

THE ROYAL COLLEGE OF VETERINARY SURGEONS

GENERAL ADMINISTRATION BYE-LAWS 2002 as amended

[Made by the Council on 6 June 2002] under powers conferred by Articles 3, 6(2), 10 and 22 of the 1967 Supplemental Charter; Schedule 2 amended on 3 March 2005 and 1 June 2006 (to take effect on 7 July 2006) with consequential amendments to paragraph 13]

Citation and Commencement

1. These Bye-Laws may be cited as the General Administration Bye-Laws 2002 and shall come into effect on 1st July 2002, when all previous General Administration Bye-Laws, and any amendments to them, shall cease to have effect, but without prejudice to the validity of anything done thereunder.

Interpretation

2. The Interpretation Act 1978 shall apply to these Bye-Laws as it applies to an Act of Parliament and, unless the context requires to the contrary, words and expressions used in these Bye-Laws shall have the same meanings as in the Veterinary Surgeons Act 1966 (“the Act”) and the Supplemental Charter granted on 19th October 1967 (“the Supplemental Charter”).

Common Seal

3. (1) The Common Seal of the College shall bear the armorial bearings of the College, as granted by the College of Arms on 1st July 1845.

(2) The Secretary and Registrar shall have custody of the Common Seal, which shall only be affixed as provided in Article 13 of the Supplemental Charter.

(3) The Secretary and Registrar shall keep a register of documents to which the Common Seal has been affixed, which shall be available for inspection by any Council member.

General Meetings

4. The procedure and rules of debate at General Meetings shall, subject to the provisions of the Supplemental Charter, be as set out in Schedule 1 to these Bye-Laws.

Council Meetings

5. The procedure and rules of debate at Council meetings shall, subject to the provisions of the Supplemental Charter, be as set out in Schedule 1 to these Bye-Laws.

Committee Meetings

6. The procedure and rules of debate at Committee meetings shall be as set out in Schedule 1 to these Bye-Laws, and shall also apply where appropriate to meetings of Sub-Committees and Working Parties, at the discretion of the Chairman of the Sub-Committee or Working Party concerned.

7. It shall be permissible for any Committee, Sub-Committee or Working Party to meet by means of telephone conferencing or video-conferencing, at the discretion of the Chairman, and the provisions of Schedule 1 to these Bye-Laws shall be adapted as necessary to any meeting held by either of those means.

President, Senior Vice-President and Junior Vice-President

8. (1) The President may, subject to the provisions of the Act, the Supplemental Charter and these Bye-Laws, take such action in the name of the College and of the Council as may be reasonably necessary. He may carry out such other functions as customarily adhere to the office. He may direct that a meeting of the Council or any Committee or Sub-Committee shall be convened on such date and for such purpose as he thinks fit. In performing his duties under this paragraph the President shall whenever reasonably practicable consult the Senior and Junior Vice-Presidents, the Treasurer and the Registrar.

(2) The Senior Vice-President and the Junior Vice-President shall deputise for the President as may be required in accordance with paragraph (1) of this Bye-Law.

Treasurer

9. (1) The Treasurer shall be responsible for the financial affairs of the College, including the proper maintenance of its accounting records and the preparation of the College's Accounts for audit and presentation to the Annual General Meeting.

Secretary and Registrar

10. (1) The Secretary and Registrar shall normally attend all General Meetings, Council meetings and Committee meetings. All notices convening General Meetings and agendas for Council and Committee meetings shall be issued over the name of the Secretary and Registrar.

(2) The Secretary and Registrar shall be responsible for the management and administration of the affairs of the College, subject to the provisions of the Act, the Supplemental Charter, these Bye-Laws and the directions of the Council given from time to time. He shall consult the President (or, in his absence, one or both of the Vice-Presidents) on any matter requiring new policy or a substantive change in existing policy.

(3) The Secretary and Registrar shall be responsible for the safe custody of all documents and property belonging to the College. No confidential document shall be made available other than to members of the Council except by order of the President or of the Council or as required by law.

(4) In the event of a vacancy in the post of Secretary and Registrar, or the prolonged absence of the Secretary and Registrar through illness, the duties of the post shall be carried on by an Acting Secretary and Registrar or otherwise, as the President (or, in his absence the Senior or Junior Vice-President) shall direct, subject to the directions of the Council.

