



Subject	Board and Committee Effectiveness Review Update		
Status	Open		
Purpose	For Decision		
From	Registrar and Chief Executive		
History	Parent Committee	First Submitted	Revision Number
	N/A	12/02/2014	

If you have any enquiries on this paper, please contact [Karen Holmes on 020 7580 5861](#)

1. Purpose

To note progress on the recommendations agreed in relation to the 2014 Board Effectiveness Review and agree the process for the 2015 review.

2. Recommendations

It is recommended that the Board:

- i. Note the progress made to date on the 2014 Board and Committee Effectiveness Review Action Plan; and
- ii. Notes the timeline for the 2015 Effectiveness Review and agrees the approach being taken (attached as [Annex B](#)).

3. Terms of Reference

The Board has established an effectiveness review which is undertaken annually, the results of which are considered by the Board and the Committees. 2015 will be the fourth year the Board has undertaken an effectiveness review; undertaking such a review fits in to having a sound structure of Corporate Governance.

4. Open

5. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are:

Protect the users and potential users of architects' services and Support architects through regulation. The effectiveness of the Board and Committees is essential to the delivery of both objectives as the Board establishes ARB's strategy, provides oversight to the organisation and performs statutory roles. The annual Effectiveness Review informs the Board and enables it to identify areas of improvement.

6. Key Points

- i. In February this year the Board considered the results of its third Board Effectiveness Review and agreed the action plan, attached as [Annex A](#). Progress against each recommendation has been included.
- ii. In addition to the overall Board recommendations, the Board's four Committees (the Audit Committee, Investigation Oversight Committee, Remuneration Committee and the Prescription Committee) each discussed the findings of their specific Committee Effectiveness Review and have progressed the relevant actions accordingly.
- iii. The information gathered from the 2014 Effectiveness Review also assisted the management team when producing the Governance Statement, which forms part of the organisation's Annual Report and Financial Statements. In September 2015 the Board's internal auditors undertook a review of governance and used the effectiveness review as part of the information gathering when auditing the organisations governance arrangements. The report on their findings is due to go to the Audit Committee this month.
- iv. The 2015 Effectiveness Review is due to commence in late November 2015, and will again take into account the Cabinet Office's Code of Good Practice 2011, the National Audit Office Guidance and the Financial Reporting Council's Guidance on Board Effectiveness.

In line with last year, the Review will include, two questionnaires; each Board member will complete a Board questionnaire and a questionnaire for each Committee they are on. The questions will remain the same as last year, but we will be using an online survey tool, which will be emailed to Board members directly.

As in previous years, responses will be sought from the Board's Internal and External Auditors, and will include Advisers, in the case of the Prescription Committee.
- v. As part of 2014 review, the Board for the first time, asked the Operational Management Group to complete to a separate questionnaire, which was reported separately, with any actions identified forming part of the action plan. The Operational Management Group will again this year complete the same questionnaire via the online survey tool.
- vi. The overall structure and content of all three questionnaires will remain the same.
- vii. The timeline for the 2015 Board Effectiveness Review can be found attached as [Annex B](#).

7. Risk Implications

The Board is required to have in place an effective structure of corporate governance. To not regularly review, and self-reflect on where improvements to Board performance can be made poses a risk as to the effectiveness of the Board and delivery of the organisations

8. Resource Implications

None specifically noted here, however if specific development needs for the Board are identified as part of the review; additional resources may be required.

9. Communication

The Board recognises the importance of Board evaluation in and continues to improve the Board's effectiveness. The Board is committed to continuous improvement in all areas of its delivery, including its corporate governance arrangements.

10. Growth Duty Considerations

N/A.

10. Equality and Diversity Implications

Anyone who has difficulty in using the online tool will be assisted to ensure the appropriate questionnaire can be completed.