



Subject Scheme of Decision Making
Purpose To agree amendments to the Scheme of Decision Making
From Audit Committee

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1. Summary

For the Board to consider and agree the suggested amendments to the Scheme of Decision Making.

2. Open Session

3. Contribution to the Board's Purpose and Objectives

Protect the users and potential users of architects' services and to support architects through regulation. The Scheme provides the Board and stakeholders with concise understanding of who has the authority to make decisions. Having in place an effective corporate governance structure supports and enables ARB to deliver its objectives. Undertaking a review of the Scheme ensures that the Scheme remains fit for purpose and follows best practice in line with the recent internal audit of it.

4. Key Points

- i. At least every two years the Scheme of Decision Making is reviewed by the Audit Committee. The purpose of regular reviews is to ensure the Scheme remains fit for purpose and follows best practice. The periodical review of the Scheme was due to take place at the end of the 2017, however the Committee agreed to delay the review until the planned internal audit had been undertaken.

At the end of 2017 the internal audit of the Scheme of Decision Making was undertaken. The Audit Committee considered the recommendations made by Grant Thornton at its January 2018 meeting and we have been implementing the recommendations throughout 2018.

The internal audit resulted in a 'Moderate' rating overall, with five recommendations - two 'medium' recommendations, two 'low' recommendations and one 'information' recommendation. Amongst the recommendations were a number of suggested changes to the Scheme of Decision Making.

- ii. At its June meeting, the Audit Committee considered the proposed changes, which incorporated Grant Thornton's recommendations alongside suggested amendments from the Registrar, in order to bring the Scheme up to date with current practice.

- iii. **Proposed Amendments and Additions to the Scheme**
Attached as **Annex A** is an annotated version of the existing Scheme of Decision Making illustrating suggested amendments to the Scheme in line with the recommendations made by the internal auditors, along with some additions that have been omitted and some further amendments to reflect current and best practice. The existing Scheme is attached at **Annex C**.

The Board is asked to consider the amendments and agree to the changes to the Scheme of Decision Making.

5. Resource Implications

None identified.

6. Risk Implications

Not having a clear Scheme of Decision Making may lead to decisions being made without authority and without the relevant understanding of the action being taken.

7. Communication

Having in place an effective Scheme of Decision Making enables the organisation to demonstrate transparent decision making. The Scheme also ensures there are clear lines of delegation and accountability in line with the organisations internal controls.

8. Equality and Diversity Implications

Whilst there are no direct equality and diversity implications associated with this Scheme of Decision making, ARB needs to ensure that any decision maker delegated authority under the scheme is aware of ARB's duty to promote equality and diversity and is appropriately trained. A number of members of staff undertook equality impact assessment training in June 2018 with a view to ensuring that recommendations made to the Board, its committees and the Registrar are always assessed with equality implications in mind.