Officers' Meetings

11. The Officers of the College (namely the President, the Senior Vice-President, the Junior Vice-President, the Treasurer and the Secretary and Registrar), or such of them as shall be available at the time, shall be empowered to meet together to oversee and co-ordinate the despatch of the business of the College, and in particular to deal with the matters set

out in Schedule 3 to these Bye-Laws. Any such meeting shall, subject to the provisions of the Act, the Supplemental Charter and these Bye-Laws, have delegated authority under Article 6(1) of the Supplemental Charter to act in the name of the Council and the College on the matters set out in Schedule 3 to these Bye-Laws.

Accounts and Auditors

12. (1) The Accounts of the College as signed by the Auditors shall be presented to the Annual General Meeting. The Accounts shall be circulated to the members of the College in or with the Annual Report of the Council, either in full form or in summary form. If the Accounts are circulated in summary form a copy of the full Accounts shall be available to any member on request and copies of the full Accounts shall be available at the Annual General Meeting.

(2) The Auditor(s) shall be a chartered accountant who is a registered auditor, or a firm of chartered accountants who are registered auditors, appointed by the Council. The duties of the Auditors shall be to examine the accounts and financial records of the College and to state their opinion on the Accounts of the College.

Appointment of Committees and Boards and Delegated Powers

13. (1) There shall continue to be the following Committees of the Council, the members of which shall be appointed by the Council, and which shall report to the Council:-

- (a) the Planning and Resources Committee;
- (b) the Public Affairs Committee;
- (c) the Education Policy and Specialisation Committee;
- (d) the Veterinary Nurses' Council;
- (e) the Examination Appeals Committee;
- (f) the Specialist Recognition Appeals Committee;
- (g) the Registration Appeals;
- (h) the Advisory Committee; and
- (i) the Nominations Committee.

(2) There shall also continue to be the following Boards, the members of which shall be appointed by the and Education Policy and Specialisation Committee, and which shall report to that Committee:-

- (a) the Veterinary Radiology Board;

- (b) the Veterinary Anaesthesia Board;
- (c) the Veterinary Ophthalmology Board;
- (d) the Veterinary Public Health and State Veterinary Medicine Board;
- (e) the Veterinary Reproduction Board;
- (f) the Pig Medicine Board;
- (g) the Laboratory Animal Science Board;
- (h) the Veterinary Cardiology Board;
- (i) the Veterinary Dermatology Board;
- (j) the Cattle Health and Production Board;
- (k) the Poultry Medicine and Production Board;
- (l) the Sheep Health and Production Board;
- (m) the Fish Health and Production Board;
- (n) the Equine Board;
- (o) the Zoological Medicine Board;
- (p) the Animal Welfare Science, Ethics and the Law Board;
- (q) the Small Animal Medicine Board;
- (r) the Small Animal Surgery Board; and

(3) Unless appointed to fill casual vacancies, the members of each Committee with the exception of the Veterinary Nurses' Council shall hold office on a yearly basis from the conclusion of the Annual General Meeting until the conclusion of the next ensuing Annual General Meeting, and shall be eligible to be re-appointed. Members appointed to fill casual vacancies shall hold office until the conclusion of the next ensuing Annual General Meeting. The other provisions relating to the membership of Committees and the terms of reference of each Committee and Board shall be as set out in Schedule 2 to these Bye-Laws.

(4) Each of the Committees named in paragraphs (1) and (2) respectively shall, except where indicated, have delegated authority, in accordance with and subject to, Article 6(2) of the Supplemental Charter, and subject to the Act and these Bye-Laws, to act in the name and on behalf of the College and the Council in relation to the matters set out in its terms of reference to the extent therein specified, subject to any conditions laid down by the Council from time to time.

(5) It is hereby declared that nothing in this Bye-Law shall be taken to prevent the Council from itself exercising any powers or functions delegated in accordance with Article 6(2) of the Supplemental Charter and this Bye-Law. It is further declared that nothing in this Bye-

Law shall be taken to preclude any other delegation of functions by virtue of any other enactment or rule of law.

(6) Each of the Committees referred to in paragraphs (1) and (2) respectively may appoint one or more Sub-Committees for such general or special purpose as they may think fit and, in accordance with and subject to Article 6(2) of the Supplemental Charter, subject to the Act and these Bye-Laws, and subject to any contrary direction from the Council, may on behalf of the Council delegate to such Sub-Committee or Sub-Committees power to act in the name of the College and the Council in relation to the matters set out in its terms of reference.

