

Open Session

Board meeting: 19 October 2022

Agenda item: 6

Subject: Delegation of the Registrar's Functions

Action: For Decision

Purpose

To consider and agree the governance arrangements that are needed to support the delegation of some of the Chief Executive & Registrar's functions. To agree to consult on a proposed change to the General Rules to support the arrangements.

Recommendations

It is recommended that the Board agrees:

- i. The proposed changes to the Scheme of Delegation, which includes details setting out those individuals who can be delegated to and will enable the Registrar to delegate the relevant functions to those individuals as set out in Annexes A and B;
- ii. The proposed adjustment to the General Rules as set out in Annexe C is issued for consultation at the next available opportunity.

Annexes


Annexe A – Tracked change version of the Scheme of Delegation

Annex B – Clean Copy of the Scheme of Delegation

Annex C – Tracked change version of the proposed changes to the General Rules

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2. Background and Key points


- 2.1. Until recently, the Architects Act 1997 stated that there were specific functions which fell under the responsibility of and that must be carried out by the Registrar. Unlike other analogous professional regulatory bodies, no specific powers were granted in legislation which would enable functions to be delegated to another individual within the organisation.
- 2.2. The Department agreed to make the change to the powers of delegation when a suitable legislative vehicle could be found. The Professional Qualifications Bill provided that opportunity. From 28 July 2022, new legislation has become effective which impacts on the Registrar's functions and those which can be delegated.
- 2.3. In summary the legislative changes are as follows:
 - Section 2(3A) of the Act has been repealed. This section related to the functions of a competent authority under the Mutual Recognition of Professional Qualifications Directive and which were exercised by the Registrar. Following the UK's exit from the European Union, these powers have now been removed.
 - The new legislation means that the Registrar may now onward delegate any of their functions (whether specified in the Act, the General Rules or directed by the Board) provided the delegation is to a member of staff that has been nominated by the Board.
- 2.4. There are two decisions which will need to be taken as a result of the changes to the legislation. Firstly, the Board's nomination of post holders who can be delegated to, and secondly, the Chief Executive & Registrar's decision to actually delegate to a post holder or holders.
- 2.5. Following the receipt of legal advice, we believe that the practical way to deal with this is to make changes to the Scheme of Delegation, and subject to the approval of the changes by the Board, the Chief Executive & Registrar would then be in a position to start making the actual delegations.
- 2.4. The approach to delegation and decision making we have taken follows three broad principles:

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- 2.4.1. Supporting efficient and effective operations where decisions are made at the lowest safe level in the organisation
 - 2.4.2. Removing any additional and unnecessary steps in ARB processes.
 - 2.4.3. Improving accountability so that functional leads take responsibility for end-to-end processes (whilst also ensuring proper quality assurance mechanisms are in place.
- 2.5. A current example where these three principles could not be adhered to due to the lack of powers of delegation is the admission and removal of individuals to and from the Register. This function could not be delegated to another member of the Senior Leadership Group and given the number of architects coming onto and off our Register, the need for a final Registrar sign-off creates an additional bureaucratic step in the process; and one which adds little in relation to quality assurance.
- 2.6. It also means the Registrar has to be available to approve registration changes when on leave (either annual leave or sick leave) and adds a risk if they are to be unavailable or incapacitated for any period of time. In those circumstances, decisions have to await the return of the Registrar or arrangements have to be made so that the Registrar can continue to make decisions, even if they are taking annual leave.

2.6 Nomination of Post Holders and functions which can be delegated

We have reviewed the Scheme of Delegation and in line with independent external advice have inserted an opening section within the scheme which sets out the individuals to whom the Registrar can delegate their functions. We have proposed that the Chief Executive & Registrar can delegate to any member or members of the Senior Leadership Group where appropriate. This will ensure flexibility and avoid issues arising should a specific member of the Senior Leadership Group be unavailable at the same time as the Chief Executive & Registrar. Further details of the delegation will be communicated to the relevant member/s of the Senior Leadership Group by the Chief Executive & Registrar.

- 2.7 We have also reviewed the 'Actions' that the Chief Executive & Registrar may undertake and identified which of these the Registrar would wish to delegate. We have annotated the 'Narrative' column to make it clear which of these Actions the Chief Executive & Registrar would be able to delegate. All other Actions would remain the responsibility of Chief Executive & Registrar. We have set out our proposed approach within **Annexes A and B**. [Note: all of the functions which the Chief Executive & Registrar could delegate are highlighted in yellow within Annex A; The Chief Executive & Registrar does not wish to delegate all of those highlighted functions. The functions which the Chief Executive & Registrar wishes to delegate have additionally been annotated in the last column of the document in line with



the external advice we have received. Functions which have no additional narrative will remain the responsibility of the Chief Executive & Registrar.]

2.8 Process of Delegation

The Chief Executive & Registrar and the delegates will need to be clear as to who will take decisions and in what circumstances the relevant decisions can be taken. Clear records will need to be kept in relation to delegations, particularly if the Chief Executive & Registrar revokes a delegation.

- 2.9 We propose that the Registrar completes a standard template to record and confirm the delegation in line with the Scheme of Delegation, the reasons for the delegation, how long it will be in place for and any other conditions which may apply to the delegation, e.g., it is a one off delegation, and ensures that this is passed to the relevant delegate or delegates so that they are aware of the details and crucially when the delegation commences and ceases. In line with the advice we have received, we will also develop an internal guidance document which supports the framework, to ensure that staff are clear about when the delegation takes place. This will be particularly important where the Registrar may be unexpectedly unavailable.


2.10 Audit and Risk Assurance Committee's Consideration of the Proposals

The Audit and Risk Assurance Committee considered the proposed changes to the Scheme of Delegation at its meeting on 10 August 2022. The Committee was broadly supportive of the proposed changes but did highlight a concern as to whether it was appropriate in governance terms for the Registrar to delegate responsibility for approving registration changes to the Director of Registration and Accreditation, or whether this should be delegated to others instead. The Executive are proposing to ensure that suitable checks and balances are put in place to mitigate any risk around this area.

