

Update on Actions agreed at the open session of the last meeting, 10 July 2020 (and those carried forward from previous meetings), if not appearing on the 7 September 2020 agenda.

| Meeting Date and agenda item  | Action  | Update  |
|---|---|---|
| <b>9 December 2019 – item 9 Operational Activities Report</b>                   | The Board to be provided with an update concerning changes to the QAA role and any contact made with the Office for Students about its new role.                                | A briefing note has been added to Diligent for reference.   |
| <b>9 December 2019 – item 12 - Professional Conduct Committee Annual Report</b> | Dates for forthcoming Professional Conduct Committee hearings to be circulated to Board members, with a view to Board members observing a hearing.                              | Board members are now able to observe PCC hearings that are taking place by video link.                             |
| <b>5 March 2020 – item 8 - Governance</b>                                       | Update Annex G of the Board Member Handbook to reflect the revised Board approved Annual Review Scheme for Board members  | This will form a wider review and update of the Board Member Handbook, due to be undertaken by the end of the year. |
| <b>19 June 2020 – Item 8 – Audit and Risk Assurance Committee Annual Report</b> | The Board should review Committee memberships, particularly those Committee’s which currently hold vacancies.   | This will be considered by the Board on 2 October 2020.   |
| <b>19 June 2020 – Item 9 – Audit and Risk Assurance Committee minutes</b>       | The ARB data protection policy should be further highlighted to Board members and advisors in light of the current COVID-19 situation, with all work being undertaken remotely. | Data Protection Policy and advice has been circulated to Board members.   |
| <b>10 July 2020 – Item 22 – Audit and Risk Assurance Committee minutes</b>      | The Chair to invite the RIBA President to the Board meeting scheduled for 7 September 2020.   | We have contacted the RIBA and are awaiting a reply.  |