

Update on Actions agreed at last meeting, 24 November 2016, if not appearing on February 2017 Agenda

| Action | Update |
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| Board Members Handbook /Board's Code of Conduct and Practice | The Audit Committee has completed its review of the Board Members' Code of Conduct and Practice, which forms part of the Board Members' Handbook; proposed revisions will be brought to the Board for consideration and discussion in May 2017. |
| Amendments to the Minutes of the open session meeting held on 15 September 2016 | The relevant amendments have been made and a confirmed set of minutes will be signed by the Chair and logged on our files. |
| Board members' input into development of the Board members role description/advert for the three upcoming vacancies | Board members were given the opportunity to provide feedback regarding the role description/advert for the three upcoming Board member vacancies immediately following the last Board meeting. |
| Inclusion of key message regarding the number of architects who paid their fee on time within the retention fee communication | This information was included in the remaining retention fee communications following the Board meeting. |
| ARB's response to the GMC's recent consultation to be added to the website | Our response is now available on our website. |
| Soft launch of the website for Board members | This will be issued to Board members in late February 2017. |
| Travel and subsistence policy | The revised travel and subsistence policy was rolled out on 1 December 2016 and is now fully operational. |
| Board agenda item on 'Sharing of Data' | This item will be brought back to the Board for consideration pending further legal advice. |
| Board Members to provide suggestions as to how ARB could widen the circulation and advertisement of its vacancies | Some Board members provided suggestions for the last round of recruitment. Further suggestions are welcome going forward. |

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| Circulation of Equality and Diversity Survey | Board members were provided with an Equality and Diversity survey following the Board’s last meeting; the outcomes of the survey will be reported to the Remuneration Committee. |
| Circulation of the Board Effectiveness Survey | Board members were provided with the Board Effectiveness Survey following the Board’s last meeting; the outcomes will be discussed by the Board and then formally reported on as part of the May 2017 meeting. |
| Wellbeing/mental health of architecture students | We are finalising a paper in relation to this topic for consideration by the Prescription Committee at its meeting on 23 February 2017. |