Payments by the College

14. (1) The authorised signatories for payment of amounts up to £1000 shall be any one of the President, Treasurer, Registrar and Head of Finance. The Council may by resolution approve any other Council member or member of the staff of the College to authorise payment of amounts up to £1000 if any of the said signatories are not reasonably available.

(2) The two authorised signatories for payment of amounts exceeding £1000 shall be one of the President or Treasurer, together with one of the Secretary and Registrar or Head of Finance. The Council may by resolution approve any other Council member or member of the staff of the College to authorise payment of amounts £1000 if any of the said signatories are not reasonably available.

(3) All payments by the College may be made by cheque, direct debit, standing order, BACS (the Bank Automated Clearing System) or any other method approved by the College's Auditors, and payments below the amount of £100 may also be made from the Petty Cash Account. Any sum may be paid in Euros or through a Euro Bank Account.

Fee for Certificates of Registration

15. The fee to be charged, in accordance with Article 10 (as amended) of the Supplemental Charter, for the Secretary and Registrar to certify under his hand whether a person is registered in any of the registers maintained by the College, shall be £3, together with the value-added tax thereon.

SCHEDULE 1

PROCEDURE AND RULES OF DEBATE FOR GENERAL MEETINGS AND COUNCIL AND COMMITTEE MEETINGS

Convening of General Meetings

1. Annual and Special General Meetings of the College shall be convened in accordance with Articles 3 and 4 respectively of the Supplemental Charter. The notice of the meeting shall state clearly the business to be transacted at the meeting. No accidental omission to give notice to a member shall invalidate the meeting.

Quorum of General Meetings

2. Subject to the succeeding provisions of this paragraph, the quorum for any general meeting (including any adjournment thereof) of the members of the College shall, in accordance with Articles 3 and 4 of the Supplemental Charter, be twelve members personally present. If the necessary quorum is not present within fifteen minutes after the time fixed for the commencement of the meeting, the meeting shall be adjourned to a date and time fixed by the Chairman, with the agreement of the members present. At the adjourned meeting, if twelve members are not present within fifteen minutes after the time fixed for the commencement of the meeting, then the members present shall be deemed to constitute a quorum in any event. If any general meeting ceases to be quorate during the course of the meeting, the meeting shall be adjourned and the provisions relating to a meeting for which no quorum is present at the commencement of the meeting shall apply to such an adjourned meeting.

Business of the Annual General Meeting

3. Subject to the Chairman's discretion to vary the order of business as he thinks fit, the business and order of business of the Annual General Meeting shall be as follows:-

(1) The notice of the meeting shall be read by the Registrar, unless the meeting consent to this being taken as read;

(2) The minutes of the immediately preceding general meeting shall be read, or taken as read with the agreement of the meeting, confirmed, and signed by the Chairman of the meeting;

(3) The names shall be announced of those persons appointed to the Council by the Privy Council under Section 1(1)(b) of the Act and by universities in the United Kingdom under Section 1(1)(c) of the Act;

(4) The names shall be announced of those persons elected to the Council under Section 1(1)(a) of, and Schedule 1, to the Act;

(5) An address shall be given by the President;

(6) Honours and awards shall be presented;

(7) The Annual Report of the Council and the Accounts of the College shall be received

(8) The President and Vice-Presidents who have been elected to take office at the conclusion of the meeting shall be invested with the Badges of their respective offices; and

(9) Such other business specified in the notice of the meeting shall be taken in the order decided by the Chairman.

Chairmanship of General Meetings

4. The President shall take the Chair at all general meetings but if he be not present the Chair shall be taken by the Senior Vice-President. If both the President and the Senior Vice-President are not present the Chair shall be taken by the Junior Vice-President. If the President and the Senior and Junior Vice-Presidents are not present the members shall choose a Council member present to take the Chair.

Adjournment of General Meetings

5. Each general meeting shall have power to adjourn from time to time, and from place to place, by agreement of the members present. No business shall be transacted at the adjourned meeting other than business left unfinished at the immediately preceding session of the meeting.