The Committee also advised that the section relating to *Payroll Authorisation* (point 21, Annexes A and B) should be adjusted, and suggested that the Chief Executive & Registrar's sign off function should be delegated to other members of the Executive not the Director of Resources who was already a co-signatory. Having two people signing off these decisions, which was the current approach, was a useful control. This has been amended accordingly in Annexes A and B.

2.11 Corresponding changes to the General Rules and Consultation

Whilst it is not strictly necessary and does not impact on the relevant delegations being operationalised, we have also received advice which suggests that it would be sensible to add a further provision to Rule 8 of the General Rules which reads as follows:



'8.2 The Chief Executive & Registrar may delegate any of the functions delegated to them to a member of the staff in accordance with a scheme of delegation approved by the Board from time to time.'

Annexe C sets out further details and notes how General Rule 8 would be impacted by the addition of this provision.

The Board will need to consult on the proposed change to the General Rules before it can be formally approved. Further details can be found under section 5.1 (Communication).

- 2.12 The Board is asked to note that further changes to the Scheme of Delegation will be needed following changes in other areas/other elements of new legislation. A fundamental review of the Scheme of Delegation will take place later this year/early next year.


3 Resource Implications

- 3.1 Developing clear systems and processes to enable the Chief Executive & Registrar to delegate some of their functions will enable the organisation to operate safely and effectively, delivering its core statutory functions when the Chief Executive & Registrar is unavailable.
- 3.2 The previous legislation meant that some areas such as admitting or removing individuals from the Register either had to await the return of the Chief Executive & Registrar if they were unavailable, or on annual leave or had to be dealt with during periods of absence. The changes to the legislation and the development of the clear systems and processes which enable the Chief Executive & Registrar to onward delegate some functions will enable the post holder to take uninterrupted periods of leave/absence.
- 3.3 There may be occasions where it will be necessary to provide members of the Senior Leadership Group with briefings/training so that they can undertake relevant delegations.

4 Risk implications

- 4.1 Robust procedures and quality assurance mechanisms to provide assurance around registration decisions

We will need to ensure that there are robust procedures and quality assurance mechanisms in place to mitigate any risks which arise from delegations relating to registration decisions; for example, where the Registrar delegates registration decisions to the Director of Registration and Accreditation, it will be necessary to



ensure that the processes in place mean that the Director of Registration and Accreditation can take impartial decisions in relation to the admission or removal of individuals from the Register.

4.2 Reporting and Internal Audit Review

In order to create openness and transparency around the delegation of functions, and in line with the feedback from the Audit and Risk Assurance Committee, we suggest that the Chief Executive & Registrar should provide reports to the Audit and Risk Assurance Committee at each of its meetings, summarising the delegations which have taken place. The report should particularly highlight any long-term delegations as well as any one-off delegations.

- 4.3 If any issues arise within the first twelve months of operation, we also propose that this area should be reviewed by our Internal Auditors to ensure it is operating effectively and is in line with good practice.

4.3 Dealing with Emergencies

There will be occasions when the Chief Executive & Registrar is unexpectedly unavailable. To mitigate the risks around this, and in line with the legal advice that we have received, we will create guidance and briefing material for staff so that the process in such circumstances is clear and understood.

5 Communication

- 5.1 When establishing or updating its General Rules, the Board must consult upon any proposed changes to provide the opportunity for representations to be made. The Act does not specify the method of publication nor the length of time any proposed updated should remain available when published. The Board may determine this. Given that the proposed change to the General Rules is not significant, we are recommending that the consultation relating to this specific change is delayed for a short period and dealt with as part of a wider package of changes which we will need to make in relation to other areas of the business, e.g., the move to an Accreditation Committee; general housekeeping updates etc. This will avoid running multiple consultations which may be confusing to our stakeholders and difficult to track. The details of any consultation outcomes and representations will be brought back to the Board at a future meeting, which is likely to be in early 2023, when the Board will be asked to agree final updates to the Rules.
- 5.2 This is an internal operational change that means decisions we make will happen more quickly and more efficiently, meaning better use of the annual retention fee. It also adds important contingency.

6 Equality and Diversity implication

6.1 We have not identified any equality or diversity implications to date.

7 Recommendations

7.1 It is recommended that the Board agrees:

- i. The proposed changes to the Scheme of Delegation, which includes details setting out those individuals who can be delegated to and will enable the Registrar to delegate the relevant functions to those individuals as set out in Annexes A and B;
 - ii. The proposed amendment to the General Rules as set out in Annexe C is issued for consultation at the next available opportunity.
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The Scheme of Delegation sets out responsibilities for decision making in the ARB.

Note: for the purposes of Section 3(ZA) of the Architects Act 1997, which states that:

The Registrar may, further to section 2(3ZA) of the act, delegate any of their functions to a member of staff nominated by the Board'

The Board has nominated and agreed that the Registrar may be delegate their functions to one or more of the following as described below in the Scheme of Delegation:

- Director of Resources
- Director of Governance and International
- Director of Registration and Accreditation
- Director of Policy and Communications
- Director of Standards

Item	Action	Level of Authority	Narrative
Strategy			
1.	Approval of the Board's Strategic Objectives	Board	
2.	Approval of the Annual Business Plan and strategic objectives.	Board	
3.	Operational management of the Board's Business Plan	CEO/Registrar	The CEO/Registrar supervises and manages the organisation's Business Plan with regular reports provided to the Board, including a mid-year review of progress and an end of year report.
Financial Matters			
4.	Approval of annual report and accounts	Board	The annual report and accounts are reviewed by the Audit and Risk Assurance Committee and then submitted to the Board for approval.
5.	Reserves Policy	Board	

Commented [EM1]: Note for Board members: Please note that the highlighted sections highlight the CEO/Registrar's functions that could be delegated. We are not proposing that all of these functions are delegated.
The specific functions that the Registrar wishes to be able to delegate have then been annotated accordingly within the 'Narrative' column in line with external advice.

