

# MEMORANDUM OF ASSOCIATION

(Companies Act 1989 and the Companies Act 2006)

## COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL MEMORANDUM OF ASSOCIATION OF GENETIC COUNSELLOR REGISTRATION BOARD

*The GCRAB has established an accredited regulation scheme maintained through a register of practitioners under the Academy of Healthcare Science.*

*A practitioner achieves registration if they submit a portfolio of evidence to the GCRAB and they are assessed to have achieved the required level of knowledge and practice-based competence. The academic standards applied to the portfolio are at Master's level.*

*The purpose of the GCRAB is to establish, maintain and improve standards of practice to assure patient and public safety. It seeks to achieve this through accepting responsibility in three primary areas:*

- *Setting and monitoring standards for entry to the profession.*
- *Establishing and maintaining open and transparent systems of professional accreditation.*
- *Maintaining and improving standards of professional practice, to protect and promote the professional reputation for the benefit of the profession and public alike.*

1. The Company's name is GENETIC COUNSELLOR REGISTRATION ADVISORY BOARD (previously known as the Genetic Counsellor Registration Board. The name was changed in 2024, voted and approved by the membership).

2. The Registered office of the company will be situated in England & Wales.

3. The objects for which the Company is established are:

3.1 Prior to a formal statutory framework regulating the standards of practice of Genetic Counsellors, the GCRAB has established a self-regulation scheme maintained through a register of practitioners held by the Academy of Healthcare Scientists (AHCS). The transfer of the Register to AHCS was approved by the GCRAB membership in 2020.

**Commented [GH1]:** @Sarah Rose Please can you advise me. If we change the objects of the Company, do we need to re-submit to Companies House? I am unsure whether to update this wording as the AHCS holds the register now.

**Commented [SR2R1]:** Hi @Georgie Hall Georgie , yes looking back on companies house, Cath King last did this in 2020 when this document was updated - it needs approving by the GCRAB members, then we need to update with companies house

**Commented [GH3R1]:** @Sarah Rose Does that mean we don't change the form now and we circulate to the members for approval at the next AGM?

**Commented [4R1]:** Was their a vote previously to move the register to AHCS as this is the bit of the objects we are changing? if so, I would argue we could just update the objects then

**Commented [GH5R1]:** @Charlotte Tomlinson Do you agree that we can change the objects for the Company to represent the Register is now held by the AHCS without a vote. The change needs to be approved by the members, did we formally have a vote? I believe we went through due process to get approval from the members, so I believe I can just update this and Sarah can send to Company's house

**Commented [6R1]:** Yes we did go through due process. I remember VT presenting on it at an AGM. So we can just update and send to Company's house.

3.2 A practitioner achieves registration if they submit a portfolio of evidence to the GCRAB and they are assessed to have achieved the required level of knowledge and practice-based competence. The academic standards applied to the portfolio are at Master's level.

3.3 The purpose of the GCRAB is to establish, maintain and improve standards of practice to assure public safety by;

- (a) Setting and monitoring standards for entry to the profession.
- (b) Establishing and maintaining open and transparent systems of professional accreditation.
- (c) Maintaining and improving standards of professional practice, to protect and promote the professional reputation for the benefit of the profession and public alike.

3.4 In seeking to discharge each of these obligations the GCRAB will:

- (a) Establish and monitor standards for registration and the registration process, including the provision of supervision (through clinical mentorship) and assessment.
- (b) Work with the AHCS to maintain a professional register of practitioners who:
  - Pay an annual subscription fee
  - Complete an annual declaration of fitness to practice
  - Complete a CPD log annually in accordance with AHCS guidelines
- (c) Maintain a register of GCRAB Sign-Off Mentors, GCRAB Assessors and Moderators.
- (d) Provide advice on professional standards of conduct, ethics and competence.
- (e) Work with the Academy of Healthcare Science to provide guidance for scrutinising allegations and continuing fitness to practice\*.
- (f) Work with other professional regulatory bodies in the maintenance of standards for practice.
- (g) Establish and maintain standards for GCRAB accreditation of MSc courses in Genetic Counselling in the UK and ROI.

