

Open session

Board meeting: 19 October 2022

Agenda item: 10

Subject: Prescription Committee Terms of Reference

Action: For decision

Purpose

To make amendments to the Prescription Committee Terms of Reference to ensure suitable governance and management of prescription items over the next six to twelve months when we expect the new Accreditation Committee to be established.

Recommendations

It is recommended that the Board:

- Reviews and approves Terms of Reference for the Prescription Committee set out in Annexe A for use from 3 November 2022 until it disbands this Committee in summer 2023 (likely July).
- Agrees the temporary appointment of Professor ADH Crook as Chair during this period.
- Agrees that Stephen Brookhouse be co-opted onto the Prescription Committee on the basis of his expertise from both architectural and higher education quality assurance and delivery areas, to supplement the Committee's membership during the transitional phase.
- Agrees to carry the lay member vacancy that will arise as a result of the departure of Alison Edridge.

Annexes

Annexe A: Terms of Reference

Author/Key Contact

Brian James, Director of Registration and Accreditation




1. Open Session

This will be held in the open session of the Board agenda.


2. Background and Key points

- 2.1. This paper builds on the discussion held as part of the Board Workshop, held on 21 September 2022, and sets out the immediate changes that we need to make to the existing Prescription Committee's Terms of Reference and Membership in order to deal with some unforeseen issues which have arisen.
- 2.2. These will need to take place ahead of the changes that we need to make to the governance arrangements and that we need to support the transition from the current model to the accreditation model that will deliver the Initial Education and Training strategic objective will come to the Board in late 2022, ahead of formal consultation. This paper does not attempt to address this future state.
- 2.3. The feedback from stakeholders who attended our Education Symposium held on 6th September 2022 was clear that they were positive about ARB's proposed changes to Initial Education and Training, and the model by which we would assure the quality and outcomes of new qualifications. Furthermore, the feedback expressed a desire to make the changes as quickly, but safely, as possible, to allow both Providers of qualifications time to negotiate their own governance structures, and for students to make informed decisions about their pathway to registration.
- 2.4. The Board heard and discussed this at the workshop in September 2022, and this has helped form the transition approach being developed by the Executive.
- 2.5. The mechanism for making decisions on prescription is fundamental to our approach. Currently, the Prescription Committee provides advice to the Executive, in order to form recommendations to the Board, who then make the decision.
- 2.6. The accreditation model is predicated on the fact that the Board will delegate this decision making to an Accreditation Committee which is constituted of independent members, subject to some further legislation being passed in early 2023. This is a significant change in role, and we are in the process of preparing the relevant governance arrangements and processes to support a transition to this approach.
- 2.7. Therefore, the Prescription Committee has a limited lifetime, before the Accreditation Committee commences, which is likely to be during summer 2023.
- 2.8. The current Chair of the Prescription Committee, Alice Hynes, has other commitments and has resigned. The current Chair of the Committee has confirmed that they will chair their last Committee meeting on 2 November 2022. The terms of



reference of the Committee require a Chair, and for them to be an independent lay member.

- 2.9. The Board will be aware that the Executive are not confident that recruiting a replacement for a short period of time would be successful and carries a significant risk to decision making in the short term. The recruitment, selection, training and induction process may take a significant proportion of the remaining Committee lifetime. We will want to encourage suitably experienced and qualified non-executives to apply for the new Accreditation Committee, including the position of Chair of Committee, rather than the outgoing Prescription Committee; and membership of the current Committee would exclude them from being a member of the Accreditation Committee.
- 2.10. The Executive therefore propose that Professor ADH Crook, as Board Member with the portfolio for education and prescription, and the current lay Board member appointed to sit on the Prescription Committee, acts as temporary Chair, for the remaining meetings. We are anticipating there being five meetings to which this change would take effect. It would also give the Board some insight and assurance around the transition process.
- 2.11. The Board is also aware that there is an additional governance issue to address for the remaining duration of the Prescription Committee. One of the independent lay members, with expertise in higher education and quality assurance, is emigrating, and will no longer be able to be a member due to UK work permit and significant time difference reasons.
- 2.12. Whilst the Committee has an advisory – rather than decision making - role, we feel that this area of expertise is crucial to the transition between systems, and we would wish to address this. The current terms of reference allow the Board to appoint additional members with relevant expertise to support the advisory work.
- 2.13. It is proposed that we therefore appoint Professor Stephen Brookhouse on to the Committee in this capacity. Professor Brookhouse is an architect, has significant qualification delivery and quality assurance experience, and has also been a Board and Policy Committee member at ARB.
- 2.14. The current Committee Terms of Reference require some minor adjustments to accommodate the changes to the role of the Chair, and to manage the vacancy of the independent lay member. These changes are:-
 - 2.14..1. Removal of reference to ‘An independent Lay Chair’ and replace with ‘A Lay Chair’

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- 2.14..2. Removing the need for ‘Two Board Members’ to ‘One Board Member’, although we would still have two Board members as one would be the Chair.
 - 2.14..3. Leaving the lay membership as four independent advisors, but accepting that there would be one vacancy.
 - 2.14..4. Using the existing ability for ‘The Board may also appoint one or more external members to supplement the Committee’s skills base and/or provide an additional independent perspective” to co-opt Stephen Brookhouse to the Committee..
 - 2.14..5. Removing the references to the Chair not being a member or Chair of the Board, in order to allow the temporary appointment of Professor ADH Crook.

