

Minutes of Investigations Oversight Committee Meeting 2 June 2016

Location	Present	In Attendance
8 Weymouth Street London W1W 5BU	Nabila Zulfiqar (Chair) Jagtar Singh Danna Walker	Simon Howard Tanya Davies

Note Action

1 Apologies

None

2 Minutes of previous meeting

The minutes were agreed by NZ in the absence of the two former IOC members who attended the February meeting. It was noted that the Chair of the PCC attended the May Board meeting, not the July meeting.

Action: SH to amend minutes

Matters arising

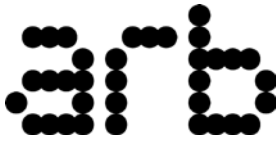
The Committee welcomed Danna Walker and Jagtar Singh as new members to the IOC.

SH advised the IOC that the Investigations Pool had received training on insolvency at its last meeting, and that recruitment was to commence in the autumn for an architect with some expertise in Scottish matters to become an IP member.

SH advised that the 'tone of voice' review of ARB's correspondence was underway, and best practice was being shared with other regulators and interested stakeholders.

Action: SH to bring to the IOC a suite of standard correspondence once the review has been completed.

The IOC further noted the legal advice regarding the imposition of two PCC sanctions



where two discrete charges are found proved. That advice suggests that ARB has been correct in its approach.

3 **Investigations Pool update**

SH gave DW and JS background information on the workings of the Investigations Pool.

The IOC noted the minutes of the IP meeting of 14 April 2016, and in particular that in the first six months of 2016 it was exceeding its KPIs.

Action: JS & DW to attend an IP meeting

4 **Professional Conduct Committee (PCC) update**

The IOC considered the PCC decisions that have been reached since its last meeting. In particular it noted a recent case in which an architect had been found guilty of unacceptable professional conduct because he had permitted his registration to be used to allow the practice to carry on business under the title of 'architects'. He had, however, failed to demonstrate that he was in control and management of the architectural work. This is an increasingly common problem, particularly with the growth of multi-disciplinary practices.

Action: SH to draft guidance on this risk area for the next eBulletin, so that the profession is aware of the issue

Action: JS & DW to attend a PCC hearing

SH provided the IOC with an update on the recruitment for new PCC members, who will need to be in place by September 2016. Candidates will be recommended to the Board at its July 2016 meeting.

5 **Legal Challenge update**

SH updated the IOC on any legal challenges.



6 Costs Update

SH reported that the Professional Standards department was currently under budget, but when considering accruals and future cases in the latter part of the year, the budget was expected to be met.

The IOC noted that caseload in all areas was slightly down from the same period in 2015, but that a longer term view needs to be taken in order to identify trends.

7 KPIs

The tabled KPIs were considered by the IOC. All of the KPIs set are being met, with the exception of the delivery solicitor reports, which are being met in 75% of cases, just below the 80% target. The IOC received satisfactory assurance that the performance of ARB's solicitors is being actively managed. The IOC was particularly pleased to see that the Investigations Panels had met their 12 week KPI in 90% of cases, the best it has been since its formation.

The IOC was keen to understand the equality & diversity data held in relation to architects and complainants involved in disciplinary proceedings. SH advised that while such information is sought from parties, it has only been done so recently, so there is little data held.

Action: SH to report on E&D statistics to next IOC meeting

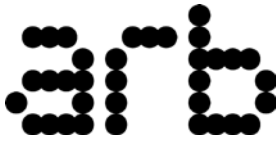
8 Third Party Reviews

The IOC considered three Third Party Reviews, and in particular the one report which recommended that the investigation should be reconsidered by a freshly constituted Investigations Panel. The IOC noted the findings of the Reviewer, particularly in regards to how potential conflicts of interest might be better managed.

9 5 years of complaints report

The IOC considered the statistical report on the last five years of complaints, amounting to some 350 cases. The IOC considered how this information might be usefully used to shape policy, education and guidance to the profession.

It was determined that the issues raised would be usefully discussed at Board level,



Note

Action

with IOC then able to direct strategy at a more operational level.

Action: 5 years of complaints Report to be appended to the IOC annual report, to allow the Board to discuss at its July meeting

10 AOB

The IOC discussed its Annual Report to the Board. It was agreed that a draft should be provided to former IOC members Alex Wright & Ros Leveson, to give them the opportunity to comment before it is finalised.

Date of next meeting:

25 October (10am)