

**Update on Actions agreed at last meeting, 14 September 2017 (and those carried forward from previous meetings), if not appearing on November 2017 Agenda**

Action	Update
Bring a paper back to the Board at the appropriate time regarding further developments about the Mutual Recognition Agreement (MRA) between the EU and Canada, and at the appropriate time, the Board should discuss whether those seeking to join the Register under the MRA should be required to undertake a domain specific test before entry to the Register.	Information will be provided to the Board as part of the briefing session on 22 November 2017.  A paper will be provided to the Board once more information is known.
Review the organisation's Key Performance Indicator bandings – to include benchmarking against other organisations and input from Internal Auditors.	A review will be carried out in preparation for the Reporting to the Board paper scheduled for the February 2018 meeting.
Monitor and report to the Board as appropriate on EU resignations.	We are currently monitoring the situation and will bring back further information as appropriate.  There is an update contained in the Operational Activities report for the November 2017 meeting.
Undertake a review of the Board/Committee paper templates and consider timing of circulation of papers ahead of meetings. Board member feedback to be sought via online survey.	A survey concerning Board paper distribution was circulated on 25 October 2017. We will report back further once all responses have been received.
Circulate updated Travel and Expenses policy to take account of the revised day and half day rate agreed at the September Board meeting.	The policy has been circulated to Board members by email and updated in the Board Member Handbook held on the Board Intranet and the published information updated on the ARB website.
Update the 2017 – 2018 Business Plan to include the rolling list of the reviews due in 2018 onward.	The rolling list of reviews has now been included on the 2017 – 2018 Business Plan and the final version for publication will be circulated and uploaded to the ARB website shortly.
Update the Statement of Priorities under Section A to reference those being educated in the UK and publish on the website.	The Statement of Priorities document has now been updated and the amended document published on the website.
Periodic Review recommendations: Write to the DCLG following the Board's decision regarding the employment of an in-house lawyer.	A letter was sent to the DCLG in September 2017.
Consider ways to improve and develop the annual Communications Report to the Board; as part of this, consider ARB's strategy and approach when communicating with Professional Bodies and how to better define the 'users of architectural services'.	This will reviewed by the staff team with an update reported as part of the Operational Activities report.

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