

Minutes of Board Meeting held on 24 November 2016

Location	Present	In Attendance
8 Weymouth Street London W1W 5BU	J Bill, P Coe (Chair), A Jago, R Levenson, G Maxwell, S McCarthy, R Parnaby, S Roaf, A Singh, D Walker, S Ware , N Watts, N Zulfiqar	K Holmes (Registrar) E Matthews M Stoner S Howard R Jones T Davies (Minutes) J Gould (Board Solicitor)

Note

Action

Open Session

1 Apologies for Absence

Apologies were received from Carol Bernstein and Alex Wright.

2 Members' Interests

No members' interests were declared.

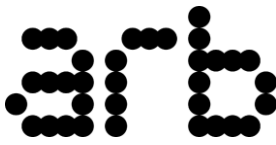
3 Minutes

The Board approved the Open Session minutes of the meeting held on 15 September 2016, subject to the amendment to Section F, Item 12 of the Statement of Priorities 2017-2020. It was agreed that this would be amended to 'A Board member made the point that section F of the Statement of Priorities 2017-2020 regarding Key Performance Indicators focused primarily on outputs; it was felt that this missed out some important details about the impact of ARB's work, which should also form part of the monitoring of the achievement of the Business Plan and Statement of Priorities'.

Proposer: Suzanne McCarthy

Secunder: Alan Jago

The recommendation was agreed unanimously.



4 Matters Arising

The Head of Qualifications and Governance advised that the Board Members Code of Practice was under review and being considered by the Audit Committee. A series of clarifications had been sought from the Department for Communities and Local Government (DCLG) Cabinet Office in relation to some sections of the Code. The Committee would resume its consideration of the revisions to the Code at its next meeting in January 2017.

6 Chairman's Report

The Chair advised he had nearly completed all members' personal appraisals.

The Chair also advised that the DCLG's recruitment for new appointed members of the Board had been delayed and that the shortlisting was now due to take place in January. Neil Watts had been asked to step in to the role as ARB's representative as the Chair would be away at that time.

A Board member queried whether ARB would have any input into the profile of individuals being recruited as lay members to the Board. The Head of Qualifications and Governance advised that the Chairs of the Committees would be meeting the following week and looking to see if there were any gaps in skill or knowledge within the Board and whether those could be filled.

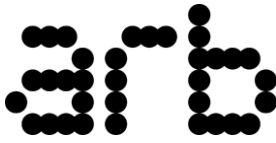
The Chair suggested that current Board members should provide any thoughts in respect of individual skills or knowledge gaps to the Head of Qualifications and Governance. The urgency of turning this around quickly was stressed and the Head of Qualifications and Governance agreed to circulate the previous job description and advert to members to see if any amendments were required.

A Board member queried the purpose of the meeting with the Chartered Institute of Architectural Technologists (CIAT) and was advised that this was a general stakeholder meeting.

6 ARB's Operational Activities

The Operational Activities Report was noted by the Board.

The Head of Qualifications and Governance provided an update on amendments to the Statutory Instrument and advised that this had been laid before Parliament. Some very minor amendments that were administrative in nature and related to number alignment had been made to the Architects Act. The amended Act will come in to force on 9 December 2016.



A Board member raised a question in relation to ARB's response to the General Medical Council (GMC) consultation and queried whether there was an office procedure for responding and inviting Board member comments. The Registrar advised that when there are significant issues under consideration member comments are invited. Another query was raised as to whether consultation responses are normally published on the ARB website and was advised that they usually are and the website was yet to be updated with the particular consultation.

Another member queried whether the Local Authority Project would be expanded to other regions across the UK and was advised that this was anticipated.

A suggestion was made that in the next communication regarding the retention fee; architects could be sent a message to say the number of architects who paid their fee on time was X, for example, to encourage those who were yet to do so to be part of that demographic.

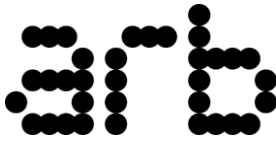
A member queried the information that was contained on the Register of Architects and why an architect's date of first registration was not recorded. The Head of Professional Standards advised that the Act did not currently allow any further information to be recorded on the Register, but as part of the Periodic Review, ARB has requested that an architect's disciplinary history be recorded on the Register as this has a strong public interest element attached to it. As no further amendments to the Register were requested at the relevant time it was unlikely any more could be made until the next Review.

A member suggested that it should be a future requirement that architects provide an email address and the Registrar advised that this could be covered under the data sharing consultation.

Another member queried whether ARB had been engaging in any post-Brexit referendum discussions and was advised that both the Registrar and Head of Qualifications had adopted this role on ARB's behalf to date.

One member queried the target date for launching the redesigned website and whether members could see it before it went live. The Registrar agreed to issue a soft launch to Board members for information purposes only.

