



## Practising Certificates Committee Terms of Reference

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### Reporting to the Regulatory Board

#### 1. OVERALL BOARD PURPOSE:

- To consider and advise the Regulatory Board on matters in relation to practising certificates;
- To implement agreed measures arising from any review of the PC Scheme;
- To administer and communicate the PC Scheme according to its objectives.

#### 2. KEY RESPONSIBILITIES:

- To recommend criteria and procedures for certification;
- To consider applications received for practising certificates;
- To issue practising certificates;
- To deal with any other matters delegated by Council or the Regulatory Board in relation to practising certificates;
- To devise forms of application for all types of practising certificates;
- To identify any arising issues in relation to the PC Scheme

#### 3. GOVERNANCE OBLIGATIONS:

- Comply with relevant sections of the IFoA's Governance manual.
- Report to the Regulatory Board on its activities, current issues, future developments, instances where discretion is applied and details thereof; and
- To apply reasonable discretion where appropriate in exercising its duties, including by exception in relation to CPD compliance for PC holders

#### 4. PRINCIPAL CONTACTS:

- To liaise with the Practice Boards on the operation of the PC Scheme;

#### 5. MEMBERSHIP:

**Chair:** Karen Butroid

**Executive Support:** Stephanie Snowden and General Counsel directorate

**Lay oversight:** Sue Lewis

To consist of representatives from each practice area for which a Certificate is required.

**6. PERFORMANCE REVIEW:**

The Committee will provide an annual report against its Terms of Reference to the Regulatory Board. This will include attendance records of committee members.

The Chair will address any concerns relating to individual member's contributions.