4. In furtherance of the objects of the Company, the Company shall have the following powers:

- a) To carry on any other business which in the opinion of the Directors of the Company may seem capable of being conveniently carried out in connection with or as ancillary to any of the above businesses or to be calculated directly or indirectly to enhance the value of or render profitable any of the property of the Company or to further any of its objects.
- b) To build, construct, maintain, alter, enlarge, pull down, remove or replace any buildings, works, plant, and machinery necessary or convenient for the business of the Company or to join with any person, firm or company in doing any of the things aforesaid.
- c) To purchase, take on lease, exchange, hire or otherwise acquire for any estate or interest any real or personal property and any rights or privileges which the Company may think necessary or convenient for the purposes of its business.
- d) To borrow or raise money on such terms and on such security as the Company shall think fit.
- e) To establish, undertake and execute any trusts which may lawfully be undertaken by the Company and are directly ancillary to its objects.
- f) To invest the monies of the Company not immediately required for the furtherance of its objects in or upon such investments, securities or property as may be thought fit, subject nevertheless to such conditions (if any) and such consents (if any) as may for the time being be imposed or required by law and subject also as hereinafter provided.
- g) To subscribe and make contributions to or otherwise support any charitable institutions or associations formed for any of the purposes included in the objects.
- h) To do all such other lawful things as may be conducive or incidental to the attainment of the above objects. Provided that: in case the Company shall take or hold any property which may be subject to any trusts, the Company shall only deal with or invest the same in such manner as is allowed by law having regard to such trusts; and the Company's objects shall not extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

5. The income and property of the Company shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association. The directors undertake to ensure no profit from the company is paid or transferred directly or indirectly, by way of dividend, bonus or otherwise to the members of the company. Provided that: nothing herein shall prevent the payment, in good faith, of reasonable and proper remuneration to any officer or servant of the Company or to any Member of the Company, in return for any services actually

rendered to the Company, nor prevent the payment of interest at a reasonable commercial rate on money lent by any Member to the Company, or reasonable and proper rent for premises let by any Member to the Company, but so that no director shall be appointed to any salaried office of the Company or any office of the Company paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Company to any director except repayment of out-of-pocket expenses and interest at the rate aforesaid on money lent, or reasonable and proper rent for premises let to the Company: Provided that the provision last aforesaid shall not apply to any payment to any Company in which a director holds not more than one one-hundredth part of the capital, and such Member shall not be held to account for any share of profits he may receive in respect of any such payment.

6. The liability of the Members is limited.

7. Every Member of the Company undertakes to contribute to the assets of the Company, in the event of the same being wound up, during the time that he or she is a Member, or within one year afterwards, for payment of the debts and liabilities of the Company contracted before the time at which he or she ceases to be a Member, and of the costs, charges and expenses of winding up the same, and for the adjustment of the rights of the contributories amongst themselves, such amount as may be required not exceeding **GBP 1.00**.

\*The GCRAB have aligned and adopted the Academy for Healthcare Science (Registration council) Fitness to Practice Rules.

I, the person whose name and address is subscribed, am desirous of being formed into a Company, in pursuance of this Memorandum of Association.

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**Name and Address of Subscriber**

GCRAB Chair 2024-2025  
Georgina Hall  
Consultant Genetic Counsellor  
Manchester Centre for Genomic Medicine  
St. Mary's Hospital  
Manchester M13 9WL

Commented [GH7]: Update to Chair

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Dated: 25/11/24

## ARTICLES OF ASSOCIATION

Companies Act 1989 and the Companies Act 2006

### **COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL ARTICLES OF ASSOCIATION OF GENETIC COUNSELLOR REGISTRATION ADVISORY BOARD**

#### **PRELIMINARY**

1. In these Articles:

"the Act", means the Companies Acts 1989 and 2006, and any amendment, extension or re-enactment thereof for the time being in force;

"the Articles", means these Articles of Association or such as are in force from time to time;

"the GCRB Board", means the elected GCRAB members and the appointed lay, education and medical associates;

"the Company", means GENETIC COUNSELLOR REGISTRATION ADVISORY BOARD;

"Member", means a member for the time being of the Company (i.e. a GCRAB Registered Genetic Counsellor);

"the Office", means the Registered Office for the time being of the Company;

"the Seal", means the common seal of the Company if it has one;

"the United Kingdom", means Great Britain and Northern Ireland;

expressions referring to "writing" shall, unless otherwise stated, be construed as including references to printing, lithography and other means of representing or reproducing words in a visible form;

words importing the singular shall include the plural, and vice versa, words importing the masculine gender shall include the feminine gender and words importing persons shall include corporations.