The Head of Qualifications and Governance advised that Professor Jim Low would be retiring from his role as the nominated Expert in Architecture and that following discussion with DCLG, Dyfed Griffiths from the University of Bath would



be stepping in to this role with effect from 1 January 2017. The Board thanked Professor Low for all of his hard work on its behalf.

7 Management Accounts 2016

The Head of Finance & Resources presented this paper. The Management Accounts were noted by the Board.

A Board Member queried whether it was expected there may be a fall in registrants post-Brexit. The Head of Finance & Resources advised that there was no predicted trend for fewer applicants and that there was money in reserves to cover for fluctuations in applications.

8 Periodic Review Update

The Registrar provided an update from the DCLG regarding the Periodic Review. The DCLG had advised that the report would be submitted to the Minister during the week commencing 28 November 2016.

MATTERS FOR DECISION

9 Investment Strategy

The Head of Finance and Resources introduced this item and reminded the Board that following its meeting in September it had changed its investment strategy by removing the requirement to grow capital with a lower to medium risk. The Board was therefore being asked to confirm its attitude to risk and to consider the recommendations as set out in the paper.

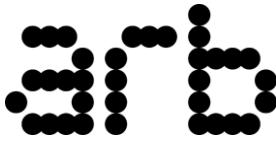
The Chair of the Audit Committee confirmed the Committee's support for the paper and its recommendations.

James Malcolmson, Executive Director at Quilter Cheviot Investment Management, provided the Board with specialist investment advice.

One member noted that they considered the paper met all the Board's priorities as requested at its last meeting.

The Board agreed the following Investment Strategy:

- 1. Protect the real value of capital**



2. Any growth within the capital should be with lower risk
3. Maintain required liquidity

Proposer: Sue Roaf

Seconder: Richard Parnaby

The recommendation was agreed unanimously.

10 Travel and Subsistence Policy

The Chair of the Remuneration Committee introduced the paper and reminded the Board that the Committee had been asked to remove some of the ambiguity in the policy in order to make it clearer as to what can and cannot be claimed for, review the applicable rates payable and to clarify the process for claiming. An amended policy was attached to the paper and considered by the Board.

A member asked if the headings could be made clearer at the top of Appendix A which provides a summary of the policy changes.

A member proposed that Chairs should also be able to give consent to claims at point 2.4 which should be amended to *'No other time can be claimed unless the Registrar and Chief Executive and Chair gives express consent'*.

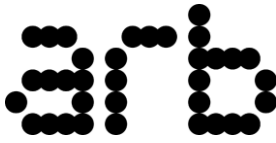
Members agreed to amend the wording at point 3.2 to *'If the meeting lasts for less than 2.5 hours you should claim up to a maximum of half of the daily rate'*.

One member raised a typographical error at point 4.1.7 which should be amended to *'if it is not possible to exchange/refund the purchased ticket or use it for another purpose'*.

An amendment was suggested to the first bullet point of 6.0.3 relating to breakfast and should now be amended to *'This is also the maximum claimable if staying overnight and if breakfast is not included in the rate or you choose to purchase breakfast at a different venue'*.

Another member suggested that Annex A should also specifically state that there is no cap on reasonable Prescription Committee reading time.

A member queried whether bank statements would be sufficient as evidence of proof of purchase. The Head of Finance and Resources confirmed that ARB has an agreement with HMRC that it cannot use bank statements as proof of



purchase and that receipts should be provided.

It was also clarified that DCLG did not permit first class travel but ARB had obtained some flexibility providing members can show that a first class ticket was cheaper than standard class at the time of booking.

The Board agreed the introduction of the revised policy in relation to claiming attendance allowance, reading/preparation time, travel and subsistence with effect from 1 December 2016.

**Proposer: Richard Parnaby
Secunder: Sue Roaf**

12 Board members supported the recommendation and 1 Board member abstained.

11 Staff Resources

The Registrar and Chief Executive introduced this item, highlighting that this was a request to increase the staff headcount to strengthen corporate support at ARB.

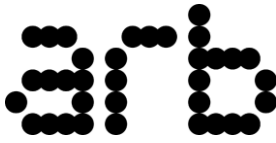
One member raised concerns as to whether the role was too broad, however the Registrar and Chief Executive confirmed she was confident the post could be filled.

Another member advised the Registrar and Chief Executive that she should feel confident to ask for more resources from the Board as and when the need arose.

The Board agreed:

- i. To an increase in headcount from 22 full time equivalent posts to 23 full time equivalent posts with immediate effect.**
- ii. An increase to the staff budget by £53k for 2017, which will be taken from the surplus income forecast for 2017.**

**Proposer: Jagtar Singh
Secunder: Nabila Zulfiqar**



The recommendation was agreed unanimously.

12 Chair & Vice Chair Election

The Chair introduced this item and discussed the timetable for the election of the Chair and Vice Chair and the amendments to the normal timings to facilitate specific circumstances for 2017.

A concern was raised that there could potentially be three Chairs in a 12 month period, but this was with a possibility under any of the options available to the Board.

