



Subject Prescription Committee Terms of Reference
Purpose For Decision
From Prescription Committee

If you have any enquiries on this paper, please contact Emma Matthews at emmam@arb.org.uk or on 020 7580 5861

1. Summary

To note any consultation responses received in relation to the proposed changes to the Prescription Committee's Terms of Reference.

2. Recommendations

It is recommended that the Board:

- i. Notes that no consultation responses were received; and
- ii. Agrees the amendments to the Prescription Committee's Terms of Reference as shown in Annexes A and B.

3. Open

4. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are:

Protect the users and potential users of architects' services: we ensure that architects are appropriately qualified and have undertaken appropriate qualifications before being admitted to our Register.

Support architects through regulation: we maintain and publicly demonstrate the status of architects as competent, qualified professionals by ensuring that they have completed appropriate qualifications before they are admitted to our Register.

5. Key Points

- i. At its meeting of 12 February 2017, the Board agreed to add the following provision to the membership of the Prescription Committee within the Committee's Terms of Reference:
 - The Board may appoint an external individual to act as Chair of the Committee for a period of up to one year where the Board does not have

the necessary skills base.

A copy of the proposed Terms of Reference can be found at **Annexes A and B** – Annex A includes tracked changes and Annex B is a clean copy of the proposed Terms of Reference.

- ii. Given that the membership requirements for the Committee are also set out in the Procedures for the Prescription of Qualifications and that the Procedures are Rules of the Board; the Board was duty bound to consult before making this change to the Committee's Terms of Reference.

A consultation was issued on 31 March 2017 via ARB's website and key stakeholders were notified of the consultation. The deadline for consultation responses was 28 April 2017.

- iii. No consultation responses were received by the deadline.
- iv. The Board is asked to note the information above and agree the change to the Prescription Committee's Terms of Reference.

6. Resource implications

The Committee regularly holds a minimum of eight meetings in any given year. These meetings are budgeted for on an annual basis.

7. Risk Implications

Failure to populate the Prescription Committee with individuals, including a Chair, who have the relevant skills and experience poses a significant risk to the Board; this could result in the Board failing to appropriately discharge its duties in this area. The reputation and status of the prescription process could also be called into question by stakeholders if appropriately skilled individuals are not appointed to the Committee. Finally, the Committee has been dealing with some increasingly complex and technical business in the last year; it will be important to ensure that the Committee has the relevant expertise so that it can continue to deal with these issues, which are arising on a more frequent basis. The proposals seek to mitigate these risks until appropriate Board members can be found to fill the vacancy of Chair.

8. Communication

Reviewing and updating the Prescription Committee's Terms of Reference will ensure that the Committee can continue to operate effectively during a period of change.

9. Equality and Diversity Implications

None.

10. Further Actions

If the Board decides to make the proposed adjustments to the Terms of Reference, and once the skills and expertise of the new appointed Board members are known, the Board will decide whether it needs to co-opt an external individual to act as Chair of the Prescription Committee. Refer to Item 17 on the agenda.

Annex A

Terms of Reference and Membership of the ARB Prescription Committee

Effective from ~~11 February 2016~~ 12 May 2017

The membership should consist of the following:

- 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 Board may appoint an external individual to act as Chair of the Committee for a period of up to one year where the Board does not have the necessary skills base

The Chair of the Board will not be a member of the Committee.

The Chair of the Committee has the ability to reserve the right to add further Independent Advisers to the membership as and when the Committee's workload requires it or where the quorum cannot be achieved for any given item at one of the Committee's meetings. This should be at the discretion of the Chair of the Committee but notified to the Board for information through the Committee's Minutes.

Quorum

The quorum of the Prescription Committee should not be less than half the number of members of the Committee*, one of whom must be an appointed member and one of whom must be an elected member.

Where the Chair of the Committee has co-opted one of the Committee's Independent Advisers on to the Committee for the relevant meeting and for the purposes of considering applications for prescription, that co-opted individual shall be considered as a full member of the Committee for the relevant item/s.

*In the event where the Committee might consist of an odd number of members, the quorum should be rounded up to be more than half, i.e., if there are seven members, the quorum would need to be four members etc.

Frequency of Meetings

The Committee will meet at least eight times per year. Additional meetings can be called by the Committee Chair at any time, giving 14 days' notice.

Terms of Reference

To oversee the implementation of the Procedures for Prescription and, in so far as provided in them, to perform any functions given to it, and, on behalf of the Board, to take any decision or to make any agreement required in relation to the Prescription Process up to and including paragraph 2.9 for new applications; and paragraph 6.2 up to and including 8.5 for applications to

renew prescription. To oversee matters relating to the ARB's Prescribed Examinations and the Competency Standards Group.

Regulation on Authority (agreed by the ARB Board on 22 November 2012)

1. The Prescription Committee is authorised to exercise any of the functions of the Board set out in the Prescription Procedures up to and including paragraph 2.9 for new applications; and paragraph 6.2 up to and including 8.5 for applications to renew prescription.
2. The Chair of the Prescription Committee is authorised to act on behalf of that Committee in respect of any of its functions (whether under paragraph 1 above or otherwise) if in their opinion it is necessary to do so before the next meeting of the Committee and it is not practicable to obtain the views of members of the Committee.
3. Any action taken under paragraph 2 above shall be reported as soon as practicable to members of the Committee.

Annex B

Terms of Reference and Membership of the ARB Prescription Committee

Effective from 12 May 2017

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- A further appointed member drawn from the ARB Board to act as Chair; plus
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