## **MEMBERSHIP**

2. The Company is established for the purposes outlined in the Memorandum of Association.
3. The subscribers to the Memorandum of Association of the Company and such other persons as are admitted to membership in accordance with the Articles shall be Members of the Company. No person shall be admitted as a Member of the Company unless s/he is approved by the GCRAB Board. Every person who wishes to become a Member of the Company shall deliver to the Company an application for Membership in such form and by such means as the GCRAB Board requires executed by him.
4. A Member may at any time withdraw from the Company by giving at least seven clear days' notice to the Company. Membership shall not be transferable and shall cease on death.
5. The GCRAB Board may at its discretion terminate the membership of any Member but the requirements of natural justice shall be respected and a Member shall be entitled to be heard in his own defense by the GCRAB Board and/or Academy of Healthcare Science.

## **GENERAL MEETINGS**

6. Unless the Company has elected by elective resolution to dispense with the holding of Annual General Meetings the Company shall in each calendar year hold a General Meeting as its Annual General Meeting in addition to any other meetings in that year and shall specify the meeting as such in the notices calling it; and not more than 15 months shall elapse between the date of one Annual General Meeting of the Company and that of the next.
7. All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
8. The GCRAB Board may call Extraordinary General Meetings.
9. The Members of the Company may require that the GCRAB Board convenes an Extraordinary General Meeting as provided by Section 368 of the Act.

10. If at any time there are not within the United Kingdom sufficient Directors to form a quorum, any Director or any two Members of the Company may convene such an Extraordinary General Meeting in the same manner as nearly as possible as that in which meetings may be convened by the GCRAB Board.

### **NOTICE OF GENERAL MEETINGS**

11. An Annual General Meeting and any meeting called for the passing of a special resolution or an elective resolution shall be called by 21 days' notice in writing at least and a meeting of the Company other than an Annual General Meeting or a meeting for the passing of a special resolution or an elective resolution shall be called by 14 days' notice in writing at the least. Either notice shall be exclusive of the day on which it is given and of the day for which it is given, and shall specify the place, day and hour of the meeting, and in case of special business the general nature of the business, and shall be given to the Members and to the Auditor, in the manner hereinafter mentioned or in such other manner as may be prescribed by the Company in General Meeting: Provided that a meeting of the Company shall, notwithstanding that it is called by shorter notice than that specified in this Article, be deemed to have been duly called if it is so agreed:

- a) in the case of a meeting called as the Annual General Meeting, by all the Members entitled to attend and vote thereat; and
- b) in the case of any other meeting, by a majority in number of the Members having a right to attend and vote at the meeting, being a majority together representing not less than 95% of the total voting rights at that meeting of all the Members.

12. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

### **PROCEEDINGS AT GENERAL MEETINGS**

13. No business shall be transacted at any general meeting of the Company unless a quorum is present. Two persons entitled to vote upon the business to be transacted, each being a Member or a proxy for a Member, shall be a quorum. One member may constitute a quorum where the Company is a single member company.