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Item	Action	Level of Authority	Narrative
6.	Annual budget, including capital programme	Board	The annual budget (covering Jan – Dec) is submitted to the Board for approval in September of the preceding year.
7.	Setting of the retention fee and other fees	Board	In line with the Board’s statutory responsibilities as specified in the Architects Act 1997, it sets the retention fee and other fees it has the power to charge for.
8.	Remuneration, travel and subsistence for Board members, panel members and advisers	Board	Remuneration and Appointments Committee advise the Board annually on the remuneration of all non-executives and advisers, including travel and subsistence payments.
9.	CEO/Registrar’s expenses	Chair of the Board	All expenses of the CEO/Registrar are submitted for approval by the Chair of the Board after having been checked by the Director of Resources.
10.	Authorisation of Board members’ travel and subsistence claims	Authorised by the CEO/Registrar or one of the following members of the Senior Leadership Group: Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications	The CEO/Registrar to raise any concerns around Board member claims with the Chair of the Board.
11.	Authorisation of Chair’s travel and subsistence claims	Authorised by the CEO/Registrar	The Director of Resources will check the claim. The CEO/Registrar authorises payment of the Chair’s expenses and attendance allowance claims in line with the policy on travel and subsistence.

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Item	Action	Level of Authority	Narrative
			<p>Any concerns around Chair claims to be raised with the Chair of the Audit and Risk Assurance Committee.</p> <p><u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u></p>
12.	Approval of non-executives attendance allowance, travel and subsistence claims	Any one of: CEO/Registrar Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications	
13.	Authorisation of staff travel and subsistence	Any one of: CEO/Registrar Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications	Not able to authorise their own travel and subsistence claims.
14.	Transfers between budget headings (virement)	CEO/Registrar	The Board sets the overall budget and delegates to the CEO/Registrar the ability to move funds between budget headings. The Board is updated on amounts over £50,000 via the management accounts.
15.	Additional capital and revenue expenditure not within budget (up to £30,000) or where savings have been identified within the operational budget.	CEO/Registrar	The Board is updated on any such spend via the management accounts.

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Item	Action	Level of Authority	Narrative
16.	Net Expenditure which will exceed the annual budget by more than £30,000	Board	Variances are explained/reported as part of the management accounts. If the additional expenditure exceeds £30k then approval is required from the Board prior to the spend occurring.
17.	Banking arrangements	Board	The Board will agree the banking arrangements including the banks to be used, and signing requirements.
18.	Transfer of funds between ARB's bank accounts	Director of Resources	
19.	Bank Payment Authorisations	<p>All payments, irrespective of amount, require two authorised signatures.</p> <p>For Bank payments under £9,999.99p, bank signatories are any two of the following: CEO/Registrar, Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications</p> <p>For bank payments over £10,000, one of the signatories must be the CEO/Registrar.</p> <p>In the event of an emergency, or in the absence of the CEO/Registrar, members of the Senior Leadership Group will be authorised signatories with a limit of £100,000. Upon return, the CEO/Registrar will review and countersign all payments made by the Senior Leadership Group for clarification and transparency. Any instances of this policy must be reported to the Audit and Risk Assurance Committee.</p>	Enables bank payments to be authorised in line with the Bank Mandate, as agreed by the Board.

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Item	Action	Level of Authority	Narrative
20.	Disposal of Assets and removal of assets from the Asset Register	CEO/Registrar	A full Asset Register is kept; all disposals have to be authorised by the CEO/Registrar.
21.	Payroll authorisation, including the checking the new starter and leavers, changes in bank details.	Director of Resources and the CEO/Registrar	<p>Payroll payments are made in adherence to the internal controls. No payments can be made without the Director of Finance and Resources and the CEO/Registrar.</p> <p><u>The Registrar may take the decision to delegate this function to one of the following nominated individuals in addition to the Director of Resources:</u></p> <p><u>Director of Governance and Resources</u> <u>Director of Registration and Accreditation</u> <u>Director of Policy and Communications</u> <u>Director of Standards</u></p>
22.	Petty cash advances and Floats for Board members and staff	Director of Resources	Petty cash of £500 is held onsite with payments authorised by the Director of Resources. The Director of Resources is authorised to agree advance funds for out-of-pocket expenses for Board members and staff, if required for ARB business.
23.	Expenditure within the agreed specific budget headings	Any one of: CEO/Registrar Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Finance or Director of Policy and Communications	In line with the organisation's procurement policy.

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Item	Action	Level of Authority	Narrative
Contracts and Procurement			
24.	Approval of purchases, tenders, leases and contracts up to £213,447.	The CEO may only sign or negotiate contracts with a value in excess of £213,447 once the Board has given explicit authority to the CEO to do so.	In line with the organisation's procurement and tendering policy.
25.	Authorisation to sign contracts, purchases and leases valued above £213,447.	The Board gives specific authority to the CEO/Registrar to sign contracts, or enter into formal contract negotiations, following necessary assurance around adherence to ARB's procurement and tendering policy.	In line with the organisation's procurement and tendering policy, the Board will authorise the CEO to proceed with contract negotiations with one or more suppliers following assurance that ARB policies have been followed, and the purchase is inline with agreed budgets.
26.	Insurance arrangements and policies	CEO/Registrar	<u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u>
Organisational Structure			
27.	Appointment of CEO/Registrar	Board	The Board appoints the CEO/Registrar. The DLUHC/ARB Framework Agreement requires the Board to consult with the DLUHC before appointing.
28.	Dismissal and suspension of CEO/Registrar	Board	The Board in line with the Remuneration and Appointments Committee Terms of Reference can authorise the dismissal or suspension of the CEO/Registrar.
29.	Appointment and removal of Senior Leadership Group members	CEO/Registrar	The Remuneration and Appointments Committee can support and advise the CEO on the recruitment, appointment and structure of the Senior Leadership Group where required.

