

ACTIONS TABLE

ARB Board

Open Session, 18 October 2023

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
6.	<p>Administration fees for registration applications: To action the manual processing administration fee in 2024 of £45 be applied, increasing to £90 from 2025 onwards, subject to any further decisions by the Board.</p>	BJ	Ongoing	17 May 2023	<p>We will include this in our retention fee communications. We have had no applications or enquiries as part of the IT portal set up process, so far.</p> <p><u>Update:</u> We have communicated this as part of retention fee campaign. We have had a single payment made as of 23 November.</p>	Completed
9.	<p>Performance Monitoring Update for Q1</p> <p>Inclusion of a 2022 comparative line within the Communications section to be added to future reports.</p> <p>Consideration to be given to the inclusion of further information on predictions and future trends within the report, particularly around the Professional Standards area.</p>	RRH SLG	Next quarterly report	17 May 2023	<p>This will be done in the next report.</p>	Completed Open
	July 2023					

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6	Performance Monitoring Updates for Q2 The Executive and the Accreditation Committee would need to consider how casework would be reported to the Board to ensure that the Board remained informed.	BJ/EM	An initial update will need to be provided to the Board at its meeting on 6 December 2023	19 July 2023	A paper will come to the Board in December.	<i>Completed</i>
6	Performance Monitoring Updates for Q2 Data on Prescribed Examination failures/further EDI data would be provided to the Board at a future meeting.	BJ	31 December 2023	19 July 2023	A paper will be presented at the December 2023 meeting, with analysis of the year to date activity. It's included in Q3 performance data.	<i>Completed</i>
September 2023						
3.	Updates from the Chair Make arrangements for the new RIBA President to meet with the Board	EM	Mid 2024	6 September 2023	The Governance Team is in the process of confirming arrangements for the RIBA President to meet with the Board in early 2024. Arrangements should be in place by end of December 2023.	<i>Completed</i>

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7e.	<p>Establishment of Education Transition Reference Group:</p> <p>Develop a timetable and terms of reference for the Group. Start the Group in Q4 of 2023.</p>	BJ	November 2023	6 September 2023	An update on Education Transition will be a standing item at Board meetings for the next year. First update at December 2023 meeting. First meeting scheduled 4 December 2023.	<i>Completed</i>
11.	<p>Professional Conduct Committee Report:</p> <p>Consider the lessons learnt from the outcomes and issue further guidance to architects based on these.</p> <p>Remind architects about any key issues that had arisen at PCC hearings annually, using illustrated examples and perhaps using the trade press to highlight these with advice on good practice.</p> <p>Consider using the new CPD system as a means of encouraging architects to take any recurring issues and themes into account.</p>	SH SH SH	June 2024	6 September 2023	Will analyse the learnings from 2023 and issue guidance in early 2024	<i>Open</i>
	October 2023					

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4i	<p>Minutes of the Meeting held on 6 September 2023</p> <p>Adjust Open Session Minutes as agreed and publish on the ARB website</p>	AP/MK	Mid December 2023	18 October 2023	Open Session minutes adjusted as agreed and it has been published on the ARB website.	<i>Completed</i>
4. ii.	<p>Write Round Decision of 19 September 2023 – Framework Agreement</p> <p>Release communication about the amendments to the Framework Agreement once the document is signed by ARB and DLUHC.</p>	HS/RRH		18 October 2023	The amended Framework Agreement has been signed by both ARB and DLUHC and published on ARB's website.	<i>Completed</i>
6.	<p>Matters Arising:</p> <p>Change the title of this item for future meetings so that it reflected its content more clearly.</p>	AP/EM	December 2023	18 October 2023	Title changed to ' <i>Updates since the Board papers were issued</i> '.	<i>Completed</i>
7.	<p>Accreditation Rules and Procedures:</p> <p>To make a slight amendment to the wording of the text in paragraph 3.3.3 of the Accreditation Rules, so that it additionally includes the opportunity for Board Members to observe visits. Following this amendment, the rules to come into effect on 19 October 2023.</p>	BJ	December 2023	18 October 2023	Handbook and guidance all refer to opportunity for observers, and how terms of reference for each visit will define focus of visit, and how Providers can plan to meet ARB's requirements before, during and after the visit.	<i>Completed</i>

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7.	<p>Accreditation Rules and Procedures:</p> <p>Accreditation Committee to apply the Accreditation Rules as the Board unanimously agreed to formally delegate the decision-making powers for accrediting qualifications to the Accreditation Committee.</p>	BJ	November 2023	18 October 2023	Accreditation Committee was inducted and held its first meeting on 31 October 2023. The next meeting of the Committee is scheduled for 12 December 2023. The Committee is initially dealing with running out the final decisions which need to be made under the Prescription Procedures; further briefings in relation to the incoming Accreditation process including decisions under the new Accreditation Rules will commence in 2024.	<i>Completed</i>
8.	<p>Plagiarism Policy:</p> <p>Clarify the policy wording regarding fabrication.</p> <p>Publish the updated Plagiarism Policy for consultation, along with its accompanying proposed changes to the Prescribed</p>	RRH RRH		18 October 2023	The wording was amended and the consultation was published on 27 October 2023	<i>Completed</i>

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	Examination Procedures and UK Adaptation Assessment Procedures.					