



**Subject** Adjustments to the Board Members' Handbook  
**Purpose** For Decision  
**From** Head of Qualifications & Governance/Registrar

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### 1. Summary

To consider and agree general amendments to the Board Handbook, as well as amendments so that the Handbook realigns with the amended Architects Act 1997 which will come into effect on 7 January 2019. To note that the new Board will have the opportunity to review the Handbook again within six months of it being appointed.

### 2. Recommendations

It is recommended that the Board agrees the amendments to the Board Handbook, with effect from 7 January 2019.

### 3. Open Session

### 4. Contribution to the Board's Purpose and Objectives

The updating of the Board Handbook to reflect the upcoming changes to the Architects Act 1997 will enable the Board to continue the delivery of its strategic aims and fulfil its requirements under the Act.

### 5. Key Points

- i. The Board Members' Handbook is an outline of the work of the Board, and the role of its members and staff. It covers in broad terms the tasks that the Board performs, and how those tasks should be executed following the Standards for Public Life. It is intended as a useful guide for members on what may be expected from them and the standards they should follow. The handbook also contains some relevant reference material.
- ii. On 31 August 2018, the Government published a Statutory Instrument which makes changes to the Act in relation to the constitution of the Board and the Professional Conduct Committee. The revised legislation comes into effect on 7 January 2019.

- iii. The Board Handbook requires several updates to be made to it, which can be summarised as follows:
- Updates to realign the document with the revised version of the Architects Act 1997, which will come into effect from 7 January 2019;
  - Updates following the introduction of the General Data Protection Regulation;
  - Updates to ensure the correct nomenclature is used, i.e., Departmental names changes such as Department for Communities and Local Government to Ministry of Housing, Communities and Local Government; and
  - Updates to reflect minor changes to current practice, e.g., the way in which declarations of interest are collected ahead of each Board meeting.

A tracked changes version of the proposed amendments can be found at **Annex A**. A clean copy of the Handbook including the proposed amendments can be found at **Annex B**.

It should be noted that the Handbook has numerous appendices. These are currently up to date and do not require adjustment at the current time. They have not therefore been included within this paper.

- iv. A further review of the Board Handbook, including some of the policies referred to within it, e.g., the conflicts of interest policy, will be undertaken within the first six months of the new Board being appointed so that the new Chair/Board can make any additional adjustments as is deemed to be appropriate.

## 6. Resource implications

We have reviewed the resource implications and none have been identified.

## 7. Risk Implications

The Board Handbook is a core element of the organisation's governance structure. It outlines the Board's work, the roles of Board members and the Chair as well as what is expected of Board members. It includes the Board members' Code of Practice. Failure to have an up to date Handbook in place when the new Board is appointed and which aligns with the revised legislation could leave the organisation exposed. The proposed updates to the Handbook, which will become effective from 7 January 2019 should therefore mitigate against this. The new Chair/Board may not wish to be bound by some of the content of the Handbook. In order to mitigate against this, a further review of the Handbook will be undertaken within the first six months of the new Board being appointed.

## 8. Communication

Updates to the Board Handbook are necessary in order to ensure that it realigns with the amendments which are being made to the Architects Act 1997 and become effective on 7 January 2019.

**9. Equality and Diversity Implications**

We have reviewed the revisions to the Board Handbook and have not identified any equality and diversity implications arising from the changes.

**10. Further Actions**

If approved, the revised Board Handbook will become effective from 7 January 2019. It will be issued to all members of the new Board including the Chair. A further review of the Board Handbook will take place within the first six months of the new Board starting its work so that it can make any further adjustments as appropriate.