

ACTIONS TABLE

ARB Board

Open Session – 14 July 2025

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
	December 2023					
12.	Performance Monitoring Review Process for Q3 Develop KPI's for ARB's Accreditation process and to discuss these at Board workshops in early 2024	BJ	Linked to CRM deadline	28 February 2024	The initial work to develop and agree the KPIs has started, based on the anticipated receipt of applications. Systems for automated collection and reporting is dependent on Phase 2 of CRM, timescale to be confirmed – likely in latter part of 2025.	Partially Complete – subject to timetable for CRM phase 2/3, possibly Q4 2025
	December 2024					
3.	Update from the Chair	EJ / Governance	End of March 2025			Complete

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	The Human Resources/Governance team to seek feedback from Board members on the revised annual review process.			10 December 2024	<p>Feedback from Board members has been gathered and collated.</p> <p>A summary of feedback was shared with the People Committee in May 2025. Proposed adjustments to the scheme are on the Board's agenda for 14 July 2025. Subject to approval, those adjustments will be implemented ahead of the 2025 round of annual reviews.</p>	
9.	Board and Committee Briefing and Development Plans 2025	EM/EJ	End of 2025	10 December 2024	<p>This is in hand. Board members have been asked to complete a series of relevant Shine modules on various key development topics. The</p>	Partially Complete

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	Take forward the agreed Board and Committee briefing and development plans as set out in the paper.				Head of People, together with the Director of Governance & International are sourcing relevant providers where needed, and are factoring development sessions into Board workshops Further details are being provided to Board and Committee members ahead of each briefing and development session and feature in the updated Board Workplan for the remainder of 2025 where these have already been booked in.	
	February 2025					
9.	EDI Strategy Update To publish the supporting material to demonstrate how the strategy was	RRH	End of May 2025		The EDI Strategy was published on 19 May 2025, alongside one of the actions	Complete

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	developed, as set out in the Purpose Union report.			11 February 2025	in it – the invitation to tender for the access evaluation research. The tender exercise will close on 4 July 2025 and a verbal update can be provided in the meeting.	
	May 2025					
5.	Report on Actions following Previous Meetings To consider how progress updates in relation to increased access to the Register would be provided at future meetings.	HS/RRH	14 July 2025	21 May 2025	An update on the evaluation tender will be provided to the Board as part of the July meeting, and from there on in CEO reports	Complete
5.	Report on Actions following Previous Meetings	EM	14 July 2025		Red, Amber and Green colour-coding now applied to	Complete

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	A traffic light colour-coding system to be applied to the Actions reports.			21 May 2025	Action Tables from June 2025.	
7.	ARB's Code of Conduct and Practice for Architects Minor drafting adjustments to be considered outside the meeting, and that the Chair be delegated with responsibility for approving the final wording and version of the Code prior to the revised Code being published.	SH	End of June 2025	21 May 2025	Final Code was published on 19 June 2025, with an implementation date of 1 September 2025.	Complete
8.	ARB's Code of Conduct Guidance Issue consultation on three guidance notes on managing conflicts of interest, raising concerns and managing finances appropriately.	RRH/SH	16 October 2025	21 May 2025	Consultation was launched on 19 June 2025.	Complete

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9.	Finance, Risk and Audit Committee Terms of Reference Dissolve the Audit and Risk Assurance Committee with effect from 30 June 2025.	EM	1 July 2025	21 May 2025	The Audit and Risk Assurance Committee has been dissolved.	Complete
9.	Finance, Risk and Audit Committee Terms of Reference Update the Finance, Risk and Audit Committee's Terms of Reference in line with the proposed and approved adjustments. Create a new Finance, Risk and Audit Committee with effect from 1 July 2025, including recruiting two independent external members.	EM	1 July 2025	21 May 2025	The new Finance, Risk and Audit Committee Terms of Reference have been updated and published on ARB's website. Board members have been appointed to the Committee. Further work is underway to recruit and appoint the independent members of the Committee, which should be complete by the end of	Partially Complete

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					August 2025. The first meeting of the FRAC should take place in early Autumn 2025.	
10.	<p>International Routes Consultation Responses and Next steps</p> <p>Publish an analysis report on the consultation for major changes to ARB's international routes to registration</p> <p>Implement the proposals for a competence-based assessment in a modernised format, simpler eligibility requirements, and a single point of entry to the Register;</p> <p>Review and remodel the Competency Standards Group to provide an alternative route for those with partial qualifications;</p>	Policy and Communications	Ongoing project	21 May 2025	An update on this is included in the CEO's report for the Board meeting being held on 14 July 2025.	<p>Ongoing project</p> <p>Future updates on this project will be included in the CEO's report. As a result we will remove these actions from the actions table and report on progress via that route.</p>

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	<p>Undertake further scoping work to explore a contract model for outsourcing the Prescribed Exam and UK Adaptation Assessment, rather than an accreditation model;</p> <p>Initially seek to appoint a single provider, and consider widening out to multiple providers based on the success of the contract model; and</p> <p>Consider the potential for courses to be provided at a later stage in the project once the new exams were running and could be evaluated.</p>					
11.	Updates on ARB's Travel and Subsistence Policy	EM/EJ	End of May 2025	21 May 2025	This has been completed.	Complete

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	Disseminate and include the updated travel and subsistence policy within both the Board and Staff Handbooks.					
12.	Professional Practical Experience (PPE) Commission Report Recommendations Implementation To provide a visual timeline, setting out when the proposed actions in response to the PPE Commission's recommendations would be taken forward. Take forward the agreed actions as set out in the paper.	RRH	End of July for publication. Actions in line with published information.	21 May 2025	ARB's response to the PPE Commission's report has been published, along with a table setting clear dates for the actions we are undertaking.	Complete
13.	Performance Monitoring Updates for Q1	HS/BJ/CG	16 October 2025	21 May 2025	We will ensure that the Board is presented with further information about	Partially Complete

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	Provide further advice to the Board regarding the options around pro rata'd registration fees when presenting the 2026 annual retention fee proposals.				the payment of annual retention fees to ensure we consider any further options to mitigate any negative impact on those on maternity or paternity leave. These options will need to take into account legal advice.	
14.	Policy Log The entry in the Policy Log to be updated to reflect that the approval of the Board and Committee members' annual review process now lay with the Board rather than the People Committee.	Governance	22 May 2025	21 May 2025	This has been completed	Complete