Convening of Council Meetings

6. Subject to the provisions of Article 22 of the Supplemental

Charter, at least ten days' notice shall be given of every Council meeting, unless the President shall have directed that a shorter period shall be permissible. The agenda for the meeting shall state clearly the business to be transacted at the meeting. Subject to paragraph 10, no other business shall be transacted other than that so stated, without the leave of the Council as a matter of urgency.

Quorum of Council Meetings

7. The quorum for any Council meeting shall be nine members personally present, in accordance with Article 6(1) of the Supplemental Charter. If no quorum is present within fifteen minutes of the time fixed for the commencement of the meeting the meeting shall stand adjourned to a date and time to be fixed by the Chairman, with the agreement of the members present. If the meeting ceases to be quorate during the course of the meeting it shall be adjourned likewise.

Chairmanship of Council Meetings

8. The Chair at Council meetings shall be taken by the President. If the President be not present the Senior Vice-President shall take the Chair. If both the President and the Senior Vice-President are not present the Junior Vice-President shall take the Chair. If the President and the Senior and Junior Vice-Presidents are not present, the Council members shall choose one of their number to take the Chair.

Adjournment of Council Meetings

9. Each meeting of the Council shall have power to adjourn to a future date and time, by agreement of the members present. No business shall be transacted at the adjourned meeting other than that left unfinished at the adjournment of the immediately preceding session of the meeting, with the exception of urgent business designated as such by the President, and of which notice shall have been given to each Council member.

Council Members' Motions

10. A Council member who wishes to raise any subject for discussion, or to move a motion, at any Council meeting shall, as soon as possible after receipt of the notice of the meeting, and in any case not later than three days prior to the date of the meeting, give notice thereof to the Secretary and Registrar. That subject or motion, as the case may be, shall then be added to the agenda of the meeting, notwithstanding the

provisions of paragraph 6. No motion which in the opinion of the Chairman is the same in substance as a motion previously rejected by the Council shall be moved within six months of the date of the meeting at which it was previously rejected, except with the agreement of the Council.

Convening of Committee Meetings

11. At least ten days' notice shall be given of every Committee meeting, save that the Chairman of the Committee may direct that a shorter period is permissible. The agenda for the meeting shall state clearly the business to be transacted at the meeting.

Chairmanship of Committee Meetings

12. The Chairman of the Committee shall take the Chair at every meeting of a Committee. If the Chairman of the Committee be not present, the Vice-Chairman of the Committee shall take the Chair. If both the Chairman of the Committee and the Vice-Chairman of the Committee are not present, the members of the Committee present shall choose one of their number to take the Chair.

Minutes

13. Minutes shall be taken of every meeting of the Council and of its Committees and Sub-Committees. The minutes shall be taken as read and confirmed at the next succeeding meeting of the Council or of the Committee or Sub-Committee concerned.

Rules of Debate

14. Subject to the discretion of the Chairman to regulate the proceedings as he thinks fit, the following rules of debate shall apply to general meetings of the members of the College and to meetings of the Council and, with necessary adaptations, to meetings of Committees and Sub-Committees:-

Motions

(1) No motion shall be discussed before it has been seconded, and no member shall speak more than once to any motion, except with the leave of the Chairman. The seconder of a motion may reserve his speech until later in the debate. The mover of the motion shall have the

last word in the debate, but shall confine himself to answering points made by previous speakers and shall not introduce new material in the debate. No motion may be withdrawn, except by leave of the Chairman. The withdrawal of a motion shall not preclude it from being moved on a later occasion. Where a Council member presents to a Council meeting a report from a Committee the recommendations contained in that report shall be taken to be the motions before the meeting and in presenting the recommendations the member concerned shall be taken to be moving the reception and adoption thereof. In such circumstances, where the member presenting the recommendations indicates that the Committee wishes to modify the proposals, they shall be deemed to be amended accordingly and the motions presented to the Council in that form.

Speeches

(2) All speeches should be directed to the Chair, and made from a standing position. No member shall speak for more than five minutes on any one occasion, except with the leave of the Chairman.

Voting

(3) Subject to the provisions of the Supplemental Charter, all questions before a general meeting shall be decided by a simple majority of the members present and voting, and all questions before a meeting of the Council shall be decided by a majority of the members present, whether voting or not. Subject to the succeeding provisions of this subparagraph, voting shall be by show of hands. Immediately prior to the question being put to the meeting, the Chairman, or the Registrar at his direction, shall read the text of the question to be voted upon, but this shall not be necessary where the text of a motion or of an amendment is printed in the notice or agenda of the meeting or has otherwise been circulated in writing to members. The Council may direct that a secret ballot shall be held for the elections to the offices of President, Senior Vice-President and Junior Vice-President.

