

Board Paper

for Open session

Subject: ARB Policy Log

Board meeting:

21 May 2025

Agenda item:

14

Action:

- For noting ☒
- For discussion ☐
- For decision ☐

Purpose

To note the up to date Policy Log which sets out details of the policies that the Board and its non-statutory Committees have responsibility for approving.

Recommendations

The Board is asked to note the updated Policy Log which sets out the details relating to the list of policies, and other documents, that fall under the Board and Committees' responsibility.

Annexes

Annexe A – ARB Policy Log

Annexe B – Policy Review Calendar

Author/Key Contact

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1. Open Session

2. Background and Key points

- 2.1. An externally facilitated Board and Committee Effectiveness Review was conducted in 2023. One of the recommendations of the report suggested that the Board should have an improved oversight of the policies both it and its committees are responsible for approving.
- 2.2. The Board confirmed in March 2024 that it was keen to have a better understanding of the details relating to the ARB policies that were currently in place, including what the current levels of approval were for each policy, i.e. which policies were approved at Board level or Committee level, and the frequency with which each policy should be reviewed.
- 2.3. The Board discussed and approved the Policy Log at its meeting on 22 May 2024. The Board also agreed that it should receive regular updates on the Policy Log to ensure that the policies were being regularly reviewed and kept up-to-date.
- 2.4. **Annexe A** sets out the current and most up to date Policy Log, including details of the current Executive level responsibility, the last review date, the next review date, whether the Board or Committee has responsibility for approving the policy and the frequency of reviews.
- 2.5. The Policy Review calendar in **Annexe B** shows the cycle of reviews for the next 5 years and which policy will be due for review in each year.
- 2.6. The Governance Department is responsible for ensuring that the Policy Log remains up to date. The log is now circulated periodically, including during Q3 each year, so that the relevant Senior Leadership Group members and their departments are aware of the policies that are due for review and can factor this into their forward business planning activities.
- 2.7. The Board is asked to note the updated details of the Policy Log.

3. Resource Implications

- 3.1. The updating and maintenance of the Policy Log has no financial cost implications but will require staff time.

4. Risk Implications

- 4.1. Policies should be regularly reviewed to ensure that best practice is followed, and they are consistent and effective. Effective policies and procedures should be living documents that can be adapted with changes to the organisation.
 - 4.2. The lack of periodic review of policies leaves ARB at risk of not keeping up-to-date with the organisational changes leading to inconsistency in decision-making. The policies may also fail to comply with the new rules and legislations that occur during the years. Policies should align with the organisation's mission, vision, and objectives, as well as the Board and senior leadership.
 - 4.3. To mitigate the risks outlined in 4.1 and 4.2, the Governance team will monitor and ensure that the Policy Log and Review Calendar is kept up to date by regularly sharing them with other departments across the organisation and seeking their input. The Policy Log is now provided to the Board annually so that Board members are informed of the ongoing position regarding the relevant policies.
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5. Equality and Diversity implications

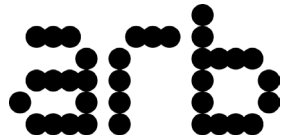
- 5.1. Equality, Diversity and Inclusion (EDI) considerations will be taken into account as each policy is reviewed and tailored to the area that the policy deals with.
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6. Recommendations

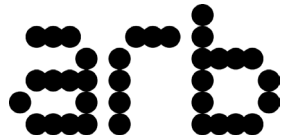
- 6.1 The Board is asked to note the updated Policy Log which sets out the details relating to the list of policies, and other documents, that fall under the Board and Committees' responsibility.

Annexe A - ARB Policy Log
May 2025
ARB's Internal Policies

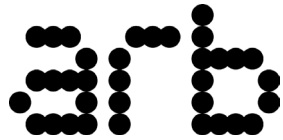
| Policy | Current Executive Level Responsibility for the Policy | Last Review | Next Review (based on current plans and to regularise the cycle) | Current Level of Authority for Approval of the Policy | Frequency of Review (from 2024 onwards) |
|--|---|---|--|---|---|
| Declarations of Conflicts of Interest Policy | Governance | October 2024 Note: A low level review was undertaken in late 2024. | October 2029 | Board | Every 5 years |
| Data Protection Policy | Data Protection Officer Governance | July 2024 Note: a very low level review was undertaken in 2024 to ensure the policy was in step with relevant legislation | 2025/2026 – once the new Data Bill has been passed | Audit and Risk Assurance Committee | Every 2 years |
| Whistleblowing policy | Corporate | October 2024 | October 2026 | Audit and Risk Assurance Committee | Every 2 years |



