

## Architects Registration Board Scheme of Decision Making

## Annex A

The Scheme of Decision Making provides an up-to-date list of decisions made by the Board, Committees and staff.

Item	Action	Level of Authority	Reason for Change
<b>Financial Matters</b>			
1.	Approval of annual financial statements	Board	
2.	Agree any negative variance from the Board's minimum reserves policy (other than when this arises due to timing issues)	Board	
3.	Approval of the annual budget, including capital expenditure	Board	
4.	Remuneration of travel and subsistence for Board members, panel members and advisers	Board	
5.	Registrar's expenses	Authorised by the Chair, reconciled by the Financial Controller	
6.	Board members attendance allowance, travel and subsistence claims	Authorised by the Operational Management Group and Chair, reconciled by the Financial Controller.	Change made to reflect the current team structure.
7.	Setting of the scope and nature of the annual external audit	Audit Committee	
8.	Chair's attendance allowance, travel and subsistence claims	Authorised by the Registrar, reconciled by the Financial Controller.	
9.	Transfers between budget headings	Registrar	
10.	Additional capital and revenue expenditure not within budget (up to £30,000) or where savings have been identified within the operational budget. To execute appropriate accounting treatment/adjustments as required to comply with relevant accounting standards	Registrar	Following an internal audit of the financial policies and procedures by the internal auditors, they raised the point that the Scheme for additional spend, over and above the approved budget, only covers delegation to the Registrar of additional capital spend up to £30k.

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			However, this should also include revenue spend as it may be deemed, at the year-end, that such spend may need to be classified as revenue and therefore inadvertently breaching the Scheme of Decisions Making.
11.	Bank Payments	<p>Bank mandate authorised signatories agreed by the Board. Bank signatories are the Registrar (no limit), and the Operational Management Group (up to £9,999.99p).</p> <p>In the event of an emergency, or in the absence of the Registrar, members of the Operational Management Group will be authorised signatories with no limit. Upon return, the Registrar will review and countersign all payments made by the Operational Management Group for clarification and transparency. Any instances of this policy must be reported to the Audit Committee.</p> <p>All payments, irrelevant of amount, require two authorised signatures.</p>	The addition of Board member signatories was introduced during the interim arrangements. The proposal is to reflect the current team structure, alongside the strengthening of reporting procedures in the Registrar’s absence.
12.	Removal of Assets from the Asset Register	Registrar	Change to reflect the current team structure.
13.	Payroll authorisation	Financial Controller and the Registrar authorise the payments.	
14.	To control the operation of the Board’s bank accounts and authorised signatories	Any two signatories in line with item 11.	
15.	Transfer of funds between ARB’s bank accounts	Financial Controller	
16.	Net Expenditure which will exceed the annual budget	Board	
17.	Petty cash advances	Financial Controller	
18.	Floats for Board members and staff	Financial Controller	

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19.	Budget heading expenditure	Members of the Operational Management Group in line with internal controls	
20.	Approval of panel members and advisors' attendance allowance, travel and subsistence claims	Members of the Operational Management Group in line with internal controls	
21.	Authorisation of staff travel and subsistence	Members of the Operational Management Group in line with internal controls	
<b>Contracts</b>			
22.	Approval of tenders and contracts over £100,000.	Board	
23.	Signing leases over £50,000 per annum	Registrar with Board approval	
24.	Signing leases below £50,000 per annum	Registrar	
25.	Maintenance contracts	Registrar or Financial Controller.	Change to reflect the current team structure.
26.	Approval of tenders and contracts under £100,000	Registrar and a member of the Operational Management Group	Change to reflect the current team structure.
27.	Insurance Policy cover	Registrar	Change to reflect the current team structure.
<b>Staff</b>			
28.	Appointment of Registrar	Board	
29.	Dismissal and suspension of Registrar	Board	
30.	To review and agree requests for new posts	Board	
31.	Annual salary increments	Remuneration Committee	
32.	Principle and policies governing pay and reward of staff	Remuneration Committee	

