensee Body representative must at all times work to promote:

- good governance and management of the RPC;
- adherence to UK Charity Commission guidance;

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- adherence to the requirements of the SRP Charter, under which RPC operates; and
- the efficient conduct of RPC business.

The Licensee Body should have a documented process for nominating the permitted number of representatives from amongst its membership and for determining the duration of their role as Licensee representative.

3. RPC Role

RPC will ensure that each Licensee Representative is given fair opportunity to express their views, and those of the Licensee Body they represent, at each meeting and at any other forum where RPC business is conducted.

RPC will raise concerns with the Licensee Body if their representative fails to fulfil the role described in this document.

4. Reporting arrangements

The Licensee Body should have in place formal reporting requirements for their representative(s) to ensure they are in a position to represent the views of the Body to RPC, and vice-versa.

5. Review

This document will be reviewed by RPC every 3 years.

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