Amendments

(4) Amendments to motions must be relevant to the motion and within the scope of the motion. An amendment shall be for one of the following purposes:-

- (a) to omit words;
- (b) to omit words and insert or add others in substitution thereof;
- (c) to insert or add words;

- (d) in the case of a meeting of the Council, that the subject-matter of the motion be referred to a Committee

Only one amendment may be discussed at any one time, but the Chairman may permit more than one amendment to be discussed at the same time if he considers that this will assist the meeting. If an amendment is carried, the motion as amended shall then become the substantive motion before the meeting, and may be further amended. The mover of an amendment shall have no right of reply to the debate on his amendment, but the mover of the original motion shall have the right of reply to the debate on the amendment. The seconder of an amendment may reserve his speech to a later stage in the debate on the amendment, but shall have no right of reply to the debate on the amendment.

Closure of Debate

- (5) A member who has not spoken in the debate may move the closure of the debate by moving either:-
- (a) that the question be now put; or
 - (b) that the meeting do proceed to the next business

A motion to close the debate must be seconded. Neither the proposer or seconder of a closure motion shall speak to the closure motion and there shall be no debate on it. A closure motion if proposed and seconded shall be put to the meeting forthwith and, if carried, the question before the meeting shall then be put to the meeting forthwith, save that the mover of the motion shall have a right of reply to the debate before the question is put.

Points of Order

(6) A member may raise a point of order at any time during the meeting and shall be heard forthwith. A member wishing to raise a point of explanation in relation to a previous speech of his in the debate shall raise it as a point of order. The ruling of the Chairman on a point of order shall be conclusive and shall not be questioned in any way, except by way of substantive motion.

Chairman's Casting Vote

(7) The Chairman of the meeting shall have a second, or casting, vote, which he may exercise whether or not he has exercised his personal vote.

SCHEDULE 2

MEMBERSHIP AND TERMS OF REFERENCE OF COMMITTEES

Membership

1. Subject to paragraph 2, not less than half of the members of each Committee shall consist of Council members. The Chairman of each Committee shall normally be a Council member. Subject to paragraph 2, each Committee with the exception of the Specialist Recognition Appeals Committee shall have no fewer than six and no more than 16 members, exclusive of ex officio members.
2. The Disciplinary Committee and Preliminary Investigation Committee shall be constituted in accordance with Schedule 2 to the Act. The Registration Appeals Committee shall be constituted in accordance with section 5D of the Act and the Veterinary Surgeons (Registration Appeals) Rules 2004.
3. The Chairmen of all Committees shall, if not already members of the Committee, be ex officio entitled to attend and speak at meetings of the Planning and Resources Committee, but shall not be entitled to vote thereat or be counted as part of the quorum for any meeting of that committee.
4. The Council may fill any vacancy on any Committee, or subject to paragraph 1 add to the membership of any Committee (with the exception of the Disciplinary and Preliminary Investigation Committees) at any time.
5. The quorum for a meeting of a Committee shall be three, or such higher figure as the Council may decide in any case. Ex officio members of Committees shall not be counted as part of the quorum for that Committee.
6. The Chairman, Vice-Chairman and members of each Committee shall be appointed by the Council on the recommendation of the Nominations Committee.
7. (1) The President, Senior Vice-President and Junior Vice-President shall be ex officio members of all Committees of the Council, with the exception of the Disciplinary Committee, the Advisory

Committee and the Veterinary Nurses' Council, save where specifically appointed to serve on the Veterinary Nurses' Council.

(2) The Treasurer shall be ex officio a member of all Committees and Sub-Committees of the Council, with the exception of the Disciplinary and Preliminary Investigation Committees, and the Veterinary Nurses' Council, save where specifically appointed to serve on the Veterinary Nurses' Council.