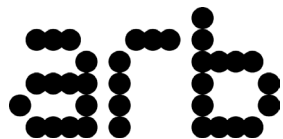
| Policy | Current Executive Level Responsibility for the Policy | Last Review | Next Review (based on current plans and to regularise the cycle) | Current Level of Authority for Approval of the Policy | Frequency of Review (from 2024 onwards) |
|---|---|--|--|---|---|
| Fraud and Bribery Prevention Policy | Director of Standards Corporate | 2023 Note: a very low level review was undertaken in 2023 when the Board Handbook was updated | 2025 | Audit and Risk Assurance Committee | Every 2 years |
| Board member's Annual Performance and Development Review Policy including relevant supporting documents and role profiles | Governance HR | 2024 | 2028 | People Committee has responsibility for approving the Policy/Process; other documents will be noted by the Committee and the Board; the Board will have opportunities to input and feedback on the development of the policy/process and supporting documents | Every 4 years |



| Policy | Current Executive Level Responsibility for the Policy | Last Review | Next Review (based on current plans and to regularise the cycle) | Current Level of Authority for Approval of the Policy | Frequency of Review (from 2024 onwards) |
|--|---|--|--|---|---|
| Associates Performance and Development policy | HR | 2020 | Currently under review | People Committee | Every 4 years |
| Recruitment and Appointment of ARB's Associates Policy | HR | 2020 | Currently under review | People Committee | Every 5 years |
| Travel, Subsistence and Attendance Allowance Policy | HR | April 2023 | Currently under review | Board | Every 2 years |
| Board members' complaints procedure | Governance Corporate | 2023 Note: a very low level review was undertaken in 2023 when the Board Handbook was updated | To be reviewed by Q4 this year | Board | Every 5 years |



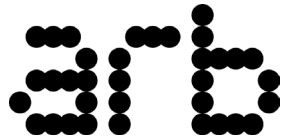
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|--|---|-------------|---|---|---|
| ARB Customer Service Complaints Policy | Governance | 2024 | 2027 (We will undertake a review after the first six months of operation under the revised scheme in 2025) | Board | Every 3 years |
| Board Open and Confidential Session Matters Policy | Governance | 2019 | Currently under review | Board | Every 5 years |
| ARB's Investment Policy | Finance | 2024 | 2026 | Board | Every 2 years |
| ARB's Reserves Policy | Finance | 2024 | 2026 | Board | Every 2 years |
| Risk Appetite | Corporate | 2024 | 2025 | Board | Every year |
| Health and Safety Policy (Staff Handbook) | Corporate | 2025 | 2027 | Audit and Risk Assurance Committee | Every 2 years |



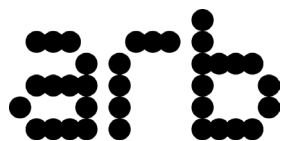
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|---------------------|---|-------------------|---|---|--|
| | | | | | |
| Safeguarding Policy | Governance | New Policy Needed | Governance to consider whether a new policy is needed during 2025 | TBC | Governance to check what would fall in scope and to benchmark; this policy may not be needed as a result of the benchmarking |

Other documents for which the Board and its Committees currently have responsibility for approving:

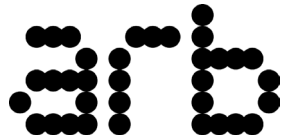
| Policy | Responsibility | Last Review | Next Review | Current Level of Authority for Approval | Frequency of Review |
|---|---------------------------|--|------------------------|---|--|
| ARB's Equality, Diversity and Inclusion Statement | Policy and Communications | 2025; reviewed as part of the new EDI Strategy | 2028 | Board | Every 3 years |
| ARB's Scheme of Delegation | Governance | 2025 The Scheme will require updating | Currently under review | Board | At least every 2 years, but annually if adjustments are required due to new legislation or changes in ARB's operations |



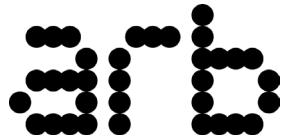
| Policy | Responsibility | Last Review | Next Review | Current Level of Authority for Approval | Frequency of Review |
|---|---|---|--|--|--|
| | | following the changes to Committees' Terms of Reference | | | |
| Committee Terms of Reference (Accreditation Committee, Appeals Committee, Audit and Risk Assurance Committee and People Committee) | Governance | April 2022 | Currently under review Accreditation Committee and People Committee Terms of Reference completed. Audit and Risk Assurance Committee review currently underway. | Board | Every 2 years |
| ARB's General Rules and policies within those | Governance (in tandem with the relevant Department) | 2024 | 2026 | Board Accreditation Committee for Schedule 1 of the General Rules | At least every 2 years, but annually if adjustments are required due to new legislation or changes in ARB's operations |



