



Subject Committee Membership 2019-2020
Purpose For Decision
From The Chair/The Registrar/Head of Qualifications and Governance

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1. Summary

To agree Board members' membership on the Board's committees and that they should be reviewed periodically. To note the plans in relation to the recruitment of Independent Non Executives for each Committee and the associated timeframes. To agree the attendance allowance that independent non executives, as well as the Chair of the Prescription Committee, will be entitled to claim. To note the additions/adjustments that will need to be made to the membership of the committees during the first half of 2020.

2. Recommendations

It is recommended that the Board:

- i) Agrees the recommendations in Annex A which sets out the proposed Board members who should populate each of the committees;
- ii) Agrees that the Board members' membership of the committees should then be reviewed periodically;
- iii) Notes the plans for the recruitment of the Independent Non Executives for each Committee, including the associated timeframes and the proposals to seek Board approval of the appointments for each Committee via write around during the Autumn 2019;
- iv) Agrees the appointment of Alice Hynes as Chair of the Prescription Committee on the basis outlined in key point i. below;
- v) Notes the additions/adjustments that should be made to the membership of the committees in the first half of 2020;
- vi) Agrees that daily attendance allowance for the Independent Non Executives of each Committee of £300 or part thereof, including reading time and meeting preparation;
- vii) Agrees that daily attendance allowance for the Independent Non Executive Chair of the Prescription Committee of £375 or part thereof, including reading time and meeting preparation; and
- viii) Agrees that the Attendance Allowance, Reading/Preparation Time, Travel and Subsistence Policy be adjusted so that reading time for Board members on the Prescription Committee be included within the daily attendance allowance of £375 so this aligns with the proposed allowance for other Independent Non Executive members of the Committee.

3. Open Session

4. Contribution to the Board's Purpose and Objectives

In delivering the Architects Act 1997, ARB's objectives are to protect the users and potential users of architects' services and to support architects through regulation. Under the Act, the Board may appoint committees to assist in delivering relevant functions. The Board populates the committees taking into account the skills and experience of Board members, equality, inclusion and diversity considerations and the terms of reference of each committee.

5. Key Points

i. Proposed Committee Membership

The Board has a number of committees which are populated each year. The revised committee structure, as agreed by the Board at its meeting on 19 July 2019 and proposals in terms of the Board members who should sit on each committee are shown in **Annex A**. It is suggested that the Board members' appointments to the committees become effective immediately and then be reviewed periodically.

In addition to the appointment of Board members to each Committee, it is also recommended that the Board agrees to ring fence the position of Chair of the Prescription Committee, which requires the appointment of a lay individual with experience of higher education quality assurance. It is proposed that the Board agrees that Alice Hynes should be appointed to this role, subject to a performance review undertaken by the Chair of the Board. Ms Hynes has been chairing the Committee since November 2018, after shadowing the former chair for six months prior to that. The operational and governance changes that are being made to the Procedures for the Prescription of Qualifications mean that the Executive will have increased responsibilities in terms of processing prescription matters. The Executive will also need increased support and input on some technical areas; this will be drawn from the prescription independent advisers. The appointment of Ms Hynes will provide stability to the Committee whilst the revised processes are embedded. It is proposed that Ms Hynes be appointed as chair of the Prescription Committee with effect from 1 October 2019 and runs for two years in the first instance, subject to an annual performance review.

ii. Proposed Committee Adjustments prior to September 2020

In 2020, one of the architect members of the Board (Emeritus Professor Richard Parnaby) will complete the maximum tenure as a Board member. It is therefore proposed that Elena Marco should shadow Emeritus Professor Parnaby until his departure from the Board on 31 March 2020, and replace him with immediate effect as a member of the Prescription Committee. A replacement appointment for Emeritus Professor Parnaby will be made by the Ministry for Housing, Communities and Local Government (MHCLG) with effect from 1 April 2020. The MHCLG will also be recruiting for the lay vacancy which the Board is currently carrying within the same timeframe. The Board will need determine which

committees the two new Board members should join in due course. Once the Policy Committee becomes operational, the Chair of the Board, Alison White will chair the Committee on an interim basis.

iii. **Recruitment of Independent Non Executive Committee Members**

As agreed on 19 July 2019, the Executive have worked with the Chair to develop recruitment plans for the roles that will be populated by Independent Non-Executive Committee members.

The Executive, with the Chair, have developed competencies for each of the roles that are required. Details of the vacancies, the competencies and information on how to apply were posted on ARB's website during the first week in September. The roles will also be publicised via our social media channels and through the organisation's network of contacts. Board members have also been asked to share details of the roles through their networks.

Shortlisting will take place based on the competencies. Shortlisted candidates will then be interviewed by a panel consisting of the Chair of the Board, the Chair of the relevant Committee and an architect member of the Board. In order to ensure that the Prescription Committee is fully populated as quickly as possible, the recruitment of the non-executive members for this Committee will be prioritised. Interviews for the Prescription Committee roles will take place in mid-October 2019, with a view to the appointments being approved by the Board via write around shortly after the interviews have taken place. Interviews for the remaining non-executive positions for the Audit and Risk Assurance Committee and the Remuneration and Appointments Committee have been scheduled to take place in late October 2019 and the details of the proposed appointments will be circulated to the Board for approval via write around as quickly as possible following those interviews. Recruitment of the additional Policy Committee members will commence in early 2020.

iv. **Next Steps**

The Board is asked to consider the information set out in this paper and agree the recommendations set out in section 2 above.

6. **Resource implications**

All committee level expenditure is accounted for in the Board's budgets for 2019 and 2020.

The existing policy in relation to Board members who sit on the Prescription Committee states that they are eligible to claim the attendance allowance and for additional reading time, over and above the first three hours, at a rate of £50 per hour. It is recommended that this policy be adjusted so that reading time for Board members on the Prescription Committee be included within the daily attendance allowance of £375 so this aligns with the proposed allowance for other Independent Non Executive members of the Committee.

It is recommended that Independent Non Executive members of each Committee should be

paid an attendance allowance of £300 per day (or part thereof), including reading time. The majority of ARB's existing advisers are paid £275 plus reading time. Changes to the committees' roles will reduce reading time significantly. However, to compensate for some reading of papers, the rate will increase to £300. The exception will be to the Chair of the Prescription Committee who it is recommended should continue to be paid an attendance allowance of £375 (or part thereof) given the significant work that will be required to change the Committee's function.

7. Risk Implications

ARB's committees should be properly resourced with membership selected from those who have appropriate skills, expertise and experience to ensure that the committees meet their terms of reference.

8. Communication

The Board has reviewed its Committee membership and has made appointments which consider the skills of current Board members, the management of any potential conflicts of interest, along with the discharge of its statutory functions. Recruitment exercises are in progress in order to fill the independent non-executive roles on the committees as quickly as possible. Relevant updates will be made to ARB's website once the appointments for each committee have been finalised.

9. Equality and Diversity Implications

When populating the Board's committees, consideration is given to equality, inclusion and diversity implications.

10. Further Actions

Subject to the Board's agreement to the recommendations set out in section 2 of this paper, the relevant appointments and recruitment exercises will be taken forward so that the Board's Prescription, Remuneration and Appointments and Audit and Risk Assurance Committees can begin their work as soon as possible. Induction sessions for all committee members will also be developed and taken forward. Relevant updates will be made to ARB's website once the appointments for each committee have been finalised.