14. If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present (save for any period allotted for the taking of any poll), the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other time as the Directors may determine.
15. The Chairman, if any, of the Genetic Counsellor Registration Advisory Board or in his absence some other Director/Company Secretary nominated by the Board shall preside as chairman of the meeting, but if neither the Chairman nor such other Director (if any) be present within 15 minutes after the time appointed for holding the meeting and willing to act, the Board Members present shall elect one of their number to be chairman and, if there is only one Board Member present and willing to act, he shall be chairman.
16. If no Director is willing to act as chairman, or if no Director/Board Member is present within 15 minutes after the time appointed for holding the meeting, the Members present and entitled to vote shall choose one of their number to be chairman.
17. A Director shall, notwithstanding that he is not a Member, be entitled to attend and speak at any general meeting and participate in any online electronic debate or forum associated with such meeting.
18. The chairman may adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than business which might properly have been transacted at the meeting had the adjournment not taken place. When a meeting is adjourned for 14 days or more, at least 7 Clear Days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise, it shall not be necessary to give any such notice.
19. A resolution put to the vote of a general meeting shall be decided on a poll taken of those attending personally or by proxy.
20. A poll shall be taken as the Chairman directs within 7 days of the date of the General Meeting and in accordance with any standing rules for the conduct of polls laid down by the Board from time to time and he may appoint scrutineers (who need not be Members) and fix a time and place for declaring the result of the poll. The result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.



21. In the case of an equality of votes the Chairman shall be entitled to a casting vote in addition to any other vote he may have.

## **VOTES OF MEMBERS**

22. At General Meetings of the Company, each GCRAB Member shall be entitled to one vote.

23. Save as herein expressly provided, no Member other than a Member duly registered, who shall have paid every subscription and other sum (if any) which shall be due and payable to the Company in respect of his membership, shall be entitled to vote on any question either personally or by proxy, or as proxy for another Member, at any General Meeting or in electronic general votes.

24. No objection shall be raised to the qualification of any voter except at the meeting or adjourned meeting at which the vote objected to is given or tendered, and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chairman of the meeting, whose decision shall be final and conclusive.

25. On an electronic poll votes may be given personally or by proxy.

26. The instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney duly authorised in writing. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.

27. The instrument appointing a proxy and any authority under which it is signed or a notarially certified copy thereof shall be deposited at the GCRB Registered Office not less than 48 hours before the time appointed for holding the meeting or adjourned meeting at which the right to vote is to be exercised, or in the case of a poll not less than 24 hours before the time appointed for the taking of the poll, and in default the right to vote shall not be exercisable.

## **GENETIC COUNSELLOR REGISTRATION BOARD**

28. Genetic Counsellor Registration Advisory Board Members will be elected by GCRAB Registered Genetic Counsellors by electronic vote of the GCRAB members (GCRAB registered Genetic Counsellors) The standard term of office will be 5 years. Following negotiation with the Board on an annual basis, an existing GCRAB Board member may continue in office for a maximum of a further 3 years. Terms of office will be staggered to ensure continuity within the GCRAB. Four

advisory members will be appointed, one with academic/educational expertise, one being a clinical geneticist (medical practitioner), and two representing the patient and public perspective (lay members). All fourteen GCRAB members will have full voting rights.

## **DIRECTOR**

29. From time to time, either to fill a casual vacancy or by way of addition to the GCRAB Directors most likely at Genetic Counsellor Registration Advisory Board meetings, the Board Members will agree a Chairperson as Company Director and Company Secretary from the nine elected members, to be responsible for company business matters. This would be either to fill a casual vacancy or by way of addition to the GCRAB Directors. As between Board Members of equal seniority, the Directors agreement will be determined by vote of the Board Members. Board Members willing to put themselves up for election to Director or Company Secretary must file their details with Companies House at appointment. Unless otherwise determined by ordinary resolution, the numbers of directors (other than alternate directors) shall not be subject to any maximum, but shall be not less than one. A retiring Director shall be eligible for re-election to the Board, provided that the prescribed maximum is not thereby exceeded.

30. The first Directors of the Company shall be those persons notified to Companies House as the first Directors of the Company.

31. The Company may in General Meeting:

- a) Increase or decrease the number of members of the Board or Directors; and
- b) Determine what rotation such increased or decreased number shall retire and may make the appointments necessary for effecting such increase.

