

## ARB's Committees – Proposed Membership from May 2018

| Name of Committee      | Overview of the Committee's work  | Composition  | Membership as at May 2017   | Time Commitment   |
|------------------------|---|--|---|---|
| Audit Committee        | The purpose of the Audit Committee is to assist the Board with its oversight functions. It reviews the financial reporting process, the system of internal control and management of risks, the audit process and ARB's process for compliance with laws and regulations. | <p>The members of the Audit Committee shall be appointed by the Board and shall consist of no fewer than three Board members comprising:</p> <ul style="list-style-type: none"> <li>• the Chair of the Committee, plus at least one elected member and one appointed member</li> <li>• The Chair of the Committee will not be the Chair or Vice Chair of the Board. The Chair of the Board will not be a member of the Committee</li> <li>• The Board may also appoint external member/s to supplement the Committee's skills base if necessary</li> </ul> | Suzanne McCarthy *<br>Ros Levenson<br>Carol Bernstein<br>Jason Bill<br>Sue Roaf | Four days for meetings, including preparation time.                 |
| Remuneration Committee | The purpose of the Committee is to ensure that the remuneration and reward package offered to all staff, Board members and advisers is reviewed and amended appropriately.  | <p>The Committee shall be appointed by the Board on an annual basis and shall consist of no fewer than three members.</p> <ul style="list-style-type: none"> <li>• The Board will appoint the Chair of the Committee, who will not be the Chair of the Board</li> <li>• The remaining members will be</li> </ul>   | Jagtar Singh*<br>Richard Parnaby<br>Nabila Zulfiqar                             | Up to three half day meetings per year, including preparation time. |

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|                                |  | <p>appointed by the Board and will consist of at least one elected member and one appointed member</p> <ul style="list-style-type: none"> <li>At the request of the Committee, external advisers shall attend meetings</li> </ul>   |   |  |
| Prescription Committee         | <p>The Committee oversees the procedures for the prescription of qualifications as well as ARB's Prescribed Examinations, the Part 3 Oral Examination and the Competency Standards Group. The Committee has a substantial workload looking at policy issues as well as detailed applications for Prescription. The Committee meets about once a month.</p> | <ul style="list-style-type: none"> <li>At least four members drawn from the ARB Board; plus:</li> <li>A further appointed member drawn from the ARB Board to act as Chair; plus</li> <li>A member of the Committee's Pool of Independent Advisers (who will be an ex-officio member of the Committee.</li> <li>The Chair of the Board will not be a member of the Committee.</li> </ul> | <p>Alice Hynes*<br/>Caroline Corby<br/>Carol Bernstein<br/>Guy Maxwell<br/>Soo Ware<br/>Alex Wright</p> <p>Peter Beacock (ex-officio member appointed from the Committee's independent advisers pool)**</p> | <p>Nine days for meetings plus 10-15 days for reading time/consideration of prescription applications.</p> |
| Professional Conduct Committee | <p>The Committee considers whether architects are guilty of unacceptable professional conduct or serious professional incompetence and may award a disciplinary order.</p>   | <ul style="list-style-type: none"> <li>four elected members</li> <li>three appointed members</li> </ul> <p>In addition, there are three independent Chairmen, all nominated by the Law Society, with a further six external appointments (three architect and three non-architect)</p>  | <p>Board members only shown below:</p> <p>Guy Maxwell<br/>Jason Bill<br/>Alex Wright<br/>Richard Parnaby<br/>Ros Levenson<br/>Jagtar Singh<br/>James Grierson</p>   | <p>None (Board members are not allocated to PCC cases).</p>  |

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| Investigations Oversight Committee   | The IOC keeps under review the processes by which allegations of unacceptable professional conduct and serious professional incompetence against architects are investigated under sections 14(1) and (2) of the Architects Act 1997 (the Act); and assists the Board in discharging its responsibilities under the Act. | <p>Members of the Oversight Committee are appointed by the Board and shall consist of no fewer than three members:</p> <ul style="list-style-type: none"> <li>• one elected member</li> <li>• two appointed members</li> </ul> <p>One of the appointed members shall be Chair of the Oversight Committee.</p> | Ros Levenson *<br>James Grierson<br>Danna Walker        | Approximately three meetings per year. |
| Staff Benevolent Fund Committee (This Committee is set up under the Staff Benevolent Fund and does not report to the Board.) | ARB has a staff benevolent fund which may make payments to staff/previous staff which meet the terms of the scheme. The Committee/trustees meet once a year or more if an application is received.   | <ul style="list-style-type: none"> <li>• The trustees are the ARB Chair, Vice Chair and Chair of the Audit Committee.</li> </ul>  | Suzanne McCarthy*<br>Richard Parnaby<br>Nabila Zulfiqar | One to two days per year.              |

Key:

\* = Committee Chair

\*\* = this position will become vacant on 1 October 2018; the Board will be asked to appoint a replacement in conjunction with item 28 within the confidential session papers