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Item	Action	Level of Authority	Narrative
30.	Appointment of staff members	CEO/Registrar	<p>The CEO/Registrar appoints staff members. The CEO/Registrar cannot appoint permanent members of staff over the agreed permanent headcount (as agreed by the Board, see item 35).</p> <p><u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above, provided the CEO/Registrar has previously approved the recruitment.</u></p>
31.	Dismissal and suspension of staff	The Investigation Officer is able to suspend staff once confirmed by the CEO/Registrar that the suspension is proportionate based on preliminary enquiries	<p>Process of suspension and dismissal carried out in accordance with ARB's staff disciplinary procedures.</p> <p>A person will be authorised to undertake the role of a hearing officer, as specified in ARB's staff disciplinary procedures.</p> <p><u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u></p>
32.	Increases to the permanent headcount	Board	
33.	Principle and policies governing pay and reward of staff	Board	The Remuneration and Appointments Committee reviews and recommends to the Board the principles and policies governing the pay, incentivisation and all other aspects of the total reward package of ARB's staff.
34.	Annual salary increments for staff	Board	The Remuneration and Appointments Committee reviews and advises the Board regarding the pay and total reward package of the staff team.

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Item	Action	Level of Authority	Narrative
35.	Pay and reward package of CEO/Registrar	Board	The Remuneration and Appointments Committee reviews and advises the Board regarding the pay and reward package of the CEO/Registrar.
36.	Staff Benevolent Fund Trustees	Staff Benevolent Trustees appointed by the Board	Three members are appointed by the Board to administer the Fund in accordance with the Trust Deed.
37.	Staff requests for unpaid leave	Director of Resources and the CEO/Registrar	<u>The Registrar may take the decision to delegate their part in this function to any of the nominated individuals listed in the note above.</u>
38.	Salary advances	CEO/Registrar	<u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u>
39.	Ex-gratia payments, bonuses and exceptional salary increases of staff	CEO/Registrar	Payments can be awarded by the CEO/Registrar, but should be reported to, and should be made in accordance with, the policies agreed by the Remuneration and Appointments Committee. Due regards to be paid to the requirements set out in 'Managing Public Money'
40.	Season ticket loans	Director of Resources (in the case of the Director of Resources, the CEO/Registrar)	<u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u>
Appointments			
41.	Temporary Appointment of Chair	Board	Under the Act, the Board (advised by the Remuneration and Appointments Committee) may appoint someone to act as Chair of the Board for any period when there is no person to discharge their responsibilities.

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Item	Action	Level of Authority	Narrative
42.	Temporary Appointment of Board Members	Board	Under the Act, the Board (advised by the Remuneration and Appointments Committee) may make a temporary appointment of a person to act as a member of the Board in the event of a vacancy.
43.	Appointments of Board Members to Committees	Board	
44.	Appointment of Non-Executive Committee members	Board	
45.	Appointment and re-appointment of all non-executives and advisors	Authority as set out in the Board agreed schedule of appointment and performance of non-executives.	<p>The Board, on the advice of the Remuneration and Appointments Committee sets the policy on the recruitment, re-appointment and performance management policy of all non-executives and advisors (including statutory committee members).</p> <p><u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above. The nominated individual must however be from outside of the relevant area of business.</u></p>
46.	Provision of external audit services	Board	The Audit and Risk Assurance Committee recommends to the Board proposals for the provision of external audit services; the service provided by external audit and whether it meets the standards specified within the international standards on auditing.
47.	Provision of internal audit services	Board	The Audit and Risk Assurance Committee recommends to the Board proposals for the provision of internal audit services and the service provided by internal audit.

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Item	Action	Level of Authority	Narrative
48.	Appointment of ad hoc technical advisors to assist with projects/task and finish groups	The CEO/Registrar with one of the following: Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications	To assist in the smooth running of the organisation the inclusion of ad hoc technical advisors may be required.
49.	Appointment of independent Investment Manager	Board	The Board appoints the Investment Manager every three years, subject to satisfactory performance.
50.	Appointment of benefits advisors	CEO/Registrar	ARB uses the services of pension and staff benefits advisors. The CEO/Registrar appoints the advisors. The performance of the pension advisor is considered by the Remuneration and Appointments Committee on an annual basis. <u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u>
51.	Appointment of solicitors/barristers in relation to professional conduct matters	CEO/Registrar	Legal contracts will normally be appointed through a tender process, although alternative appointments can be made on individual cases by the Director of <u>Regulation Standards</u> to deal with business needs. <u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u>
52.	Appointment of solicitors/barristers and agents for title regulation cases	CEO/Registrar	Legal contracts will normally be formed after a tender process, although alternative appointments can be made on individual cases by the Director of Standards to deal with business needs.

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Item	Action	Level of Authority	Narrative
			The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
Registration Decisions			
53.	Decision not to Register or Register when Registrar decides it is not appropriate to take decision Entry on to the Register – Decision to Register	Board CEO/Registrar	The Scheme of Delegation reflects statutory responsibilities specified within the Architects Act 1997. In relation to decisions regarding 'Entry on to the Register – Decision to Register', the Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
54.	Appeals: Part 1 of the Register	High Court	The appeals mechanism for applicants wishing to appeal a decision for entry to Part 1 of the Register is specified with the Architects Act 1997.
55.	Appeals: Part 2 of the Register	County Court in England, Wales and Northern Ireland or in Scotland, to the Sheriff.	The appeals mechanism for an applicant wishing to appeal a decision for entry onto Part 2 of the Register is specified within the Architects Act 1997.
56.	Removal following failure to notify change of address procedure (Section 11 of the Act)	CEO/Registrar	Authority specified within the Architects Act 1997 to remove individuals on the Register who fail to keep their address up to date. The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
57.	Removal from the Register for non-payment (Section 8 of the Act)	CEO/Registrar	Authority specified within the Architects Act 1997 to remove individuals who fail to make payment of the annual retention fee.