32. No person other than a Board Member retiring by rotation may be appointed a Board Member at any General Meeting or General Electronic Vote unless:

- a) he or she is recommended for re-election by the Board; or
- b) not less than 14 nor more than 28 days before the date of the vote, the Company is given a notice that:
  - I. is signed by a member entitled to vote at the meeting or electronic vote;
  - II. states the Member's intention to propose the appointment of a person as a Board Member.;

33. All Members who are entitled to receive notice of an General Meeting or Electronic Vote must be given not less than seven nor more than 28 clear days notice of any resolution to be put to the meeting to appoint a Board Member other than a Board Member who is to retire by rotation.

### **POWERS OF DIRECTORS**

34. The entire business of the Company shall be arranged and managed by the GCRAB who may exercise all such powers of the Company, and do on behalf of the Company all such acts as may be exercised and done by the Company, and as are not by the Act or by the Articles required to be exercised or done by the Company in General Meeting, subject nevertheless to the provisions of the Act and the Articles and to such regulations, being not inconsistent with the aforesaid regulations, as may be prescribed by the Company in General Meeting; and no such regulation made by the Company shall invalidate any prior act of the GCRAB which would have been valid if such regulation had not been made.

35. The GCRAB may act notwithstanding any vacancy in their body, provided always that in case the number of Directors shall at any time be reduced to less than the minimum number prescribed by or in accordance with the Articles, it shall be lawful for them to act as the GCRAB for the purpose of admitting persons to membership of the Company, filling up vacancies in the GCRAB, or of summoning a General Meeting, but not for any other purpose.

### **DISQUALIFICATION OF DIRECTORS**

36. The office of a Board Member or Director shall be vacated if:

- a) the GCRAB Board pass a resolution by a 75% majority that it is desirable that the Board Member or Director should cease to be a Director or his term of office is complete;
- b) if he becomes bankrupt or makes any arrangement or composition with his creditors generally;
- c) if he becomes of unsound mind or for any reason becomes incapable of managing his affairs;
- d) if he ceases to be a Member of the Company;
- e) if by notice in writing to the Company he resigns his office;

- f) if he ceases to hold office by virtue of any provision of the Act or he becomes prohibited by law from being a Director of the Company.

## **PROCEEDINGS OF THE DIRECTORS**

37. Meetings of the GCRAB shall be held at such times and such places as the GCRAB may from time to time direct. Questions arising at any meeting shall be decided by a majority of votes. In case of an equality of votes the Chairman shall have a second or casting vote.
38. A Director may, and on the request of a Director the Secretary shall at any time, convene a meeting of the GCRAB by notice served upon the GCRAB Members. A Board Member who is not at the material time in the United Kingdom shall not be entitled to receive notice of a meeting of the GCRAB
39. The GCRAB shall from time to time elect a Chairman who shall be entitled to preside at all meetings of the GCRAB at which he shall be present, and may determine for what period he is to hold office, but if no such Chairman be elected, or if at any meeting the Chairman be not present within five minutes after the time appointed for holding the meeting and willing to preside, the Directors present shall choose one of their number to be Chairman of the meeting.
40. The GCRAB shall have full power to appoint committees and may delegate to such committees all such duties, powers and privileges as they may think fit, and any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations imposed on it by the GCRAB. No resolution of a meeting of a committee shall be binding on the Company until confirmed by the GCRAB at a subsequent meeting.
41. All acts bona fide done by the Board Members or by any committee, or by any person or persons acting as a member or members thereof, shall, notwithstanding that it may afterwards be discovered that there was any defect in the appointment or continuance in office of any such member or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed or had duly continued in office and was qualified to be a Board Member, Director or a member of the committee.
42. A resolution in writing signed by all the Board Members for the time being in the United Kingdom, shall be as valid and effectual as if it had been passed at a meeting of the GCRAB Board duly convened and held.

## **SECRETARY**

43. Subject to the provisions of the Act the Secretary shall be appointed by the GCRAB Board for such time at such remuneration and upon such conditions as they may think fit, and any Secretary so appointed may be removed by them.

## **AUDITORS**

44. The GCRAB Board shall cause proper books of account to be kept in accordance with the requirements of the Act.

45. The books of account of the Company shall be kept at the Office, or, subject to the provisions of the Act, at such other place or places as the GCRAB thinks fit, and shall always be open to the inspection of all Members.