An amendment to Section 7 Risk Implications was suggested to amend 'non-architect' to 'architect'.

The Board agreed that a new Chair should be found by way of a special election in March 2017 as laid out in Option 3.

Proposer: Neil Watts

Secunder: Guy Maxwell

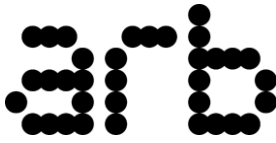
12 Board members supported the recommendation and 1 Board member abstained.

13 Proposed Review of Prescribed Examination Eligibility Requirements

The Head of Registration presented this paper and outlined the recommendation in the paper. He advised that ARB's processes to deliver Section 4 of the Act were so interwoven, that it would be prudent to undertake reviews of both the prescription process and the prescribed examination process simultaneously. To look at amending the eligibility requirements could undermine the prescription process and the Board's current view on the standard of competence.

One member wanted to know where the data had been obtained from and the sample size. They felt that the profession needed to encourage applicants from diverse backgrounds and the current process limits that. They further felt that the requirements should reflect the position as in 2012.

The Head of Qualifications and Governance advised that the proposed strategy,



which the Board would be asked to discuss and agree at the relevant time and once the Periodic Review Report had been published, would be to go back to basics; looking at the skills and competences an individual needed to have in order to join the Register; how many checks and balances the Board wished to include en route to registration and then how the processes to underpin these checks and balances should operate.

One member advised that the rationale for a review of the prescription/prescribed examination processes would need to be articulated in order to properly communicate to stakeholders why such a review was being undertaken.

A query was raised as to whether ARB could commission research and provide the Board with context to enable it to look at the matter holistically before the review/s were commenced. The Head of Qualifications and Governance advised that staff had been obtaining information and gathering evidence on an informal basis via meetings with other regulatory bodies, but more focused groups would be created to gather further feedback and information at the relevant time.

The Board decided that

a review of Section 4(1)b was inappropriate at this time due to its inextricable links with Section 4(1)a; and

That the opportunity would present itself once 4(1)a and the review of routes to registration were reviewed

Proposer: Ros Levenson

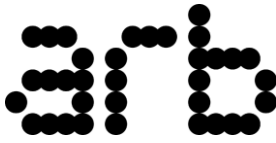
Seconder: Jagtar Singh

10 Board members supported the recommendation, 2 voted against and 1 member abstained.

14 Sharing of Data

This item was deferred.

MATTERS FOR NOTE



15 Review of Routes to Registration

The Head of Qualifications and Governance confirmed there was nothing to report.

16 Equality and Diversity

The Head of Professional Standards introduced this item and provided the Board with an update of progress under ARB's Equality Action Plan.

One member suggested that the information contained in the paper should be produced as a future annual report.

Another member queried whether ARB received many complaints about architects regarding equality and diversity issues. The Head of Professional Standards advised that very few complaints were received from consumers about this area, but some issues had been raised concerning inappropriate comments.

One member raised concerns that equality and diversity had become a unitary concept and it was important to separate these out to ensure relevant information was not lost. The Head of Professional Standards advised that a more substantive report encapsulating those distinct areas would be provided in the Annual Report to the Board.

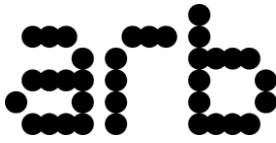
Another member queried whether ARB was recruiting from a diverse enough pool in relation to external appointments. The Head of Professional Standards advised that staff were working on casting the net as wide as possible and making progress in this area. Suggestions as to how and where ARB could advertise its vacancies were invited from members.

The Head of Finance and Resources advised that members would shortly be receiving an online Equality and Diversity Survey from ARB's Human Resources provider and asked all to participate.

17 Board Effectiveness Review

The Registrar and Chief Executive introduced this item and provided a brief overview of some of the actions that had been taken since the last review was undertaken.

She advised that all Board members would be contacted in the next week or so



by the independent external organisation appointed to assist this year. One survey would be provided for Committee members and another in their role as Board member. The outcomes of the review would be reported at a future Board meeting.

One member queried whether it was possible for members to review the survey questions before it was distributed. The Registrar and Chief Executive advised that the questions were looked at some time ago by Board members and while the opportunity had now passed to review this year's questions, arrangements would be made to obtain the Board's input next year.

One member queried the cost of implementing and undertaking survey and the Registrar and Chief Executive advised that it was £3k.

18 The Board noted the draft minutes of:

- i. Audit Committee 20 October 2016.

The Chair of the Committee advised that the number of Committee meetings for next year had increased by one to bridge the gap between October and March.

- ii. Investigations Oversight Committee 2016
- iii. Remuneration Committee Meeting 4 November 2016

19 Any other Business

The Registrar and Chief Executive requested that, once it was released, Board members should use their professional networks to distribute the advert for appointed Board members to as many people as possible.

20 Date of meetings 2017

16 February 2017
12 May 2017
13 July 2017
14 September 2017
23 November 2017