

**Item 4. Matters Arising****Update on Actions agreed at last meeting, 12 February 2015, if not appearing on May Agenda**

<b>Agenda Item</b>	<b>Action</b>	<b>Update</b>
	Board Members Handbook	The Audit Committee are currently working on updating the handbook; a revised version will be brought back to the Board by the end of the year.
	Add video footage from Homebuilding and Renovating show to the website	It was not possible to obtain video footage, however photographs of the master class delivered by ARB, have been put on the website and used for Social Media.
	Extension of transitional arrangements for Prescribed Exam	The arrangements are now in place. An applicant has been through the process. A number of enquiries have been received from potential applicants, some of which have been received from applicants who are not eligible under the arrangements.
	Social Media Guidance	Provided to Board members in May 2015.
	EU Stats Paper	Annual update provided in the Reporting to the Board paper; awaiting further details from European counterparts on regulatory landscape. Report to follow in July 2015.
	Website / Social Media Report on focus groups	Report back to the Board. Please see information in the May Operational Activities Report (item 6 on the Board agenda).
	PCC Consent orders	Launched January 2015
	Appointment of Examiners	All examiner training undertaken in November. Appropriate contracts have been signed.
	Organisational Risk	The Interim Registrar and Audit Committee Chair are working on an organisational risk profile taking into consideration the Periodic Review. The Audit Committee will consider a report at its meeting in March.