

## Lapsed ACRs Reinstatement Policy

<b>Policy number:</b>	
<b>Summary:</b>	A process for lapsed ACRs to appeal for reinstatement of ACR status
<b>Who this policy applies to:</b>	Lapsed ACRs
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<b>Approved by/approval level:</b>	Icon Board of Trustees
<b>Date effective:</b>	August 2015
<b>Last reviewed or updated:</b>	23 <sup>rd</sup> June 2021
<b>Frequency of review:</b>	Every three years

<b>1.</b>	<b>Introduction</b>
	<p>It is a condition of Accredited status that individuals maintain membership of their professional body, the Institute of Conservation. Failure to maintain their memberships means individuals lose such status.</p> <p>The Lapsed ACRs Reinstatement Policy sets out a process for Lapsed ACRs to follow to make the case for the reinstatement of their status, and for decisions then to be taken based upon this information.</p>
<b>2.</b>	<b>Definitions</b>
	Lapsed ACR: Someone who allowed their Icon membership to expire through non-payment, and previously held Accredited status.
<b>3.</b>	<b>Context</b>
	<p>Icon's Lapsed ACRs Reinstatement Policy was introduced to provide a framework for lapsed ACRs to return to Icon and apply to regain their Accredited status where a case existed for special treatment.</p> <p>This has been designed to ensure the Institute could take a sensitive approach to cases where, for example, an individual allowed their membership to lapse due to the overwhelming pressures of bereavement or other such adverse life events.</p>
<b>4</b>	<b>Principles</b>
	<p><i>Relation to Icon's Strategy</i></p> <ul style="list-style-type: none"> <li>• <b>Excellence</b> - Inspiring quality through support for skills development, education and training</li> <li>• <b>Excellence</b> - Championing excellence and high professional standards in the practice of conservation</li> </ul> <p><i>Relation to Icon's values</i></p> <ul style="list-style-type: none"> <li>• Work with <b>integrity</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Uphold High Standards</b></li> </ul> <p>It is a condition of Accredited status that individuals maintain membership of their professional body, the Institute of Conservation. Failure to maintain their memberships means individuals lose such status</p>
<b>4.</b>	<b>Icon's approach</b>
	<ol style="list-style-type: none"> <li>1. It is a requirement of Accredited status that ACRs maintain membership of their professional body, the Institute of Conservation. Failure to do so will result in lapsed membership, and therefore revocation of Accredited status.</li> <li>2. Lapsed ACRs are notified of their lapsed status via posted notification sent by recorded, signed-for delivery. Icon retains records of the receipt of these notices.</li> <li>3. Newly-lapsed ACRs can renew their memberships and revive their Accredited status up until the end of the membership year in question.</li> <li>4. Lapsed ACRs in arrears by a full membership year or more must re-apply for Accreditation if they wish to regain their status.</li> <li>5. If a lapsed ACR in arrears by a full membership year or more feels they have a case to do so, they may appeal in writing against the revocation of their Accreditation to Icon's ACR Reinstatement Panel. The appellant must explain in writing how they came to allow their Icon membership to lapse, in a document signed and posted to the Icon office.</li> <li>6. The ACR Reinstatement Panel consists of: <ul style="list-style-type: none"> <li>• Chief Executive</li> <li>• Head of Membership</li> <li>• Head of Skills</li> <li>• Chair of Icon's PSD Board</li> </ul> </li> <li>7. The Reinstatement Panel will carefully consider the explanations given and examine any related evidence (for example recorded delivery or bank records). The Panel will then decide if the case presented in the appeal constitutes valid grounds for the reinstatement of lapsed Accredited status.</li> <li>8. Valid grounds for the reinstatement of lapsed Accredited status might be: <ul style="list-style-type: none"> <li>• Serious illness</li> <li>• Bereavement</li> <li>• Housefire</li> </ul> </li> <li>9. The decision of the Reinstatement Panel is final, and appellant will be advised of the outcome within twenty working days of the receipt of their appeal by the Icon office.</li> <li>10. Those approved for reinstatement of Accredited status must pay membership fees for the current and the previous membership year. To complete their reinstatement, the former ACR will then need to complete a full CPD review as outlined in section 3 of Icon's 'Time Out' policy (appendix 1).</li> </ol>

<b>5.</b>	<b>Roles and responsibilities</b>
	<p>Those subject to an included in the scope of this Policy include:</p> <ol style="list-style-type: none"> <li>1) <b>Lapsed ACRs</b>, where they appeal for the reinstatement of their professional status</li> <li>2) <b>Lapsed ACRs Reinstatement Appeals Panel</b>, where they review appeals from Lapsed ACRs and reach decisions regarding the potential reinstatement of lapsed Accredited status.</li> </ol>
<b>6.</b>	<b>Managing implementation and review</b>
	Triennial reviews by the Head of Membership and Head of Skills
<b>7.</b>	<b>Related policies, procedures, processes, forms, guidelines and other resources</b>
	Icon Time Out Policy
<b>8</b>	<b>Feedback</b>
	<p>We realise that although people might share our views, they might not agree with everything we do.</p> <p>Those wishing to send feedback should contact the relevant member of Icon's Management Team in the first instance.</p>