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			The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
58.	Removals from the Register (resignations, deaths etc.)	CEO/Registrar	<p>Authority specified within the Architects Act 1997 to remove individuals who have passed away or who make a request to resign from the Register.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
59.	Reinstatement to the Register (Section 8 of the Act)	CEO/Registrar	<p>Authority specified within the Architects Act 1997 to reinstate applicants to the Register.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
60.	Certificate of registered status	CEO/Registrar	<p>Authority specified within the Architects Act 1997 to issue a certificate of registered status.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
61.	Recommendations of the Prescribed Examination panels for equivalence to Part 1 and Part 2	CEO/Registrar	<p>Authority specified within the Prescribed Examination Procedures.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>

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Item	Action	Level of Authority	Narrative
62.	Publication of the Register	CEO/Registrar	<p>The Architects Act 1997 specifies the Board will publish a Register; day to day operations, including the publication of the Register, are delegated to the Registrar, in line with the Board's General Rules.</p> <p><u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u></p>
63.	Re-entry to the Register following a PCC Erasure order	Board	Section 18 of the Architects Act specifies that this decision must rest with the Board and cannot be delegated.
Procedures			
64.	Agreeing changes to the Board's Rules	Board	Any amendments to the Board's Rules have to be agreed by the Board, having undertaken public consultation where applicable.
65.	Prescribing qualifications	Board (after consultation with appropriate representative bodies in the case of new qualifications)	The Board, in line with its statutory responsibilities, specified in the Architects Act 1997, makes the decision to prescribe or renew prescription of a qualification.
66.	Investment strategy	Board	The Board annually sets the Investment Strategy. The Board's Investment Broker then ensures ARB's investment portfolio aligns with the agreed strategy.
67.	General Delegation	<p>General Rule 8.1 states:</p> <p>Except to the extent of a Board decision to the contrary, the Registrar (as Chief Executive), the Chair and other officers shall (so far as permitted</p>	General delegation enabling the smooth running of the organisation's business in line with its General Rules, as agreed by the Board.

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Item	Action	Level of Authority	Narrative
		by law) have such delegated authority act on behalf of the Board in implementing its policies: a. as may be expressly given by the Board; or b. as is desirable or necessary for the efficient operation of the Board's activities; or c. as relates to matters customarily delegated to such persons.	
68.	Consider and approve the plans for internal and external audit	Audit and Risk Assurance Committee	In line with the ARAC Terms of Reference.
69.	Responding to legal challenges/judicial reviews	CEO/Registrar	The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
70.	Prosecution in respect of title regulation issues	Director of Standards	A judgment is made to decide whether the case meets the two stage test (evidential test & public interest test).
71.	Decision to refer an allegation of UPC/SPI to an Investigations Panel	CEO/Registrar	Authority given to the CEO/Registrar under the Investigations Rules. The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
72.	Referral to the Professional Conduct Committee in respect of a criminal conviction	CEO/Registrar	In accordance with the Investigation Rules, the Registrar must decide whether the criminal offence is one that is relevant to the fitness to practise as an architect. The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.

ITEM 6 - ANNEXE A
SCHEME OF DELEGATION



Item	Action	Level of Authority	Narrative
73.	Penalty Orders (fines, suspensions, erasures)	Professional Conduct Committee	In line with the Architects Act 1997 the Professional Conduct Committee discharge its duties in this area.
74.	Instruction of Queen's Counsel	CEO/Registrar	The CEO/Registrar authorises the procurement of Queen's Counsel for legal opinion on matters of points of law. <u>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</u>
75.	Custody of Board's papers and authorising release	Director of Standards	To ensure the appropriate release of Board papers and information the Director of Standards is responsible for the release of requested information in accordance with FOI Data Protection Principles.
76.	Sealing documents on behalf of ARB	CEO/Registrar	The Architects Act 1997 requires the Board to have a Common Seal.
77.	Review and agreement of Scheme of Delegation	Board	Biennially the Board reviews and agrees the Scheme of Decision making.

Schedule of Amendments	Authority
Amendment	Authority
Biennial review as required	Board – 19 June 2020
Items 32, 48 – amended to reflect changes to the RaAC ToR	Board - 7 September 2020
Housekeeping amendment to reflect current job titles and add Director of Comms role	Housekeeping – January 2021
Housekeeping amendments to reflect current job titles	Housekeeping – February 2022
Items XXX 0 amended to reflect changes to procurement	Board – 9 February 2022

ITEM 6 - ANNEXE A
SCHEME OF DELEGATION



Items XX amended to reflect Registrar's Delegation

ARAC – 10 August 2022

Board – 19 October 2022 (TBC)

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



The Scheme of Delegation sets out responsibilities for decision making in the ARB.

