

## Minutes of Board Meeting held on 16 February 2017

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Location	Present	In Attendance
8 Weymouth Street London W1W 5BU	C. Bernstein, 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, A Wright, N Zulfiqar	K Holmes (Registrar) E Matthews M Stoner S Howard R Jones K Hewett (Minutes)

Note

Action

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### Open Session

#### 1 Apologies for Absence

No apologies were received.

#### 2 Members' Interests

No members' interests were declared.

#### 3 Minutes

**The Board approved the Open Session minutes of the meeting held on 24 November 2016.**

**Proposer: Guy Maxwell**

**Secunder: Richard Parnaby**

**The recommendation was agreed unanimously.**

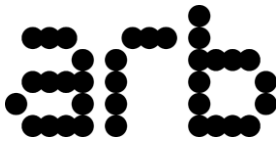
#### 4 Matters Arising

The Board noted the paper which provided an update on the matters which had arisen from previous meetings.

#### 5 Chairman's Report

The Chair reported that two of the appointed members had now formally had their tenures extended for a second term.

Neil Watts reported on his involvement in the Lay Member appointment process.



He thanked the Board for the feedback following the last Board meeting and confirmed that there were around 50 applications to fill the three forthcoming vacancies. He further reported that there were three people involved in the shortlisting process; himself, a Senior Civil Servant and the Chief Executive from a DCLG Arm's Length Body. It was reported that the process was very thorough, seven candidates were shortlisted for interview and the successful candidates' names will be put forward to the Secretary of State in order to make the formal appointments. The appointments should be confirmed around mid-March so that the appointees could take up their posts with effect from 1 April 2017.

The Chair confirmed that he had received a letter of acknowledgement from the Minister in reply to the introductory letter sent. It was felt that this may pave the way for later discussion between the new ARB Chair and the Minister.

The Chair further reported that he and the Registrar had met and had a useful discussion with three representatives of the Chartered Institute of Architectural Technologists.

One Board member raised the issue of strategic planning and suggested that a discussion about the Board's current strategic aims would be helpful in the future.

## **6 ARB's Operational Activities**

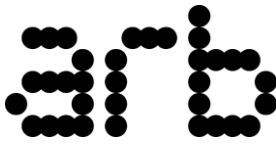
The Operational Activities Report was noted by the Board.

The Head of Professional Standards confirmed that he would be hosting Continuing Professional Development workshops to the Royal Society of Architects in Wales and the Royal Incorporation of Architects in Scotland on the most common areas of complaints and how to try and avoid them.

One Board member suggested that it might be beneficial to record the workshop sessions and make these available via the ARB website.

It was commented that a post-Board session from a member of the Stephen Lawrence Trust would assist in enhancing the Board's network of stakeholders and developing its understanding of equality and diversity matters.

The Board noted that an Architecture Trailblazer Group had been established and that the Group was seeking to develop two apprenticeships; architectural assistant and architect, with a view to seeking prescription at the appropriate level for both in due course. The Group had submitted proposals to the Department for Education and was awaiting a response as to whether it could take forward the development of the apprenticeships. Staff had met with



representatives of the Group in December 2016 and were liaising about the Board's prescription requirements. Updates would continue to be provided to both the Prescription Committee and the Board as developments progressed.

Board members queried whether the Board would be able to obtain the Equality and Diversity data collected via the DCLG's recruitment process for the 2017 Board member vacancies. It was felt that this might be helpful in determining where applicants were locating information about the vacancies and may help with improving the posting of the information in the future. The Registrar confirmed that she would request this information.

The Head of Qualifications and Governance provided an update regarding the recent European Commission's Architecture Sub-Group meeting. It was suggested that the Board should have a discussion concerning the potential mutual recognition agreement between the EU and Canada, as the agreement would require the Board to determine whether appropriately qualified migrants from Canada should be required to undertake a domain specific examination prior to entry to the UK Register. One Board member suggested that some additional background would be helpful, such as data on the number of Canadian applicants for Parts 1 and 2 of the Prescribed Examinations and the success rate, to facilitate the Board's discussions in this area at the appropriate time.

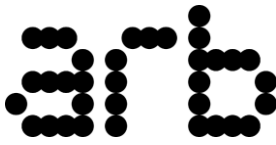
A Board member complimented the work carried out on the administration of the Register and organisational efficiency, as highlighted in section seven of the Report.

Discussion took place about European issues and the potential impact on European architects if a so called hard Brexit were to occur. One Board member suggested that the Board would welcome more information about the potential impact of Brexit on ARB's work and suggested that we start looking at the risks.

One Board member commented on the Registrar's recent visit to a university, and particularly queried the low rate of prosecutions on misuse of title cases. The Head of Professional Standards confirmed that respondents were encouraged to rectify any wrongdoing in the first instance, with prosecution only used as a last resort. No case is closed without either a satisfactory response or a criminal prosecution.

