



Subject	Scheme of Decision Making		
Status	Open Session		
Purpose	For Decision		
From	Marc Stoner		
History	Parent Committee	First Submitted	Revision Number
	N/A	12/02/2014	1

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### 1. Purpose

To agree amendments to the Scheme of Decision Making.

### 2. Recommendations

- i. It is recommended that the Board agrees the amendments to the Scheme of Decision Making at [Annex A](#) and amendments to the associated bank signatories' authority requirements.

### 3. Terms of Reference

The Board has in place a corporate governance structure, the Scheme of Decision Making forms part of that structure.

### 4. Open Session

### 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 Scheme provides the Board and stakeholders with concise understanding of who has the authority to make decision. Having in place an effective corporate governance structure supports and enables ARB to deliver its objectives.

### 6. Key Points

- i. Following the resignation of the Registrar, temporary amendments to the Scheme of Decision Making were made in February 2014.

These amendments were required to ensure smooth running of the day to day operations of the organisation based on the interim arrangements. It was agreed that the Scheme of Decision Making would be further reviewed when the interim

arrangements concluded.

- ii. Now the Registrar position has been permanently filled, the Scheme has been amended to reflect the current staff structure.
- iii. Attached as **Annex A** is the current Scheme with the proposed changes. To assist the Board in understanding the rationale for the proposed change, an explanation is provided against each action.
- iv. The Board is asked to note that as part of a recent internal audit of the organisations financial policies and procedures, the internal auditors recommended that the Scheme of Decision Making be amended to reflect the current team structure. The Scheme was already listed for review at the September 2015 meeting, but the recommendation of the internal auditors has been taken in to account.

#### **7. Risk Implications**

None identified.

In order to demonstrate sound financial management, internal controls and decision making powers need to be reviewed regularly. The proposed amendments to the Scheme are intended to limit risk, provide clarity on who has the authority to make certain decisions, but also allow the Operational Management Group to execute actions appropriately and in a timely way.

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

N/A

#### **9. Communication**

Having in place an effective Scheme of Decision Making enables the organisation to demonstrate transparent accountability.

#### **10. Growth Duty Considerations**

An appropriate Scheme of Decision making allows decisions to be made at an appropriate level; increasing the effectiveness of ARB and so reducing the regulatory burden on the profession.

#### **11. Equality and Diversity Implications**

N/A