8. (1) The Veterinary Nurses' Council shall consist of the following members:

(i) Six veterinary surgeons, to include at least one College Officer and at least two other Council Members, to be appointed by the Council, and a maximum of three non-Council Members practising or living wholly or mainly in the United Kingdom, to be appointed by the Veterinary Nurses' Council;

(ii) Eight veterinary nurses practising or living wholly or mainly in the United Kingdom, elected by ballot of all veterinary nurses, conducted substantially in accordance with the Royal College of Veterinary Surgeons Council Election Scheme 1967 (as amended), with the necessary adaptations; and

(iii) Two lay members, to be appointed by the Veterinary Nurses' Council.

(2) The Chairman (or his nominee) of the Professions Allied to Veterinary Science Industry Group of the Sector Skills Council (LANTRA) may be co-opted as an additional member of the Veterinary Nurses' Council.

(3) The Veterinary Nurses' Council may co-opt as observers other persons, who need not be veterinary surgeons or veterinary nurses, for such periods of office as it shall decide to be observers.

(4) Subject to the transitional provisions in sub-paragraph 5 the term of office of elected members of the Veterinary Nurses' Council shall be four years in each case, and one-quarter of the elected members shall retire in rotation each year, being eligible for re-election if still qualified to serve. A member elected to fill a casual vacancy shall serve the unexpired portion of his predecessor's term of office.

- (5) The table below shall have effect as regards the phasing-in of elections to the Veterinary Nurses' Council and a scheme of retirement of members by rotation in the period until 1 October 2008 ("the transitional period").
- (6) The quorum for meetings of the Veterinary Nurses' Council shall be seven members, which must include four veterinary nurse members and three veterinary surgeon members, one of whom must be a member of the Council.
- (7) The Chairman and two Vice-Chairmen of the Veterinary Nurses' Council shall be elected by the Veterinary Nurses' Council, by secret ballot, provided that where the person elected as Chairman is a veterinary surgeon, at least one Vice-Chairman shall be a veterinary nurse.
- (8) The term of office of the Chairman shall be either two or three years and Vice-Chairmen shall serve for either one or three years, with the outgoing Chairman normally serving one year as Vice-Chairman.
- (9) All the provisions of these Bye-Laws which relate to committees shall apply to the Veterinary Nurses' Council, save in so far as the sub-paragraphs above specify otherwise.

Table of Transitional Provisions for Election of Veterinary Nurses
to the Veterinary Nurses' Council

Seat No.	Year first filled	Year first vacant	Year next vacant
1	2002	2005	2009
2	2002	2005	2009
3	2002	2006	2010
4	2002	2006	2010
5	2003	2007	2011
6	2003	2007	2011
7	2004	2008	2012
8	2004	2008	2012

Terms of Reference of Committees

Advisory Committee

9. The terms of reference of the Advisory Committee are to provide advice and guidance on the professional conduct of veterinary surgeons and veterinary nurses and, in particular:
- (1) To publish as necessary a Guide or Guides to Professional Conduct and advice on professional conduct in “RCVS News” and “VN News”, subject to the approval of the Council, except in a case of urgency agreed as such by the President in consultation with the Chairman, and, if appropriate, the Chairman of the Veterinary Nurses Council;
 - (2) To respond to professional conduct issues raised by the Preliminary Investigation Committee (not involving specific cases or named individuals) or Veterinary Nurses Council, issues raised by the Disciplinary Committee and, as agreed by the Chairman, to requests for advice from members of the profession;
 - (3) To oversee the development of the RCVS Practice Standards Scheme by the Practice Standards Group, making recommendations to Council as appropriate, and considering appeals from the Practice Standards Scheme Review Group;
 - (4) To report issues for discussion to the Public Affairs Committee and/or Communications Board.

Education Policy and Specialisation Committee

10. The terms of reference of the Education Policy and Specialisation Committee are to set the policy for undergraduate and postgraduate education and training of veterinary surgeons; to determine the requirements for those seeking registration, for the award of qualifications under the Charter, for continuing professional development (CPD), and recognition as an RCVS Specialist, and in particular:
- (1) To develop and keep under review education and training requirements for registration, making recommendations to Council on approval of registerable degrees, including:
 - (i) Defining ‘Day 1 competences’ and advising on the content of the veterinary undergraduate curriculum;

