

Name of Committee	Overview of the Committee’s Work	Composition	Membership Proposed	Time Commitment
<p><b>Audit Committee</b></p>	<p>The purpose of the Audit Committee is to assist the Board with its oversight functions. It reviews the financial reporting process, the system of internal control and management of risks, the audit process and ARB’s process for compliance with laws and regulations.</p>	<p>The members of the Audit Committee shall be appointed by the Board and shall consist of no fewer than three Board members comprising: the Chair of the Committee, plus at least one elected member and one appointed member. The Chair of the Committee will not be the Chair or Vice Chair of the Board.</p> <p>The Board may also appoint one external member to supplement the Committee’s skills base if necessary.</p> <p>A staff member shall act as secretary to the Committee.</p>	<p>Myra Kinghorn* Ruth Brennan Ros Levenson Andrew Mortimer</p>	<p>Three to four half day meetings per year plus some preparation time.</p>
<p><b>Remuneration Committee</b></p>	<p>The purpose of the Committee is to ensure that the remuneration and reward package offered to all staff, Board members and advisers is reviewed and amended appropriately.</p>	<p>The Committee shall be appointed by the Board on an annual basis and shall consist of no fewer than three members.</p> <ul style="list-style-type: none"> <li>• The Chair of the Committee will not be the Chair of the Board.</li> <li>• The remaining members will be appointed by the Board and will consist of at least one elected member and one appointed member.</li> <li>• At the request of the Committee, external advisers shall attend meetings.</li> </ul>	<p>Alan Jago * Beatrice Fraenkel Soo Ware</p> <p>Independent adviser Advice sought as and when the Committee request it.</p>	<p>Up to three half day meetings per year plus some preparation time.</p>

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<b>Prescription Committee</b>	The Committee oversees the procedures for the prescription of qualifications as well as ARB's Prescribed Examinations and the Competency Standards Group. The Committee has a substantial workload looking at policy issues as well as detailed applications for Prescription. The Committee meets about once a month.	At least four members drawn from the ARB Board; plus:  A further appointed member drawn from the ARB Board to act as Chair; plus  A member of the Committee's Pool of Independent Advisers (who will be an ex-officio member of the Committee)	Alan Jago * Neil Watts Peter Coe Richard Parnaby Soo Ware John Assael  Independent Adviser – Peter Beacock (as appointed by the Board in December 2013)	Eight days for meetings plus 10-15 days for reading time/consideration of prescription applications. This is the only Committee involving Board members where reading time may be charged.
<b>Professional Conduct Committee</b>	The Committee considers whether architects are guilty of unacceptable professional conduct or serious professional incompetence and may award a disciplinary order.	4 elected members 3 appointed members (In addition, there are three independent Chairmen, all nominated by the Law Society, with a further 6 external appointments – 3 architect, 3 non-architect)	Board members only shown below: Peter Coe Alan Jago Myra Kinghorn Andrew Mortimer Soo Ware Richard Parnaby Hans Eisner	None (Board members are not allocated to PCC cases).
<b>Investigations Oversight Committee New Committee established 01/01/2013</b>	The purpose of the Investigations Oversight Committee (the IOC) is to: <ul style="list-style-type: none"> <li>keep under review the processes by which allegations of unacceptable professional conduct and serious professional incompetence against architects are investigated under sections 14(1) and (2) of the Architects</li> </ul>	Members of the Oversight Committee are appointed by the Board and shall consist of no fewer than three members, one of whom shall be an architect and two of whom shall be appointed members. One of the appointed members shall be Chair of the Oversight Committee.	The Oversight Committee was established on 1 January 2013 and met three times since inception and it is anticipated that it will met three times annually.  Nabila Zulfiqar* Arun Singh Alex Wright	Anticipated 2 – 3 half day meetings plus preparation time.

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	<p>Act 1997 (the Act); and</p> <ul style="list-style-type: none"> <li>assist the Board in discharging its responsibilities under the Act.</li> </ul>			
<p><b>Staff Benevolent Fund Committee</b> <b>(This Committee is set up under the Staff Benevolent Fund and does not report to the Board.)</b></p>	<p>ARB has a staff benevolent fund which may make payments to staff/previous staff which meet the terms of the scheme. The Committee/trustees meet once a year or more if an application is received.</p>	<p>The trustees are the Chair, Vice Chair and Chair of the Audit Committee. A Committee of three or more members is required to administer the Trust Fund. It is recommended that the trustees form the Committee.</p>	<p>Myra Kinghorn* Beatrice Fraenkel Richard Parnaby</p>	<p>One to two days half day meetings per year.</p>
<p><b>European Matters/ARB's Competent Authority Role</b></p>	<p>ARB is the UK's Competent Authority for Architects in the UK. To facilitate this role ARB is a member of the Architects Council of Europe (ACE) and the European Network of Architects Competent Authorities (ENACA) (Note: ARB and the RIBA share membership of ACE)</p>	<p>Staff typically attend ENACA meeting and more recently have attended the ACE's General Assembly meetings. Two Board members meet with the Staff on a regular basis to keep in touch with European matters and may attend meetings where the nature of discussions makes this advisable.</p>	<p>Peter Coe Alex Wright</p>	<p>Between 2 half day meetings plus preparation time and six full days per year.</p>

Names with asterisk\* signify the Chair