

~~In July 2009, the Board's agreed a policy in this area was developed designed~~ to ensure a fair and transparent appointment process for any external professionals or advisers whose expertise ARB require. The Board last reviewed and updated this policy in 2016. The Board and the Board's staff will take this policy into account in making such external appointments.

The following key principles will be considered by staff when appointing external professionals or advisers:

- Role and duties description will be drawn up to clarify the parameters for the appointment. (Roles and duties descriptions will be reviewed regularly to ensure that they remain up to date and fit for purpose.)
- Where appropriate, positions should be advertised in the Board's e-Bulletin, on ARB's website and/or in relevant press publications via ARB's social media channels and/or via relevant websites. ~~However, the~~ extent of any advertising must be proportionate to the nature of the appointment involved. In certain instances, advertising may not be necessary as the input sought may be narrow and/or of a short duration. Staff may ~~then additionally~~ deem it appropriate to approach key partners /stakeholders for assistance and to disseminate information.
- The selection process should be documented and should achieve the following:
  - be objective in the assessment of the potential contribution of candidates who apply for roles/to provide advice;
  - demonstrate value for money and added value to the organisation
  - be transparent and fair; and
  - observe the principles of ARB's Equality Scheme.
- Where appropriate, external professionals and advisers will be eligible to claim for attendance/reading time/travel expenses in line with the Board's policy.
- All attendance allowances, fees and expenses will be paid after deduction of any taxes and other amounts that are required by law to be deducted (whether under PAYE or otherwise). At present ARB considers that tax and national insurance is required to be deducted from attendance allowance payments and other fees but that travel, accommodation and subsistence expenses are required to be paid to external professionals and advisers gross. However, ARB will reserve the right to change this approach at any time.
- ~~Appointments will be made in the capacity as an office holder for tax and national insurance purposes but otherwise the adviser's relationship to ARB will be that of independent contractor and nothing in the agreement shall make the individual an employee or worker of ARB and the individual must not hold themselves out as such.~~

- Duties will be performed remotely at the appointee’s own premises (details of which will be provided to ARB) and they will use their own equipment and resources. They will be required from time to time to attend meetings at ARB’s offices and at such other locations in the United Kingdom as ARB considers necessary for the proper performance of their duties.

These principles will be applied in respect of all of ARB’s external appointments.

A formal contract will be drawn up between the Board and the external professional or adviser.

In accepting a role as an external professional and adviser to the Board, all external appointees will agree to participate in an induction programme so that they have an understanding both of the arena in which the Board operates and of the role they are expected to perform. ~~In addition to the initial induction, appointees will also participate in any training days that may be arranged from time to time. Continued appointment, or re-appointment will be contingent upon satisfactory performance.~~

A complaints process has been put in place, which sets out the procedure that will be followed in the event a complaint is made about the conduct or performance of any external professional or adviser.

~~External professionals and advisers will be appointed for a maximum term which is no longer than that of Board members, e.g., four years. Re-appointment will be possible subject to satisfactory performance.~~

External professionals and advisers will be appointed for a period of four years in the first instance. External professionals and advisers will typically be eligible for re-appointment on at least one further occasion. Before the end of each four year period, a review will be undertaken by Staff to determine whether a recruitment exercise needs to be run or whether appointments should be renewed for a further term. The outcomes of each review will be reported to the Board.

Current and Proposed Terms of Office for ARB’s External Professionals and Advisers

<u>External Professionals and Advisers</u>	<u>Current Arrangements</u>	<u>Proposed Arrangements</u>
<u>Professional Conduct Committee</u>	<u>Appointed for a three yearly term which can be renewed once.</u> <u>No restrictions on</u>	<u>Appointed for four years; a decision as to whether the appointment should be renewed, subject to satisfactory performance,</u>

	<p><u>reapplying as part of an open recruitment exercise.</u></p>	<p><u>for a further four years or whether to run a recruitment exercise (open competition) will be taken before the end of the first period of appointment.</u></p> <p><u>Individuals would be able to complete a maximum of two consecutive terms of four years; individuals may not re-apply until at least four years have elapsed after the second term has been completed.</u></p> <p><u>A recruitment process via open competition will automatically need to take place after eight years if this has not occurred within that period.</u></p>
<p><u>Investigations Panel</u></p>	<p><u>Appointed for a three yearly term which can be renewed once. No restriction on reapplying as part of an open recruitment exercise.</u></p>	<p><u>Appointed for four years; a decision as to whether the appointment should be renewed, subject to satisfactory performance, for a further four years or whether to run a recruitment exercise (open competition) will be taken before the end of the first period of appointment.</u></p> <p><u>Individuals would be able to complete a maximum of two consecutive terms of four years; individuals may not re-apply until at least four years have elapsed after the second term has been completed.</u></p> <p><u>A recruitment process via</u></p>