3. Resource Implications

- 3.1. There are no resource implications.

4. Risk implications

- 4.1. Consideration of prescription applications is a statutory function, and a quorate committee is therefore necessary to continue to deliver this activity and meet ARB strategic objectives.

5. Communication


- 5.1. No specific communications are required, beyond confirmation with those individuals affected. There is no impact on individual applications or stakeholders, or requirement to consult.

6. Equality and Diversity implication

- 6.1. There are no equality or diversity implications relating to this change.

7. Recommendations

It is recommended that the Board:-

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- 7.1. Reviews and approves Terms of Reference for the Prescription Committee set out in Annex A for use from 3 November 2022 until it disbands this Committee in summer 2023 (likely July)
 - 7.2. Agrees the temporary appointment of Professor ADH Crook as Chair during this period
 - 7.3. Agrees that Professor Stephen Brookhouse be co-opted onto the Prescription Committee on the basis of his expertise from both architectural and higher education quality assurance and delivery areas, to supplement the Committee's membership during the transitional phase.
 - 7.4. Agrees to carry the lay member vacancy that will arise as a result of the departure of Alison Edridge.
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Terms of Reference



Prescription Committee

Version Number:	1
Version creation date:	July 2019
Review date:	Annually
Adjustments Approved:	19 October 2022 (TBC)

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Purpose

The purpose of the Prescription Committee is to scrutinise and challenge the work undertaken by the Executive to ensure that the material that has been prepared for the Board's consideration is in line with the Board's Procedures for the Prescription of Qualifications. The Committee will also be responsible for alerting the Board to issues arising from the operation of the Procedures for the Prescription of Qualifications. The Committee acts in a scrutiny and advisory capacity, and has no executive powers.

Duties

The Committee will:

- provide advice to the Board as to whether the Procedures for the Prescription of Qualifications are being adhered to fairly and consistently;
- review material prepared by the Executive in relation to applications for prescription/to renew prescription; title and qualification changes; annual monitoring submissions and where appropriate, challenge the level of scrutiny applied by the Executive to their review of the material provided by institutions;
- review, challenge and where necessary advise about amendments to the recommendations which the Executive are planning on providing to the Board in relation to prescription matters;
- identify and advise the Board in relation to the policies/guidance which need to be developed in order to support the Executive in undertaking their scrutiny of prescription matters; and
- consider any other matters referred to it by the Executive.

Membership

The members of the Committee shall be appointed by the Board and shall consist of the following:

- ~~A_n Independent~~ Lay Chair
- Two Board members
- Four Independent Advisers

The Board may also appoint one or more external members to supplement the Committee's skills base and/or provide an additional independent perspective.

The Chair of the Committee (~~who will not be a member/the Chair of the Board~~) should have experience of higher education quality assurance. The two Board members should include one lay and one architect Board member. Two of the independent advisers should be drawn from architectural academia and two should have experience of higher education quality assurance and/or other regulatory experience; the two independent advisers drawn from architectural academia should be registered architects.

A member of the Qualifications Team should act as secretary to the Committee. Other regular attendees at the Committee are:

- Qualifications Manager
- Qualifications Executives/Administrator
- Head of Qualifications and Governance (where appropriate)
- Registrar and Chief Executive (where appropriate)

The Committee may ask any other member of staff, or such others as may be appropriate, to attend to assist it with its discussions on any particular matter.

Quorum

The quorum of the Prescription Committee should not be less than half the number of members of the Committee, one of whom must be a lay member of the Committee and one of whom must be an architect member of the Committee.

Meetings and Procedures

The Committee will meet at least nine times a year.

Reporting Requirements

The minute taker, who will be a member of the Executive, will circulate the minutes to the next Board meeting. The Chair will provide an annual report on the Committee's work to the Board.

Papers and Agendas

The Executive shall circulate the agenda and papers five working days before each meeting. The minute taker will circulate the minutes of all meetings to both the members and attendees of the Committee, once they have been approved by the Chair.

Conflicts of Interest

Any member or attendee of the Committee who becomes aware of a potential conflict of interest relating to matters being discussed by the Committee should give prior notification to the Chair and the Qualifications Manager or if this is not possible, declare this at the meeting and, where necessary, withdraw during the discussion of the relevant agenda item.