- (ii) Overseeing the approval process and ongoing monitoring of veterinary degrees and international recognition agreements, considering reports from sub-committees on:
 - (a) Appointment of visitors, visitation reports and follow-up reports and annual monitoring reports from veterinary schools;
 - (b) Overseas degrees from other accrediting bodies;
 - (c) Operation of the statutory examination and recommending to Council amendments to the regulations governing the examination and practice by students;
- (2) To develop and keep under review policy for continuing professional development, revalidation and postgraduate training and qualifications including:
 - (i) Defining 'Year 1 competences' and monitoring the postgraduate development phase;
 - (ii) Setting the requirements for and monitoring CPD within the profession;
 - (iii) Developing and maintaining a framework of College postgraduate awards, recommending to Council amendments to the Certificate and Diploma and Fellowship Bye-Laws, receiving reports from sub-committees or boards on the standards for College awarded certificates, diplomas and fellowships, examinations and accreditation of other recognised postgraduate qualifications as part of the framework; and
 - (iv) Defining the requirements for Recognised Specialist Status and receiving reports from a sub-committee on the maintenance of the list of recognised specialists;
- (3) To recommend fees to Planning and Resources Committee for candidates, examiners and visitors and specialists;
- (4) Make recommendations to Council on recognition of externally awarded qualifications;

- (5) To recommend biennially to the Council the name of the person to be invited to hold the Share-Jones Lectureship in Veterinary Anatomy; and
- (6) To oversee the work of the Research Sub-Committee, determining its composition and terms of reference.

Planning and Resources Committee

11. The terms of reference of the Planning and Resources Committee are to co-ordinate the activities of the College, to oversee matters of governance and the management of resources and, in particular:

- (1) To present to the Council at least annually a proposed Budget and to keep that budget under review;
 - (i) To recommend proposed fee changes to the Council, having consulted the relevant Committees;
 - (ii) To monitor income and expenditure through management accounts and to deal with any requests for variations from the approved budget, or to draw on the contingency fund or the College's reserves;
 - (iii) To manage the assets and investments of the College, taking account of advice from any Investment Sub-Committee that may be appointed and from the retained stockbrokers of the College;
 - (iv) To lay down procedures for budgeting and financial control within the College;
 - (v) To approve from time to time rates of travelling and subsistence expenses and recompense for loss of earnings for Council and Committee members and lay observers.
- (2) To receive reports on matters which have major resource implications, particularly those which are not sufficiently provided for in the budget, whether they relate to the premises, equipment, staff or policy initiatives and to oversee a regular risk assessment and internal audit reviews;

- (3) To prepare and present to the Council a strategic plan, drafted in line with budget priorities, and to review the implementation of the plan as necessary, adjusting priorities for action as appropriate;
- (4) To oversee the appointment of professional advisers to the College, including auditor(s), legal advisers, stockbrokers, insurance brokers and such other advisers as may be necessary;
- (5) To deal with all matters relating to registration of veterinary surgeons and veterinary practitioners and membership of the College (in consultation with the Education Policy and Specialisation Committee, as appropriate), overseeing the publication annually of the Register and Directory of Practices and monitoring of the composition of the profession by surveys and other means, taking into account advice from any relevant Committees or Sub-Committees;
- (6) To advise the Council on all corporate governance matters including keeping under review the Act and regulations made thereunder, the Charter and these Bye-Laws and keeping under review the structure of committees and delegation of powers;
- (7) To authorise the affixing of the Common Seal of the College, subject to the provisions of the Charter and these Bye-Laws;
- (8) To deal with all matters relating to Council elections, keeping under review Schedule 1 to the Act and the Election Scheme; and
- (9) To oversee the discharge of duties imposed on the College by other legislation and to receive reports, as necessary.

Public Affairs Committee

12. The terms of reference of the Public Affairs Committee are to set a policy and communications agenda relating to the work of government, the Westminster Parliament, Scottish Parliament, Welsh Assembly and any other devolved UK Assemblies and EU and related matters, as follows:

- (1) To determine the issues to be addressed, the priorities and policy to be communicated;

- (2) To monitor Parliamentary, political and other developments outside the College, including relevant national and EU legislation, making representations as required, and responding to consultation documents, in conjunction with other Committees;
- (3) To co-ordinate the College's involvement in EU matters, to work with the British Veterinary Association (BVA) to co-ordinate the UK delegation of the Federation of Veterinarians of Europe (FVE), to receive reports of FVE meetings and to appoint representatives of the College to attend FVE and other meetings in the EU, as appropriate;
- (4) To receive reports of external meetings, to suggest opportunities and topics for discussion at appropriate meetings;
- (5) To liaise with the Communications Board, in relation to professional and public relations issues (as outlined in the Communications Plan) including the production of the Annual Report, RCVS News, RCVSOnline and other College publications, media relations activities, position statements and correspondence generally with the profession and the public;
- (6) To oversee the development of policy on the role and responsibilities of the College, veterinary surgeons, veterinary nurses or on matters of veterinary science.

