



Subject	ARB Priorities and Business Plan 2016		
Status	Open Session		
Purpose	For Decision		
From	Operational Management Group		
History	Parent Committee	First Submitted	Revision Number
	N/A	16/07/2015	2

If you have any enquiries on this paper, please contact Karen Holmes on 020 7580 5861

1. Purpose

To agree ARB's Priorities and Business Plan for 2016.

2. Recommendations

It is recommended that the Board:

- i. agrees the 2016 Priorities;
- ii. agrees the 2016 Business Plan; and
- iii. notes that the Business Plan may need to be reconsidered once the outcomes of the Periodic Review are known.

3. Terms of Reference

Under the Scheme of Decision Making, the Board sets the Business Plan and Budget for the coming year.

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 support architects through regulation. These objectives are then reflected within the priorities, which have been set for three years (2014-2016), attached as [Annex A](#), and Business Plan set for each year. The organisation's key activities reflect the support of both objectives in maintaining the quality of and access to the Register, maintaining the qualifications of architects, maintaining the standards of conduct and practice of architects and raising public awareness of the Register, and helping users and potential users of architects' services to make informed choices.

6. Key Points

- i. The Board sets an annual Business Plan and budget for each calendar year. Both are approved by the Board at the September meeting for the following year.

- ii. A draft was presented to the Board in July, to provide an early opportunity for Board members to input into the Plan and to comment on the appropriateness of the general approach. This enables the Registrar to ensure that the proposed Business Plan reflects the Board's objectives and priorities for 2016, and that it is deliverable with the budget. Board members were asked to provide any further reflections after the July meeting.
- iii. At the July meeting the Board asked for information on the timeline for projects; however due to the Periodic Review, the exact start date for projects cannot be identified. However, it is envisaged that once the outcomes of the Periodic Review are known, work on the Route to Registration review and Section 14 Review will commence, subject to capacity. An overview of project timelines can be found at [Annex B](#).
- iv. By way of context, the Board's purpose and objectives were agreed in 2014, and a copy of the Board's priorities for 2014-2016 is attached at [Annex A](#). The Board is asked to approve a recommendation change to those Priorities, with a greater emphasis is placed on IT development to mitigate the pressures of the increase in numbers joining the Register, the stability of current IT systems and future efficiency savings.
- v. The draft Business Plan 2016 (attached as [Annex C](#)) seeks to highlight in one public facing document the objectives and priorities for the Board, together with the more detailed operational plan for the calendar year. Performance indicators are included in Section F, which will enable the Board and others stakeholders to track the progress against ARB's activities. The performance indicators are reported on biannually and made available via ARB's website. The Board will be informed on an ongoing basis of any matters that are likely to be delayed or revised.
A mid-year report on progress will also be provided.
- vi. The plan assumes delivery of ARB's core statutory duties and functions. It also includes areas for improvement and continued development. There are three key areas which have financial impacts as well as require significant staff input during 2016:
 - *the review of the UK Routes to Registration;
 - *the review of how ARB fulfils its regulatory responsibilities in accordance with section 14 of the Act; and
 - the development of systems to deal with the unprecedented increase in the number of registration applications.

***please note some of the costs of these projects were agreed in the 2015 budget and have therefore been carried forward.**
- vii. A full costing of delivering the Business Plan is contained within the 2016 Budget.
- viii. An IT and Digital strategy to develop streamlined systems capable of delivering efficiencies and the capacity to cope with greater usage has been put in place, the

costs involved have been factored in to the budget and the proposal to utilise the IT renewal fund.

- ix. There remain a number of unknowns which may have a material effect on the delivery of the Business Plan. The primary one of these is the outcome/s of the Periodic Review, which will have not only an impact in terms of scope, but in terms of timelines and when various projects can commence.
- x. A further factor to consider is the likelihood of significant changes to the membership of the Board, and the additional staff resource necessary for administering and effecting those changes.
- xi. The Plan has therefore been drafted on what information is known at this time, and on the assumption that ARB will be at liberty to commence work on all projects in January 2016. The Board is however asked to note that a realignment of priorities may be required throughout the year, depending on the outcome/s of the Periodic Review.

7. Risk Implications

Refer to resources section.

8. Resource Implications

As noted above and in the draft Business Plan. This plan has been produced as a 'business as usual' plan and does not incorporate any contingency resources for the unknown outcomes of the Periodic Review.

9. Communication

ARB's Business Plan is both a public document which sets out ARB's activities for the year, as well as a tool for monitoring ARB's performance.

10. Growth Duty Impact

Each section of the Business Plan has been considered as to whether it is necessary to fulfil ARB's statutory obligations or achieve its aims and priorities, and whether the proposed action is a proportionate response to the requirement.

11. Equality and Diversity Implications

None identified at this stage.