		<p><u>open competition will automatically need to take place after eight years if this has not occurred within that period.</u></p>
<p><u>Third Party Reviewers</u></p>	<p><u>Appointed for a three yearly term, which can be renewed. No maximum term.</u></p>	<p><u>Appointed for four years; a decision as to whether the appointment should be renewed, subject to satisfactory performance, for a further four years or whether to run a recruitment exercise (open competition) will be taken before the end of the first period of appointment.</u></p> <p><u>Individuals would be able to complete a maximum of two consecutive terms of four years; individuals may not re-apply until at least four years have elapsed after the second term has been completed.</u></p> <p><u>A recruitment process via open competition will automatically need to take place after eight years if this has not occurred within that period.</u></p>
<p><u>Inquirers</u></p>	<p><u>Appointed for a three yearly term, which can be renewed. No maximum term.</u></p>	<p><u>Appointed for four years; a decision as to whether the appointment should be renewed, subject to satisfactory performance, for a further four years will be taken before the end of the four year period.</u></p>

		<u>Inquirers will not be prohibited from reappointment after eight years, if suitable.</u>
<u>Prescription Committee's Independent Advisers</u>	<u>Appointed on a five yearly basis, subject to annual review; typically five year maximum term, but Prescription Committee agreed that advisers may re-apply through open competition in order to facilitate continuity.</u>	<p><u>Appointed for four years; a decision as to whether the appointment should be renewed, subject to satisfactory performance, for a further four years or whether to run a recruitment exercise (open competition) will be taken before the end of the first period of appointment.</u></p> <p><u>Individuals would be able to complete a maximum of two consecutive terms of four years; individuals may not re-apply until at least four years have elapsed after the second term has been completed.</u></p> <p><u>A recruitment process via open competition will automatically need to take place after eight years if this has not occurred within that period.</u></p>
<u>Prescribed Examiners</u>	<u>Appointed on a three yearly basis; subject to annual review; no maximum term of office; may re-apply through open competition.</u>	<u>Appointed for four years; a decision as to whether the appointment should be renewed, subject to satisfactory performance, for a further four years or whether to run a recruitment exercise (open competition) will be taken before the end of the first period of appointment.</u>

		<p><u>Individuals would be able to complete a maximum of two consecutive terms of four years; individuals may not re-apply until at least four years have elapsed after the second term has been completed.</u></p> <p><u>A recruitment process via open competition will automatically need to take place after eight years if this has not occurred within that period.</u></p>
<p><u>Independent Examiners</u></p>	<p><u>Appointed on a three yearly basis; subject to annual review; no maximum term of office; may re-apply through open competition.</u></p>	<p><u>Appointed for four years; a decision as to whether the appointment should be renewed, subject to satisfactory performance, for a further four years or whether to run a recruitment exercise (open competition) will be taken before the end of the first period of appointment.</u></p> <p><u>Individuals would be able to complete a maximum of two consecutive terms of four years; individuals may not re-apply until at least four years have elapsed after the second term has been completed.</u></p> <p><u>A recruitment process via open competition will automatically need to take place after eight years if this has not occurred within that period.</u></p>

<p><u>Competency Standards Panel Members</u></p>	<p><u>Appointed on a three yearly basis; subject to annual review; no maximum term of office; may re-apply through open competition.</u></p>	<p><u>Appointed for four years; a decision as to whether the appointment should be renewed, subject to satisfactory performance, for a further four years or whether to run a recruitment exercise (open competition) will be taken before the end of the first period of appointment.</u></p> <p><u>Individuals would be able to complete a maximum of two consecutive terms of four years; individuals may not re-apply until at least four years have elapsed after the second term has been completed.</u></p> <p><u>A recruitment process via open competition will automatically need to take place after eight years if this has not occurred within that period.</u></p>
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