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33.	Pay and reward package of Registrar and Deputy Registrar	Remuneration Committee	
34.	To administer the Staff Benevolent Fund	Staff Benevolent Trustees	
35.	Appointment of staff	Registrar	
36.	Dismissal and suspension of staff	Registrar	
37.	Authorisation of unpaid leave for staff	Registrar	
38.	Salary advances	Registrar	
39.	Ex-gratia payments, bonuses and exceptional salary increases of staff	Registrar	
40.	Authorising season ticket loans	Financial Controller	
<b>Procedures</b>			
41.	Agreeing changes to the Board's Rules	Board	
42.	Appointment to Committees	Board, on the advice of the Chair. Chair of Committees can appoint members if the terms of reference allow co-opting or adding to group	
43.	Appointment of Inquirers	Board	
44.	Appointment of Professional Conduct Committee Members	Board	
45.	Examiners / Independent Examiners	Board	
46.	Appointment of External Auditors and Advisers	Board	
47.	Prescribing qualifications	Board, after consultation with appropriate representative bodies	

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48.	Approval of the Annual Business Plan and strategic aims	Board	
49.	Setting of the retention fee and other fees	Board	
50.	Strategy for investments	Board	
51.	Review and agreement of Scheme of Decision Making	Board	
52.	Appointment of Professional Conduct Committee Chairs	Law Society nominates, Board appoints.	
53.	General Delegation	See General Rule 4 (iv). The Registrar, Chairman and other officers have (as far as is permitted by law) the delegated authority to act on behalf of the Board in implementing its policies, as expressly given by the Board or is desirable or necessary for the efficient operation of the Board's activities or as relates to matters customarily delegated to such persons.	
54.	Appointment of Internal Auditors and other specialists to assist with the work of the Audit Committee	Audit Committee	
55.	Penalty Orders (fines, suspensions, erasures)	Professional Conduct Committee	
56.	Supervision and management of the Board's Business Plan	Registrar	
57.	Responding to all legal challenges/judicial reviews	Registrar	
58.	Prosecution in respect of title regulation issues	Registrar	
59.	Investigation of complaints and conduct issues	The investigation of potential conduct and competence issues is under the remit of the Registrar, together with referral to the Investigations Committee	

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60.	Referral to the Professional Conduct Committee in respect of a criminal conviction	Registrar	
61.	Appointment of Board solicitors for Professional Conduct Committee cases	Registrar	
62.	Appointment of Professional Conduct Committee Clerk	Registrar	
63.	Appointment of solicitors and agents for title regulation cases	Registrar	
64.	Instruction of Queen’s Counsel	Registrar	
65.	Appointment of independent stockbroker	Registrar	
66.	Appointment of benefits advisors	Registrar	
67.	Custody of Board’s paper and authorising release	Registrar	Change to reflect the current team structure.
68.	Sealing documents on behalf of ARB	Registrar	Change to reflect the current team structure.
69.	The inclusion of ad hoc technical advisors to assist with projects/task and finish groups	Members of the Operational Management Group with agreement from the Registrar.	
<b>Registration Decisions</b>			
70.	Decision not to Register or Register when Registrar decides it is not appropriate to take decision  Entry on to the Register – Decision to Register	Board  Registrar	
71.	Appeals: Part 1 of the Register	High Court	
72.	Appeals: Part 2 of the Register	County Court in the UK or in Scotland, to the Sheriff.	

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73.	Removal following failure to notify change of address procedure (Section 11 of the Act)	Registrar	
74.	Removal from the Register for non-payment (Section 8 of the Act)	Registrar	
75.	Removals from the Register (resignations, deaths etc.)	Registrar	
76.	Reinstatement to the Register (Section 8 of the Act)	Registrar	
77.	Certificate of registered status	Registrar	
78.	Recommendations of the Prescribed Examination panels for equivalence to Part 1 and Part 2	Registrar	
79.	Publication of the Register	Registrar	Change to reflect the current team structure.