



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. Recommendations

It is recommended that the Board agrees to the amended Scheme of Decision Making at [Annex A](#).

3. Open Session

4. 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.

5. 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 took place in 2018 following an internal audit of the Scheme of Decision Making, and the amended Scheme was approved by the Board at its July 2018 meeting.
- ii. At its July meeting, the Board also requested that the Audit Committee re-visit the position with regards to the authorisation of the Chair's and the Registrar's expenses. Under the current policy, the Chair signs off the Registrar's expenses and vice versa. The Board requested that input also be sought from the Board's Internal Auditors, Grant Thornton.

- iii. Paul Rao of Grant Thornton attended the October 2018 Audit Committee meeting and provided an opinion that, in the main, the person authorising a claim should be in a more senior position than the claimant and that, in his experience, it had become common practice for the Chief Executive and Board Chair not to authorise each other's expenses.
- iv. The current checking process for the authorisation of the Board Chair's expenses is for a member of the Corporate team to check the incoming expenses to ensure that is in order; the form is then passed to the Registrar for authorisation, all Board member claims are then also spot checked by the Head of Finance and Resources when he receives them for payroll and finally, they are ratified by the Chair of the Board.
- v. While taking account of Grant Thornton's opinion, the Committee was also mindful that no delay should be caused to the authorisation and payment process, particularly given the existing level of scrutiny all claims are given under the current process.
- vi. In light of the above, the Committee recommends that the Chair of the Audit Committee ratifies the Chair's expenses once they have been approved by the Registrar, which will afford an additional level of oversight without causing delay to the payment process. A track changed version of the Scheme of Decision Making is attached at [Annex A](#).
- vii. No additional amendments to the policy are considered necessary in terms of the authorisation of the Registrar's expenses which, under the current Scheme, are already authorised by the Board Chair.

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.