



Subject	Committee Membership		
Status	Open Session		
Purpose	For Decision		
From	The Chair		
History	Parent Committee	First submitted	Revision Number
	N/A		1

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### 1. Purpose

To agree the membership of ARB's committees for the coming year.

### 2. Recommendations

It is recommended that the Board agrees the membership of the Committees as shown in [Annex A](#) until 31 March 2016.

### 3. Terms of Reference

Under the terms of the Act, the General Rules, Investigations Rules and Professional Conduct Committee Rules, the Board determines committee membership.

### 4. Open

### 5. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are to protect the users and potential users of architects' services and to support architects through regulation. The Board's Committees assist in the delivery of functions and in providing appropriate oversight and the Board populates the Committees taking into account the skills and experience of Board Members and the Terms of Reference of each Committee.

### 6. Risk Implications

ARB's committees should be properly resourced with membership selected from those who have the appropriate skills and experience to ensure that the Committees meet their Terms of Reference.

### 7. Key Points

- i. ARB has a number of Committees which are populated in April/May of each year. The current Committee structure and proposals for membership are shown in [Annex A](#). The structure includes Peter Beacock, an ex-officio member of the Committee.

- ii. Appointments are usually for an annual term, although the Board may determine the length of the appointment. An annual review of the Committee membership ensures that Committees are populated with the appropriate skills and experience needed.
- iii. As the organisation is currently being reviewed by Government, it is felt prudent, by all Chairs of the Committees, that no major changes are made to the membership of the Board's Committees; however once the outcome of the Periodic Review is known, the Board may wish to consider reviewing the Committee membership again.

#### Succession Planning

- iv. Ideally the constitution of Committees will take into account the tenure of its members, so as to ensure consistency of approach. Board members would gain experience on the work of a particular Committee with a view to taking the chairmanship once the incumbent has departed. Unfortunately the uncertainty surrounding future lay and architect members appointments has hampered succession planning for the time being. The proposed membership of Committees will need to be revised post 31 March 2016, once the outcomes of the forthcoming architects' elections are known and the tenure of some existing appointed members.
- v. The tenure of the Chair of the Audit Committee will expire at the end of March 2016. Consideration as to who will replace the current Chair will need to be dealt with during the coming months, and interim steps may need to be taken to ensure that the Committee has appropriate financial expertise. The Audit Committee Terms of Reference allows it to co-opt non-Board members onto the Committee, and will be considering next steps in the coming months.
- vi. The Department for Communities and Local Government has been apprised of the areas of expertise the Board will need to fulfil its statutory duties going forward, so it can take account of those required skills when making future appointments.

#### **Matters to Note**

- vii. The Board has previously taken the view that Board members should not sit on a Professional Conduct Committee Panel. The Act currently provides that six members of the Board shall be on the Professional Conduct Committee itself, but in practice, those members are unlikely to be selected to sit on a panel which hears a case. Membership of this Committee will therefore not require any time commitments.

#### **8. Resource Implications**

None, other than as already budgeted.

**9. Communication**

The Board has reviewed its Committee membership and has made appointments which consider the skills of current Board members, the management of any potential conflicts of interest, along with the effective discharge of its statutory functions.

**10. Equality and Diversity Implications**

When populating Committee membership, consideration is given to the gender balance of each Committee, along with due regard to the Boards appointed and elected Corporate Governance structure.