| Policy | Responsibility | Last Review | Next Review | Current Level of Authority for Approval | Frequency of Review |
|--|--|-------------|-------------------------------|---|---|
| ARB's Appeals Rules and policies within those | Governance (in tandem with the relevant Department) | 2023 | 2027 | Board | At least every 4 years |
| ARB's Investigations and Professional Conduct Committee Rules and the policies within those | Professional Standards | 2022 | 2025 | Board | Every 3 years (<i>A more substantive review of our processes will take place in 2026, and changes to the rules will follow that</i>) |
| ARB's Prescribed Examination Rules and the policies within those | Policy & Communications Registration Governance | - | Currently under review | Board | Every 5 to 7 years |
| ARB's Accreditation Rules and the policies within those | Policy & Communications Accreditation | 2023 | 2027 | Board | Review after 3 years in the first instance; then commencing a review every 5 to 7 years |
| Accreditation Standards and Outcomes | Accreditation Standards Policy and Communications | 2023 | 2027 | Board | Review after 3 years in the first instance; then commencing a review every 5 to 7 years |



| Policy | Responsibility | Last Review | Next Review | Current Level of Authority for Approval | Frequency of Review |
|--|--|---------------|--|---|--------------------------------|
| ARB/DLUHC Framework Agreement | Governance (in tandem with other relevant Departments) | 2023 | At least once every five years | Board/relevant DLUHC approvals | At least once every five years |
| Title Protection Policy | Professional Standards | December 2021 | On Hold (<i>We are putting this on hold, while we see the government's appetite to invoke legislative change. We have written to them to suggest that the current legislative scheme is not working</i>) | Board | Every 3 years |
| Architects Code: Standards of Conduct and Practice | Professional Standards | January 2017 | Currently under review; to be published in 2025 | Board | Every 5 years |
| Continuing Professional Development Requirements | Professional Standards | 2023 | Q4 2025 | Board | Annually |



| Policy | Responsibility | Last Review | Next Review | Current Level of Authority for Approval | Frequency of Review |
|---|---------------------------------------|----------------------|-------------|---|---------------------|
| Continuing Professional Development Framework | Professional Standards | 2023 | 2028 | Board | Every 5 years |
| ARB Privacy Notices including Website, CRM Portal, Complaints, Employment, and MRA Agreements | Data Protection Officer Governance | December 2025 | 2027 | Audit and Risk Assurance Committee for noting if Data Protection Policy is not impacted; if the Data Protection Policy is impacted then it's for approval by Audit and Risk Assurance Committee | Every 2 years |
| Board Remuneration | Corporate | December 2024 | 2025 | Board | Annually |
| Plagiarism Policy | Policy & Communications Accreditation | February 2024 | 2027 | Board | Every 3 years |
| ARB Values and Behaviours | Governance, Senior Leadership Group | 2023 | 2028 | Board | Every 5 years |

Annexe B

ARB Policy Log - Review Calendar: The cycle of the policies that will be due for review in the next 5 years (2025-2029)

| 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|--|---|--|
| Fraud and Bribery Prevention Policy | Declarations and Conflicts of Interest Policy | ARB Customer Service Complaints Policy | Board member's Annual Performance and Development Review Policy including relevant supporting documents and role profiles | Declarations of Conflicts of Interest Policy |
| Travel, Subsistence and Attendance Allowance Policy | Whistleblowing policy | Health & Safety Policy | | |
| Board members' complaints procedure | ARB's Investment Policy | | | |
| Board Open and Confidential Session Matters Policy | ARB's Reserves Policy | | | |
| Associates Performance and Development policy | | | | |
| Safeguarding Policy | | | | |

| 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|------|
| Data Protection Policy – subject to any legislation changes | | | | |
| Recruitment and Appointment of ARB's Associates Policy | | | | |
| Risk Appetite | | | | |
| | | | | |
| Other documents for which the Board and its Committees currently have responsibility for approving: | | | | |
| Architects Code: Standards of Conduct and Practice | ARB's General Rules and policies within those | ARB's Appeals Rules and policies within those | ARB/DLUHC Framework Agreement | |
| Continuing Professional Development Requirements | ARB's Investigations and Professional Conduct Committee Rules and the policies within those | ARB's Accreditation Rules and the policies within those | Continuing Professional Development Framework | |
| ARB's Investigations and Professional Conduct Committee Rules and the policies within those | ARB's Prescribed Examination Rules and the policies within those | Accreditation Standards and Outcomes | ARB Values and Behaviours | |

| 2025 | 2026 | 2027 | 2028 | 2029 |
|--|------|---------------------|---|------|
| Scheme of Delegation | | Plagiarism Policy | ARB's Equality, Diversity and Inclusion Statement | |
| Completion of Committees' Terms of Reference Review | | ARB Privacy Notices | | |
| ARB's Prescribed Examination Rules and the policies within those | | | | |
| Board Remuneration | | | | |