

Name of Committee	Overview of the Committee's work	Composition	Membership as at 31 March 2016	Time Commitment
Audit Committee	The purpose of the Audit Committee is to assist the Board with its oversight functions. It reviews the financial reporting process, the system of internal control and management of risks, the audit process and ARB's process for compliance with laws and regulations.	<p>The members of the Audit Committee shall be appointed by the Board and shall consist of no fewer than three Board members comprising: the Chair of the Committee, plus at least one elected member and one appointed member. The Chair of the Committee will not be the Chair or Vice Chair of the Board. The Chair of the Board will not be a member of the Committee.</p> <p>The Board may also appoint external member/s to supplement the Committee's skills base if necessary.</p> <p>A staff member shall act as secretary to the Committee.</p>	<p>Suzanne McCarthy* Ros Levenson Sue Roaf Jason Bill</p> <p>Myra Kinghorn – co-option and to be replaced by Carol Bernstein from 1 August 2016</p>	Three to four half day meetings per year, including preparation time.
Remuneration Committee	The purpose of the Committee is to ensure that the remuneration and reward package offered to all staff, Board members and advisers is reviewed and amended appropriately.	<p>The Committee shall be appointed by the Board on an annual basis and shall consist of no fewer than three members.</p> <ul style="list-style-type: none"> ▪ The Board will appoint the Chair of the Committee, who will not be the Chair of the Board. ▪ The remaining members will be appointed by the Board and will consist of at least one elected member and one appointed member. ▪ At the request of the Committee, external advisers shall attend meetings. 	<p>Alan Jago* Beatrice Fraenkel Richard Parnaby</p>	Up to three half day meetings per year, including preparation time.

Names with asterisk* signify the Chair or Head of delegation

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Prescription Committee	The Committee oversees the procedures for the prescription of qualifications as well as ARB's Prescribed Examinations, the Part 3 Oral Examination and the Competency Standards Group. The Committee has a substantial workload looking at policy issues as well as detailed applications for Prescription. The Committee meets about once a month.	At least four members drawn from the ARB Board; plus: A further appointed member drawn from the ARB Board to act as Chair; plus A member of the Committee's Pool of Independent Advisers (who will be an ex-officio member of the Committee The Chair of the Board will not be a member of the Committee.	Alan Jago* Neil Watts Soo Ware Alex Wright Guy Maxwell Peter Coe – to be replaced by Carol Bernstein from 1 August 2016 Peter Beacock (Independent Adviser)	Eight days for meetings plus 10-15 days for reading time/consideration of prescription applications.
Professional Conduct Committee	The Committee considers whether architects are guilty of unacceptable professional conduct or serious professional incompetence and may award a disciplinary order.	4 elected members 3 appointed members (In addition, there are three independent Chairmen, all nominated by the Law Society, with a further 6 external appointments – 3 architect, 3 non-architect)	Board members only shown below: Guy Maxwell Jason Bill Alex Wright Richard Parnaby Nabila Zulfiqar Ros Levenson Alan Jago	None (Board members are not allocated to PCC cases).
Investigations Oversight Committee	The IOC keeps under review the processes by which allegations of unacceptable professional conduct and serious professional incompetence against architects are investigated under sections 14(1) and (2) of the Architects Act 1997 (the Act); and assists the Board in	Members of the Oversight Committee are appointed by the Board and shall consist of no fewer than three members, one of whom shall be an architect and two of whom shall be appointed members. One of the appointed members shall be Chair of the Oversight Committee.	Nabila Zulfiqar* Jagtar Singh Danna Walker	Approximately three meetings per year.

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	discharging its responsibilities under the Act.	Note: it is intended that the Chair of the Board shall not be a member of the Committee; this adjustment to the Terms of Reference is yet to be approved by the Board but should be in May 2016.		
Staff Benevolent Fund Committee (This Committee is set up under the Staff Benevolent Fund and does not report to the Board.)	ARB has a staff benevolent fund which may make payments to staff/previous staff which meet the terms of the scheme. The Committee/trustees meet once a year or more if an application is received.	The trustees are the Chair, Vice Chair and Chair of the Audit Committee. A Committee of three or more members is required to administer the Trust Fund. It is recommended that the trustees form the Committee.	Suzanne McCarthy* Beatrice Fraenkel Richard Parnaby	One to two days per year.
European Matters (formerly the ACE Delegation)	<p>The Architects Council of Europe is an organisation that represents, through its member organisations, the interests of 550,000 architects in Europe. Its principle function is to monitor and influence developments at EU level, highlighting those areas of EU policy that have a direct impact on architectural practice, policy and the build environment. Its membership consists of the professional representative and regulatory bodies of all 28 European Member States, some of the "accession states", Switzerland and Norway.</p> <p>The United Kingdom is a member of ACE and is represented by ARB as</p>	General two staff members attend ACE General Assembly meetings; and one staff member attends working groups/General Coordination meetings.	Emma Matthews* Karen Holmes Peter Coe Richard Parnaby	Up to six days per year.

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	the Regulatory Body and RIBA as the Professional Body.			

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