Note: for the purposes of Section 3(ZA) of the Architects Act 1997, which states that:

The Registrar may, further to section 2(3ZA) of the act, delegate any of their functions to a member of staff nominated by the Board'

The Board has nominated and agreed that the Registrar may be delegate their functions to one or more of the following as described below in the Scheme of Delegation:

- Director of Resources
- Director of Governance and International
- Director of Registration and Accreditation
- Director of Policy and Communications
- Director of Standards

Item	Action	Level of Authority	Narrative
Strategy			
1.	Approval of the Board's Strategic Objectives	Board	
2.	Approval of the Annual Business Plan and strategic objectives.	Board	
3.	Operational management of the Board's Business Plan	CEO/Registrar	The CEO/Registrar supervises and manages the organisation's Business Plan with regular reports provided to the Board, including a mid-year review of progress and an end of year report.
Financial Matters			
4.	Approval of annual report and accounts	Board	The annual report and accounts are reviewed by the Audit and Risk Assurance Committee and then submitted to the Board for approval.
5.	Reserves Policy	Board	

Commented [EM1]: Note for Board members: Please note that the highlighted sections highlight the CEO/Registrar's functions that could be delegated. We are not proposing that all of these functions are delegated.
The specific functions that the Registrar wishes to be able to delegate have then been annotated accordingly within the 'Narrative' column in line with external advice.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
6.	Annual budget, including capital programme	Board	The annual budget (covering Jan – Dec) is submitted to the Board for approval in September of the preceding year.
7.	Setting of the retention fee and other fees	Board	In line with the Board's statutory responsibilities as specified in the Architects Act 1997, it sets the retention fee and other fees it has the power to charge for.
8.	Remuneration, travel and subsistence for Board members, panel members and advisers	Board	Remuneration and Appointments Committee advise the Board annually on the remuneration of all non-executives and advisers, including travel and subsistence payments.
9.	CEO/Registrar's expenses	Chair of the Board	All expenses of the CEO/Registrar are submitted for approval by the Chair of the Board after having been checked by the Director of Resources.
10.	Authorisation of Board members' travel and subsistence claims	Authorised by the CEO/Registrar or one of the following members of the Senior Leadership Group: Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications	The CEO/Registrar to raise any concerns around Board member claims with the Chair of the Board.
11.	Authorisation of Chair's travel and subsistence claims	Authorised by the CEO/Registrar	The Director of Resources will check the claim. The CEO/Registrar authorises payment of the Chair's expenses and attendance allowance claims in line with the policy on travel and subsistence.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
			<p>Any concerns around Chair claims to be raised with the Chair of the Audit and Risk Assurance Committee.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
12.	Approval of non-executives attendance allowance, travel and subsistence claims	Any one of: CEO/Registrar Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications	
13.	Authorisation of staff travel and subsistence	Any one of: CEO/Registrar Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications	Not able to authorise their own travel and subsistence claims.
14.	Transfers between budget headings (virement)	CEO/Registrar	The Board sets the overall budget and delegates to the CEO/Registrar the ability to move funds between budget headings. The Board is updated on amounts over £50,000 via the management accounts.
15.	Additional capital and revenue expenditure not within budget (up to £30,000) or where savings have been identified within the operational budget.	CEO/Registrar	The Board is updated on any such spend via the management accounts.

ITEM 6 - ANNEXE B
SCHEME OF DELEGATION



Item	Action	Level of Authority	Narrative
16.	Net Expenditure which will exceed the annual budget by more than £30,000	Board	Variances are explained/reported as part of the management accounts. If the additional expenditure exceeds £30k then approval is required from the Board prior to the spend occurring.
17.	Banking arrangements	Board	The Board will agree the banking arrangements including the banks to be used, and signing requirements.
18.	Transfer of funds between ARB's bank accounts	Director of Resources	
19.	Bank Payment Authorisations	<p>All payments, irrespective of amount, require two authorised signatures.</p> <p>For Bank payments under £9,999.99p, bank signatories are any two of the following: CEO/Registrar, Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications</p> <p>For bank payments over £10,000, one of the signatories must be the CEO/Registrar.</p> <p>In the event of an emergency, or in the absence of the CEO/Registrar, members of the Senior Leadership Group will be authorised signatories with a limit of £100,000. Upon return, the CEO/Registrar will review and countersign all payments made by the Senior Leadership Group for clarification and transparency. Any instances of this policy must be reported to the Audit and Risk Assurance Committee.</p>	Enables bank payments to be authorised in line with the Bank Mandate, as agreed by the Board.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
20.	Disposal of Assets and removal of assets from the Asset Register	CEO/Registrar	A full Asset Register is kept; all disposals have to be authorised by the CEO/Registrar.
21.	Payroll authorisation, including the checking the new starter and leavers, changes in bank details.	Director of Resources and the CEO/Registrar	<p>Payroll payments are made in adherence to the internal controls. No payments can be made without the Director of Resources and the CEO/Registrar.</p> <p>The Registrar may take the decision to delegate this function to one of the following nominated individuals in addition to the Director of Resources:</p> <p>Director of Governance and Resources Director of Registration and Accreditation Director of Policy and Communications Director of Standards</p>
22.	Petty cash advances and Floats for Board members and staff	Director of Resources	Petty cash of £500 is held onsite with payments authorised by the Director of Resources. The Director of Resources is authorised to agree advance funds for out-of-pocket expenses for Board members and staff, if required for ARB business.
23.	Expenditure within the agreed specific budget headings	Any one of: CEO/Registrar Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Finance or Director of Policy and Communications	In line with the organisation's procurement policy.
Contracts and Procurement			

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
24.	Approval of purchases, tenders, leases and contracts up to £213,447.	The CEO may only sign or negotiate contracts with a value in excess of £213,447 once the Board has given explicit authority to the CEO to do so.	In line with the organisation's procurement and tendering policy.
25.	Authorisation to sign contracts, purchases and leases valued above £213,447.	The Board gives specific authority to the CEO/Registrar to sign contracts, or enter into formal contract negotiations, following necessary assurance around adherence to ARB's procurement and tendering policy.	In line with the organisation's procurement and tendering policy, the Board will authorise the CEO to proceed with contract negotiations with one or more suppliers following assurance that ARB policies have been followed, and the purchase is inline with agreed budgets.
26.	Insurance arrangements and policies	CEO/Registrar	The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
Organisational Structure			
27.	Appointment of CEO/Registrar	Board	The Board appoints the CEO/Registrar. The DLUHC/ARB Framework Agreement requires the Board to consult with the DLUHC before appointing.
28.	Dismissal and suspension of CEO/Registrar	Board	The Board in line with the Remuneration and Appointments Committee Terms of Reference can authorise the dismissal or suspension of the CEO/Registrar.
29.	Appointment and removal of Senior Leadership Group members	CEO/Registrar	The Remuneration and Appointments Committee can support and advise the CEO on the recruitment, appointment and structure of the Senior Leadership Group where required.
30.	Appointment of staff members	CEO/Registrar	The CEO/Registrar appoints staff members. The CEO/Registrar cannot appoint permanent members

