

## Investigations Oversight Committee Terms of Reference

### Purpose

The purpose of the Investigations Oversight Committee (the IOC) is to:

- 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 Act 1997 (the Act); and
- assist the Board in discharging its responsibilities under the Act by providing assurance that
  - The investigations process is fair and transparent
  - The investigations process is operating efficiently, fairly and in accordance with relevant best practice
  - The investigations process is operating in accordance with all appropriate principles, including those on equality and diversity
  - Agreed performance indicators (which may include (without limit) timescales, budget and quality of decision making) are being observed, and that adequate data is available to enable the Board to obtain a true picture of the investigations process
- ***carry out any specific task as instructed by the Board***

### Specific Cases

Members of the IOC are not persons appointed in accordance with section 14(1) of the Act and the IOC has no responsibility for making decisions in specific cases. The IOC shall have such access to information relating to specific cases as it may require for the purpose of its functions.

### Membership

The members of the IOC shall be appointed by the Board and shall consist of no fewer than three Board members comprising

- At least one elected member and

- At least two appointed members, one of whom shall be the Chair of the IOC

The secretary to the IOC shall be the Professional Standards Manager.

### **Meetings and Procedures**

- The IOC will meet not less than once a year.
- The Chair of the IOC may at any time by giving a minimum of fourteen days' notice call additional meetings where there appears to be good cause for doing so.
- The quorum of the IOC shall be two, with the Chair of the IOC having the casting vote in the event of any tied vote.
- Members of staff may attend all or part of the meetings at the request of the IOC.
- Members of the Investigations Pool may attend all or part of the meetings at the request of the IOC.
- Meetings of the IOC shall be minuted and the minutes submitted to the Board.
- The IOC shall submit an annual report to the Board on its work.
- The IOC may review, and where necessary recommend to the Board, amendments to, its Terms of Reference.

The IOC shall have no power to

- investigate any allegations relating to an architect; or
- consider the merits of any individual decided or current cases.