



Subject	Draft 2017-2020 Priorities Statement and Draft Business Plan 2017		
Status	Open Session		
Purpose	For Decision		
From	Registrar and Chief Executive		
History	Parent Committee	First Submitted	Revision Number
	N/A	14/07/2016	1

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

1. Purpose

To consider and comment on the draft of the 2017-2020 Priorities and the draft 2017 Business Plan.

2. Recommendations

i. To discuss and approve if appropriate the draft 2017-2020 Statement of Priorities.

ii. Noting that the Board will be re-issued with a final version of the Business Plan 2017 for approval at its meeting in September 2016, it is recommended that the Board considers and comments on this draft Plan and suggests any changes it wishes to see made to it.

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, and business plans 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 has in place a Statement of Priorities spanning over three years. The current Statement expires at the end of 2016.

Attached as [Annex A](#) is the draft Statement of Priorities for 2017-2020. The Priorities states the organisations statutory functions and then goes on to set out the priorities and activities it wishes to achieve over the time span. Unfortunately, this year, the Board has not had the opportunity to discuss the 2017-2020 Statement of Priorities at a Board development day, but a draft version of the Statement has been circulated in advance of the meeting in an attempt to seek early feedback from Board members. The Operational Management Group took the feedback received into account when drafting the attached version of Annex A and the majority of suggested adjustments/comments have been dealt with and incorporated within the Priorities document. In response to the feedback which Board members provided regarding the structure of the document, and whether the priorities should be allocated to a specific year, the Management Group felt that this would be covered by the next four annual business plans which will underpin the Priorities and therefore restructuring this document was unnecessary. The priorities run throughout the annual business plans, with progress against each priority being taken forward annually.

- ii. In addition to the Statement of Priorities the Board agrees an annual Business Plan. A draft Business Plan for the following year is presented to the Board in July to provide an early opportunity for the Board to input into the Plan and to confirm or otherwise that the general approach adopted is appropriate. Early input from the Board enables the Registrar to ensure that the Business Plan presented in September 2016 reflects the Board's objectives and priorities for the following year, and that it is fully aligned with the budget.
- iii. The draft Business Plan 2017 (attached as [Annex B](#)), is not fully formed and will require some further input before the Board's meeting in September. The Plan seeks to highlight in one public facing document the objectives and priorities for the Board. 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 bi-annually and made available via ARB's website. We raise any items as we go through the year if the delivery of the Business Plan is delayed or revised. We are currently considering the key performance indicators and will present a final proposal in September.
- iv. The plan assumes delivery of similar core functions. It also includes areas for improvement and continued development. There are two key areas which are likely to have financial impacts as well as require significant staff input during 2017: 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. It should be noted that some funds have already been set aside to deliver these projects, as it was

envisaged they would have commenced sooner. We are committed to developing projects scopes for these projects and will bring these forward to the Board at the appropriate time.

- v. Some early indication is provided on the financial impact of the Business Plan and the work that is needed to underpin its delivery; however, a full costing will be included within the budget for 2017.
- vi. Whilst the draft 2017 Business Plan makes reference to the outcomes of the Periodic Review, as any outcomes are currently not known, any specific objectives and activities required to deliver the outcomes cannot currently be identified.
- vii. Whilst the Board has been requested by the DCLG to delay the commencement of the Section 14 review and the Routes to Registration review until the outcomes of the Periodic Review are known, it has been suggested by a member of the Board that a review of the interpretation of Section 4(1)b of the Act be explored in isolation. If the Board wishes to pursue this suggestion, it is proposed that a full briefing paper be brought back to the Board in September 2016.
- viii. The Board is asked to note that as part of the 2017 budget briefing session and subsequent budget discussions, information on how the Business Plan and core work can be delivered will need to be considered in terms of human resources. The specific cost impact on the retention fee will also need to be considered as part of those discussions.

7. Risk Implications

Refer to resources section.

8. Resource Implications

As noted above and in the draft Business Plan has been produced based on the information currently available and does not incorporate any significant contingency resources for the unknown outcomes of the Periodic Review. The continuing increase in the number of applications to join the Register is currently being monitored. Additional resource requirements may be requested at the September Board meeting.

9. Communication

ARB's Statement of Priorities and Business Plan are public documents. The documents set out the organisations priorities for the next three years and the specific activities for the following twelve months. Both documents are tools for monitoring ARB's performance.

10. Equality and Diversity Implications

None identified at this stage.