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
			<p>of staff over the agreed permanent headcount (as agreed by the Board, see item 35).</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above, provided the CEO/Registrar has previously approved the recruitment.</p>
31.	Dismissal and suspension of staff	The Investigation Officer is able to suspend staff once confirmed by the CEO/Registrar that the suspension is proportionate based on preliminary enquiries	<p>Process of suspension and dismissal carried out in accordance with ARB's staff disciplinary procedures.</p> <p>A person will be authorised to undertake the role of a hearing officer, as specified in ARB's staff disciplinary procedures.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
32.	Increases to the permanent headcount	Board	
33.	Principle and policies governing pay and reward of staff	Board	The Remuneration and Appointments Committee reviews and recommends to the Board the principles and policies governing the pay, incentivisation and all other aspects of the total reward package of ARB's staff.
34.	Annual salary increments for staff	Board	The Remuneration and Appointments Committee reviews and advises the Board regarding the pay and total reward package of the staff team.
35.	Pay and reward package of CEO/Registrar	Board	The Remuneration and Appointments Committee reviews and advises the Board regarding the pay and reward package of the CEO/Registrar.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
36.	Staff Benevolent Fund Trustees	Staff Benevolent Trustees appointed by the Board	Three members are appointed by the Board to administer the Fund in accordance with the Trust Deed.
37.	Staff requests for unpaid leave	Director of Resources and the CEO/Registrar	The Registrar may take the decision to delegate their part in this function to any of the nominated individuals listed in the note above.
38.	Salary advances	CEO/Registrar	The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
39.	Ex-gratia payments, bonuses and exceptional salary increases of staff	CEO/Registrar	Payments can be awarded by the CEO/Registrar, but should be reported to, and should be made in accordance with, the policies agreed by the Remuneration and Appointments Committee. Due regards to be paid to the requirements set out in 'Managing Public Money'
40.	Season ticket loans	Director of Resources (in the case of the Director of Resources, the CEO/Registrar)	The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
Appointments			
41.	Temporary Appointment of Chair	Board	Under the Act, the Board (advised by the Remuneration and Appointments Committee) may appoint someone to act as Chair of the Board for any period when there is no person to discharge their responsibilities.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
42.	Temporary Appointment of Board Members	Board	Under the Act, the Board (advised by the Remuneration and Appointments Committee) may make a temporary appointment of a person to act as a member of the Board in the event of a vacancy.
43.	Appointments of Board Members to Committees	Board	
44.	Appointment of Non-Executive Committee members	Board	
45.	Appointment and re-appointment of all non-executives and advisors	Authority as set out in the Board agreed schedule of appointment and performance of non-executives.	<p>The Board, on the advice of the Remuneration and Appointments Committee sets the policy on the recruitment, re-appointment and performance management policy of all non-executives and advisors (including statutory committee members).</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above. The nominated individual must however be from outside of the relevant area of business.</p>
46.	Provision of external audit services	Board	The Audit and Risk Assurance Committee recommends to the Board proposals for the provision of external audit services; the service provided by external audit and whether it meets the standards specified within the international standards on auditing.
47.	Provision of internal audit services	Board	The Audit and Risk Assurance Committee recommends to the Board proposals for the provision of internal audit services and the service provided by internal audit.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
48.	Appointment of ad hoc technical advisors to assist with projects/task and finish groups	The CEO/Registrar with one of the following: Director of Standards Director of Governance and International Director of Registration and Accreditation Director of Resources or Director of Policy and Communications	To assist in the smooth running of the organisation the inclusion of ad hoc technical advisors may be required.
49.	Appointment of independent Investment Manager	Board	The Board appoints the Investment Manager every three years, subject to satisfactory performance.
50.	Appointment of benefits advisors	CEO/Registrar	<p>ARB uses the services of pension and staff benefits advisors. The CEO/Registrar appoints the advisors. The performance of the pension advisor is considered by the Remuneration and Appointments Committee on an annual basis.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
51.	Appointment of solicitors/barristers in relation to professional conduct matters	CEO/Registrar	<p>Legal contracts will normally be appointed through a tender process, although alternative appointments can be made on individual cases by the Director of Standards to deal with business needs.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
52.	Appointment of solicitors/barristers and agents for title regulation cases	CEO/Registrar	Legal contracts will normally be formed after a tender process, although alternative appointments can be made on individual cases by the Director of Standards to deal with business needs.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
			The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
Registration Decisions			
53.	Decision not to Register or Register when Registrar decides it is not appropriate to take decision Entry on to the Register – Decision to Register	Board CEO/Registrar	The Scheme of Delegation reflects statutory responsibilities specified within the Architects Act 1997. In relation to decisions regarding ‘Entry on to the Register – Decision to Register’, the Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
54.	Appeals: Part 1 of the Register	High Court	The appeals mechanism for applicants wishing to appeal a decision for entry to Part 1 of the Register is specified with the Architects Act 1997.
55.	Appeals: Part 2 of the Register	County Court in England, Wales and Northern Ireland or in Scotland, to the Sheriff.	The appeals mechanism for an applicant wishing to appeal a decision for entry onto Part 2 of the Register is specified within the Architects Act 1997.
56.	Removal following failure to notify change of address procedure (Section 11 of the Act)	CEO/Registrar	Authority specified within the Architects Act 1997 to remove individuals on the Register who fail to keep their address up to date. The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
57.	Removal from the Register for non-payment (Section 8 of the Act)	CEO/Registrar	Authority specified within the Architects Act 1997 to remove individuals who fail to make payment of the annual retention fee.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
			The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
58.	Removals from the Register (resignations, deaths etc.)	CEO/Registrar	<p>Authority specified within the Architects Act 1997 to remove individuals who have passed away or who make a request to resign from the Register.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
59.	Reinstatement to the Register (Section 8 of the Act)	CEO/Registrar	<p>Authority specified within the Architects Act 1997 to reinstate applicants to the Register.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
60.	Certificate of registered status	CEO/Registrar	<p>Authority specified within the Architects Act 1997 to issue a certificate of registered status.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
61.	Recommendations of the Prescribed Examination panels for equivalence to Part 1 and Part 2	CEO/Registrar	<p>Authority specified within the Prescribed Examination Procedures.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
62.	Publication of the Register	CEO/Registrar	<p>The Architects Act 1997 specifies the Board will publish a Register; day to day operations, including the publication of the Register, are delegated to the Registrar, in line with the Board's General Rules.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.</p>
63.	Re-entry to the Register following a PCC Erasure order	Board	Section 18 of the Architects Act specifies that this decision must rest with the Board and cannot be delegated.
Procedures			
64.	Agreeing changes to the Board's Rules	Board	Any amendments to the Board's Rules have to be agreed by the Board, having undertaken public consultation where applicable.
65.	Prescribing qualifications	Board (after consultation with appropriate representative bodies in the case of new qualifications)	The Board, in line with its statutory responsibilities, specified in the Architects Act 1997, makes the decision to prescribe or renew prescription of a qualification.
66.	Investment strategy	Board	The Board annually sets the Investment Strategy. The Board's Investment Broker then ensures ARB's investment portfolio aligns with the agreed strategy.
67.	General Delegation	<p>General Rule 8.1 states:</p> <p>Except to the extent of a Board decision to the contrary, the Registrar (as Chief Executive), the Chair and other officers shall (so far as permitted</p>	General delegation enabling the smooth running of the organisation's business in line with its General Rules, as agreed by the Board.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
		by law) have such delegated authority act on behalf of the Board in implementing its policies: a. as may be expressly given by the Board; or b. as is desirable or necessary for the efficient operation of the Board's activities; or c. as relates to matters customarily delegated to such persons.	
68.	Consider and approve the plans for internal and external audit	Audit and Risk Assurance Committee	In line with the ARAC Terms of Reference.
69.	Responding to legal challenges/judicial reviews	CEO/Registrar	The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
70.	Prosecution in respect of title regulation issues	Director of Standards	A judgment is made to decide whether the case meets the two stage test (evidential test & public interest test).
71.	Decision to refer an allegation of UPC/SPI to an Investigations Panel	CEO/Registrar	Authority given to the CEO/Registrar under the Investigations Rules. The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
72.	Referral to the Professional Conduct Committee in respect of a criminal conviction	CEO/Registrar	In accordance with the Investigation Rules, the Registrar must decide whether the criminal offence is one that is relevant to the fitness to practise as an architect. The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Item	Action	Level of Authority	Narrative
73.	Penalty Orders (fines, suspensions, erasures)	Professional Conduct Committee	In line with the Architects Act 1997 the Professional Conduct Committee discharge its duties in this area.
74.	Instruction of Queen's Counsel	CEO/Registrar	The CEO/Registrar authorises the procurement of Queen's Counsel for legal opinion on matters of points of law. The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note above.
75.	Custody of Board's papers and authorising release	Director of Standards	To ensure the appropriate release of Board papers and information the Director of Standards is responsible for the release of requested information in accordance with FOI Data Protection Principles.
76.	Sealing documents on behalf of ARB	CEO/Registrar	The Architects Act 1997 requires the Board to have a Common Seal.
77.	Review and agreement of Scheme of Delegation	Board	Biennially the Board reviews and agrees the Scheme of Decision making.

