

Minutes of Investigations Oversight Committee Meeting 21 October

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

Note	Action
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1 Apologies

None

2 Minutes of previous meeting

The minutes of 2 June 2016 were agreed.

Matters arising

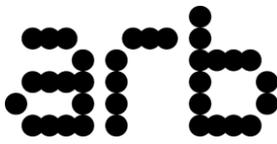
The IOC noted the Equality & Diversity report on those involved in the disciplinary process, and questioned what actions were to arise from this information. SH advised that a strategy was to be put in place for 2017 to target regulatory guidance to those architects who would appear to be at greatest risk of regulatory failures.

Action: SH to bring communications strategy to next IOC meeting

3 Investigations Pool update

JS reported that he had attended an Investigations Pool meeting on 22 September 2016; the IOC considered the minutes of that meeting, and noted that training is to be given on the effect that disability might have on those involved in the disciplinary process.

Action: NS & DW to attend an IP meeting in 2017



4 Professional Conduct Committee (PCC) update

The IOC considered the PCC decisions that have been reached since its last meeting. It was suggested that a more modern approach to published decisions is to start with the decision and then provide the reasoning, rather than *vice versa* as is the current format.

It further considered whether the terms of contract for PCC members are fit for purpose.

Action: SH to discuss change to the format of PCC Decisions with the PCC Chairs

5 Update on legal services providers

The IOC reviewed the 2016 performance to date of solicitors instructed by ARB to prepare cases for the PCC. SH provided assurances that performance was being suitably managed.

6 Indicative Sanctions

The IOC considered correspondence from an individual who was querying the lawfulness of the PCC Indicative Sanctions Guidance. The IOC did not share those concerns, and so no further action was required.

7 Update on legal challenges

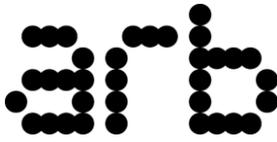
SH updated the IOC on any outstanding legal challenges.

8 2016 Costs update

The IOC noted that costs are currently set to be on budget for the end of 2016.

9 2016 KPIs

The IOC considered Key Performance Indicators for the year to date. It considered



that the timeliness of solicitor reports could be improved, and noted how listing of PCC hearings had been temporarily affected by the PCC reappointment process.

The IOC asked that the current targets are reviewed to ensure that they remain realistic and challenging.

Action: SH to review the current KPIs and report back with a recommendation to the next IOC meeting.

10 **Third Party Review update**

The IOC was advised that no Third Party Reviews had been completed since its last meeting, but that there was one currently underway.

11 **Scope for Section 14 Review**

The Committee considered the draft scope for reviewing ARB's obligations under section 14. It heard that substantive work can only commence once the outcome of the Periodic Review is known, as ARB's obligations are subject to any changes in legislation.

The IOC suggested that process mapping the current procedures may make the review easier, once it begins.

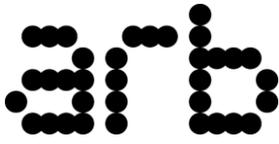
Action: SH to process map ARB's investigations procedures for s14 Review

12 **Review of Terms of Reference**

The IOC agreed that there were no changes to its Terms of Reference that it wishes to recommend to the Board, but that it should reconsider the Terms after the committee effectiveness survey has been completed.

13 **2017 Plan of Work and meeting dates**

The IOC agreed a proposed plan of work for 2017. Meeting dates for 2017 (all 10am) are:



Note

Action

24 February

9 June

13 October

Action: SH to draft and distribute proposed 2017 Plan of Work

14 **AOB**

There was no other business