46. The GCRAB shall from time to time, in accordance with the Act, cause to be prepared and to be laid before the Company in General Meeting such income and expenditure accounts, balance sheets and reports as are required by the Act. The GCRAB shall send a copy of the annual accounts to every person entitled to receive the same not less than 21 days before the date of the meeting at which those documents are to be laid in.

47. The GCRAB is exempt from audit in accordance with the Act. If such situation as the GCRAB is no longer exempt in accordance with the Act, an Auditor or Auditors shall be appointed and his or their duties regulated in accordance with the Act. The appointment of an auditor shall be subject to the regulations concerning exemption from such an appointment where the relevant criteria as defined by the Act are met. If such situation as the GCRAB is no longer exempt in accordance with the Act, in accordance with the Act at least once in every year the accounts of the Company shall be examined and the correctness of the income and expenditure account and balance sheet ascertained by the Auditor or Auditors.

## **MINUTES**

48. Correct Minutes of the proceedings of the Company and of the GCRAB Board and of any committees of the Directors shall be taken and shall be kept at the Office by the Secretary or by such other person as the GCRAB Board may from time to time appoint and shall be in such form as the GCRAB Board may direct.

## **NOTICES**

49. All notices to Members may be delivered either personally, or by sending them through email or the post in a prepaid letter, addresses to such Members at their respective registered addresses as appearing in the register of members, and every such notice delivered, emailed or posted as aforesaid shall be deemed to have been duly served on the day of delivering or, if sent by post, on the day next following the day on which it shall have been posted, and in proving such service it shall be sufficient to prove that the letter containing the notice was properly addressed and put into the post office as a prepaid first class letter.

50. Notice of every General Meeting shall be given in any manner hereinbefore authorised to:

- a) every Member except those Members who (having no registered address within the United Kingdom) have not supplied to the Company an address or email within the United Kingdom for the giving of notices to them; and
- b) the Auditor for the time being of the Company, if applicable.

No other person shall be entitled to receive notices of General Meetings.

## **DISSOLUTION**

If upon the winding up or dissolution of the Company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the Members of the Company, but shall be transferred either to some other institution (whether or not a member of the Company) having objects similar to the objects of the Company, or to some institution (whether or not a member of the Company) the objects of which are the promotion of charity or anything incidental or conducive thereto, such institution or institutions to be determined by the Members of the Company at or before the time of dissolution.

## **INDEMNITY**

Subject to the provisions of the Act, every officer or employee of the Company shall be entitled to be indemnified by the Company against all costs, losses and expenses which he may incur or become liable for in the execution or discharge of any office held by him in the Company.

## THE SEAL

In accordance with the provisions of the Act the Company need not have a seal. If it does have a seal Regulation 101 of Table A shall apply. If the Company has a Seal it must only be used by the authority of the GCRAB Board. The GCRAB Board may determine who shall sign any instrument to which the Seal is affixed and unless otherwise so determined it shall be signed by a Director and by the Secretary or by two Board Members.

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### Name and Address of Subscriber

Georgina Hall  
Chair GCRAB  
Consultant Genetic Counsellor  
Manchester Centre for Genomic Medicine  
St Mary's Hospital  
Oxford Road  
Manchester  
M13 9WL

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Dated: 4/11/24

Commented [GH8]: @Charlotte Tomlinson who should be here?

Commented [CT9R8]: presuming the chair





## Document Control

### Document review

This document will be reviewed every **2 years** by Chair and Deputy Chair  
(include here if approval is needed from ACHS)

### Document History

If this document is replacing (an) old GCRB document(s), please provide the details below:

Old GCRB version no:	<b>5</b>
Date of old GCRB doc:	<b>May 2020</b>
Name(s) of old document(s)	

Date of 1 <sup>st</sup> Issue for this document:	Author:	GCRB Approver (required) + AHCS Approver (if needed)
<b>02/04/2024</b>	<b>G Hall</b>	<b>TBC</b>

If ACHS approver is needed, record approvals below (otherwise, this table can be removed):

Date:	Version number:	AHCS Approver:
<b>TBC</b>	<b>TBC</b>	<b>TBC</b>