## **7 Periodic Review Update**

The Registrar provided an update from the DCLG regarding the Periodic Review. The DCLG had advised that the report was with Government for consideration.



## MATTERS FOR DECISION

### 8 Terms of Reference for the Prescription Committee

The Chair of the Committee introduced the paper. Board members discussed the recommendations; it was noted that the recommendations would provide the Board with the flexibility to continue to successfully function, regardless of any new Board member's skill set. It was commented that it was prudent to plan for any eventuality, but that this might be a topic for a wider discussion on succession planning in the future.

It was queried whether the word 'appointed' was required in point ii of the recommendation. Various points were made:

- That this potentially raised issues about the ability and rationale behind only appointed members of the Board acting as Committee chairs;
- That there was a risk of overlooking the expertise of elected members in allocating appointed members as chairs of Committees;
- That the Board should take the issue of there being any risk of perceptions of conflicts of interest, as well as any actual conflicts of interest, seriously when looking at populating its Committees; something that was particularly important with regard to the position and the role of the Prescription Committee; and
- That the suggestion of removing the word 'appointed' from the recommendation should be carefully considered given the constitution of the Board and its role.

It was recommended by a Board member that the wording should be amended to remove the word 'appointed'.

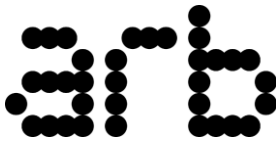
**The Board was asked to consider a motion to remove the word 'appointed' from the phrase 'A further appointed member drawn from the ARB Board to act as Chair.'**

**Proposer: Alex Wright**

**Secunder: Soo Ware**

**Five Board members voted for the proposed amendment, 10 Board members voted against the proposed amendment. There were no abstentions.**

**It was therefore agreed that the word 'appointed' should remain as part of the Terms of Reference.**



The Board then continued to consider the recommendations as drafted. It was, however, noted that the topic concerning whether elected members could act as Committee chairs needed further careful discussion.

**The Board agreed:**

- i. To update the Prescription Committee's Terms of Reference as outlined in Annexes A and B of the paper so that they would become effective following the Board's meeting on 16 February 2017; and**
- ii. That once the skills and expertise of the new appointed Board members are known, the Board to decide whether it needs to co-opt an external individual to act as Chair of the Prescription Committee or whether the Chair can be drawn from the newly appointed Board members.**

**Proposer: Neil Watts**

**Secunder: Sue Roaf**

**Seven Board members voted for the recommendation, five voted against and three abstained.**

**9 Report on the delivery of the 2016 Business Plan**

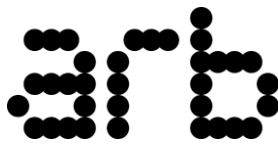
**10 Report to the Board on Statistics, Trends and Performance Indicators 2016**

The Head of Professional Standards introduced items nine and ten together and the content of both papers were noted by the Board.

It was commented that there had been a notable increase in disciplinary case hearing days. The Chair of the Professional Conduct Committee will attend the May Board meeting to report on the work of the Committee.

One Board member queried page 15 of the Report against the Business Plan (concerning Criteria for Prescription of Qualifications). This was to question whether there ought to be discussion as to whether a regular, cyclical review of the ARB Criteria should continue to be delayed pending the review of Routes to Registration or whether the item should be considered 'business as usual'. It was agreed that a paper setting out the pros and cons of undertaking such a review of Criteria would be brought to the next Board meeting.

It was observed that the Reporting to the Board paper was an excellent piece of work. A general point was made that the data should be analysed and taken into account when strategic planning is undertaken in future.

**11 Annual Report from the Remuneration Committee**

The paper was presented by the Chair of the Audit Committee and noted by the Board.

**12 Routes to Registration**

The Head of Qualifications and Governance confirmed that there were no further updates and that this subject had been covered elsewhere on the agenda.

**13 Chair and Vice Chair timetable**

The Board noted the content of the paper

**14 Minutes**

- i. To note the draft minutes of the Remuneration Committee of 1 December 2016**  
The Board noted the content of the minutes
- ii. To note the draft minutes of the Audit Committee on 27 January 2017**  
The Board noted the content of the minutes.

**15 Any other business**

Board members raised a query as to whether a review of the Procedures for the Prescription of Qualifications should be carried out as it could offer a useful tidying up of the prescription processes, which had last been formally reviewed in 2011. It was agreed that:

- a paper would be brought to the May Board meeting setting out the pros and cons of carrying out such a review at this time.
- a schedule setting out the timeline for all items of business that should be reviewed periodically should be brought back to the Board.

**16 Date of meetings 2017**

12 May 2017

13 July 2017

14 September 2017

23 November 2017