Schedule of Amendments	
Amendment	Authority
Biennial review as required	Board – 19 June 2020
Items 32, 48 – amended to reflect changes to the RaAC ToR	Board - 7 September 2020
Housekeeping amendment to reflect current job titles and add Director of Comms role	Housekeeping – January 2021
Housekeeping amendments to reflect current job titles	Housekeeping – February 2022
Items XXX 0 amended to reflect changes to procurement	Board – 9 February 2022

**ITEM 6 - ANNEXE B
SCHEME OF DELEGATION**



Items XX amended to reflect Registrar's Delegation

ARAC – 10 August 2022
Board – 19 October 2022 (TBC)

Item 6 - Annexe C

Proposed Adjustments to the General Rules – Registrar’s Delegation of Functions

General Rule 8

Current General Rules

8. Delegated Authority

8.1 Except to the extent of a Board decision to the contrary, the Registrar (as Chief Executive), the Chair and other officers shall (so far as is permitted by law) have such delegated authority to act on behalf of the Board in implementing its policies:

- a. as may be expressly given by the Board; or
- b. as is desirable or necessary for the efficient operation of the Board’s activities; or
- c. as relates to matters customarily delegated to such persons.

Proposed Adjustment

8. Delegated Authority

8.1 Except to the extent of a Board decision to the contrary, the Registrar (as Chief Executive), the Chair and other officers shall (so far as is permitted by law) have such delegated authority to act on behalf of the Board in implementing its policies:

- a. as may be expressly given by the Board; or
- b. as is desirable or necessary for the efficient operation of the Board’s activities; or
- c. as relates to matters customarily delegated to such persons.

8.2 The Chief Executive & Registrar may delegate any of the functions delegated to them to a member of the staff in accordance with a scheme of delegation approved by the Board from time to time.