

<b>Subject</b>	<b>Board and Committee Effectiveness Review Update and Timeline for the 2016 Review</b>
<b>Purpose</b>	<b>For Decision</b>
<b>From</b>	<b>Registrar/Head of Qualifications and Governance</b>

If you have any enquiries on this paper, please contact Karen Holmes/Emma Matthews at [karenh@arb.org.uk](mailto:karenh@arb.org.uk)/[emmam@arb.org.uk](mailto:emmam@arb.org.uk) or on 020 7580 5861

## 1. Summary

To note progress on the recommendations agreed in relation to the 2015 Board Effectiveness Review and agree the process for the 2016 review.

## 2. Recommendations

It is recommended that the Board:

- i. Notes the progress made to date on the 2015 Board and Committee Effectiveness Review Action Plan (refer to Annex A); and
- ii. Notes the timeline for the 2016 Effectiveness Review and agrees the approach being taken (refer to Annex B).

## 3. Open Session

## 4. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are:

Protect the users and potential users of architects' services and support architects through regulation. The effectiveness of the Board and committees is essential to the delivery of both objectives as the Board establishes ARB's strategy, provides oversight to the organisation and performs statutory roles. The annual effectiveness review informs the Board and enables it to identify areas of improvement.

## 5. Background

- i. In February 2016, the Board considered the results of its fourth Board Effectiveness Review and agreed the action plan, attached as Annex A. Progress against each recommendation has been included.
- ii. In addition to the overall Board recommendations, the Board's four Committees (the Audit Committee, Investigations Oversight Committee, Remuneration

Committee and the Prescription Committee) each discussed the findings of their specific Committee Effectiveness Review and have progressed the relevant actions accordingly.

- iii. The information gathered from the 2015 Effectiveness Review also assisted the management team when producing the Governance Statement, which forms part of the organisation's Annual Report and Financial Statements.
- iv. The 2016 Effectiveness Review is due to commence in November 2016, and will take into account the Good Governance Standard for Public Services. This year, we will be using an independent organisation to facilitate the review. Previously, the Board has been critical of the analysis of the feedback gathered as part of these reviews has been. As a result, and as confirmed by the Registrar, we have appointed an external organisation with expertise in this area to administer the review and analyse the outcomes.

In line with last year, the Review will include two questionnaires; each Board member will complete a Board questionnaire and a questionnaire for each Committee they are on. This year, and given that a number of new members joined the Board, we sought advice on the types questions being used within the questionnaires. As a result, the questions have been adjusted and been made more focussed. We will again be issuing the questionnaire to Board members via an online tool. Feedback will also be sought, through the questionnaire, from the Board's internal and external auditors, as well as the Board's Solicitor.

- v. As part of the 2014, the Board for first time, asked the Operational Management Group to complete a separate questionnaire, which was reported separately, with an actions identified forming part of the action plan. The Operational Management Group will complete the same questionnaire as the Board this year, but will identify themselves via their role on the Executive.
- vi. The timeline for the 2016 Board Effectiveness Review can be found at Annex B.

## **6. Resource implications**

None specifically identified, however if specific development needs for the Board are identified as part of the review, additional resources may be required.

## **7. Risk Implications**

The Board is required to have in place an effective structure of corporate governance. To not regularly review, and self-reflect on where improvements to Board performance can be made poses a risk as to the effectiveness of the Board and delivery of the organisation's purpose and objectives.

**8. Communication**

The Board recognises the importance of Board evaluation and reflection in order to improve its effectiveness. The Board is committed to continuous improvement in all areas of its delivery, including its corporate governance arrangements.

**9. Equality and Diversity Implications**

Anyone who has difficulty accessing/using the online tool will be assisted to ensure that the questionnaire can be completed.

**10. Further Actions**

Once Board members, the Operational Management Group and external stakeholders have provided their feedback via the questionnaire survey tool, the results will be collated and presented to the Board at its meeting in February 2017. Any actions arising from the review will then be taken forward throughout 2017; committees will also be asked to review the feedback relating to their effectiveness during the spring 2017 and take any actions arising from the feedback forward accordingly.