Veterinary Nurses Council

13. The terms of reference of the Veterinary Nurses' Council are as follows:

- (1) To maintain the list of veterinary nurses referred to in Schedule 3 to the Act.
- (2) To establish and keep under review standards of proficiency for safe and effective veterinary nursing practice, including requirements for admission to the list referred to in (1) and the training and examinations to be undertaken.
- (3) To ensure compliance with the requirements of the SQA and QCA (or their successor bodies) relating to S/NVQ awards in veterinary nursing.

- (4) To establish and keep under review standards of good character and conduct required for listed veterinary nurses and to develop a voluntary system of regulation.
- (5) To establish and keep under review schemes for post-qualification training and continuing professional development for veterinary nurses, and the outcomes to be achieved, with a view to recording an additional entry in the list referred to in (1).
- (6) To recommend to the Planning and Resources Committee a budget and levels of fees to be charged for awarding body functions, qualification, listing and post qualification diplomas.
- (7) To recommend to the Council amendments to the Veterinary Nursing Bye-Laws and Advanced Veterinary Nursing Bye-Laws.
- (8) To oversee the work of the Awarding Body Management Group, which will be responsible for the detailed administration of the Veterinary Nurse Training Scheme.

In exercising its functions, the Veterinary Nurses' Council shall ensure that the welfare of animals and good veterinary practice are central to its work.

Examination Appeals Committee

14. The terms of reference of the Examination Appeals Committee are to deal with appeals relating to the conduct of examinations, in accordance with the Veterinary Surgeons (Examination of Commonwealth and Foreign Candidates) Regulations, Paragraph 13 of the Certificate and Diploma Subject Bye-Laws, Paragraph 7.2 of the Diploma of Fellowship Bye-Laws, Paragraphs 10 and 12 of the Veterinary Nursing Bye-Laws and the Advanced Veterinary Nursing Bye-Laws. The Committee also deals with veterinary nursing centre appeals.

Specialist Recognition Appeals Committee

15. The terms of reference of the Specialist Recognition Appeals Committee are to deal with appeals relating to specialist recognition,

by reviewing the original papers considered by the first instance Sub-Committee or Committee.

Nominations Committee

16. The terms of reference of the Nominations Committee, which shall exercise no delegated functions in the name of the College or of the Council, are as follows:
- (1) To recommend to the Council the names of Council members for appointment as Chairmen and Vice-Chairmen of Committees;
 - (2) To recommend to the Council the names of Council members and other persons for appointment to Committees;
 - (3) To recommend to the Council the names of persons for election as Honorary Associates and Honorary Fellowships of the College and for the award of prizes, in accordance with the Honours, Awards and Membership Bye-Laws.

SCHEDULE 3

POWERS OF OFFICERS' MEETINGS

1. To oversee the general management of all College business.
2. To deal with business not requiring the decision of the Council or of any Committee.
3. To deal with urgent business and approve expenditure from the contingency fund, arising between Council and Committee meetings, reporting to the Council or the relevant Committee and seeking ratification, as necessary.
4. To monitor the management accounts of the College and to monitor the progress of projects.

5. To meet with the Chairmen of Committees; to co-ordinate Council and Committee business and to discuss matters relating to governance, rules of procedure, terms of reference and composition of committees.
6. To ensure that members of the Council are kept informed of developments.
7. To initiate reviews of the strategy plan and make recommendations to the Council and Committees.
8. To oversee the activities of the Communications Board.
9. To determine the representation of the College on various external organisations, speakers at conferences and similar matters.
10. To arrange meetings with members of the College, veterinary associations and other bodies, as appropriate.
11. To keep under review the role and composition of sub-committees and working parties

Pursuant to a resolution passed at a meeting of the Council of the Royal College of Veterinary Surgeons held onthe Common Seal of the said Royal College was affixed hereto in the presence of:

President

L. S.

Members of Council