



Subject	Prescription Committee – Terms of Reference		
Status	Open Session		
Purpose	For Decision		
From	Prescription Committee		
History	Parent Committee	First Submitted	Revision Number
	Prescription Committee	11 February 2016	1

If you have any enquiries on this paper, please contact Emma Matthews on 020 7580 5861

---

### 1. Purpose

To agree updates to the Prescription Committee's Terms of Reference.

### 2. Recommendations

It is recommended that the Board agrees to update the Prescription Committee's Terms of Reference as outlined in [Annexes A](#) and [B](#).

### 3. Terms of Reference

Section 18(1)(b) of Schedule 1, Part 3 of the Architects Act 1997 provides that the Board may establish such committees as it considers appropriate to assist in the discharge of any of its functions.

### 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 by ensuring investigations into the competence and conduct of architects are undertaken effectively.

Support architects through regulation by maintaining the collective reputation of the profession.

### 6. Key Points

- i. The Prescription Committee's Terms of Reference were last reviewed and updated by the Board in 2012. Little has changed in relation to the Committee's role and remit since this point, and therefore the Committee has not felt the need for any adjustments to be made to the Terms of Reference in the interim.

In 2015, ARB's internal auditors undertook their annual audit of ARB's corporate governance arrangements. As part of the audit, the Terms of Reference for each of

the Board's committees were reviewed.

In relation to the Prescription Committee, the internal auditors made the following observations and risks:

*Observation:* We reviewed the Terms of References (ToR) of each of the Committees and noted that they all followed a similar structure containing information such as the Committee's purpose, membership, quorum and key responsibilities and functions. It was noted however, that within the ToR of the Prescription Committee there is no reference as to the frequency in which the Committee should meet on an annual basis.

*Risk:* Inconsistent practice. The number of Committee meetings held is not sufficient for it to perform its duties effectively.'

The auditors then recommended the following action:

'The Prescription Committee ToR should be updated to refer to the minimum number of meetings to be held on an annual basis.'

- ii. Noting the above, the Board is asked to consider adjusting the Terms of Reference as set out in [Annex A](#). A clean copy of the revised Terms of Reference can be found at [Annex B](#) for ease of reference.
- iii. The Committee considered the potential changes at its meeting of 14 January 2016 and agreed to advise that the Board that it should approve the changes as they are set out in the annexes.

## 7. Risk Implications

The risk identified by the internal auditors will be mitigated should the Committee agree to recommend to the Board that the relevant changes are made to its Terms of Reference.

## 8. Resource Implications

The Committee regularly holds between eight or nine meetings per year. These meetings are budgeted for on an annual basis.

## 9. Communication

Reviewing and making changes to the Prescription Committee's Terms of Reference will keep them up to date and ensure that they reflect best practice. The proposed adjustments will also ensure that the Prescription Committee's Terms of Reference are consistent with other committees' Terms of Reference.

## 10. Growth Duty

N/A

**11. Equality and Diversity Implications**

None.