



**Subject** Staff Benevolent Fund – Appointment of Trustees  
**Purpose** For Decision  
**From** Marc Stoner, Acting Chief Executive and Registrar

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## 1. Summary

To agree changes to the governance arrangements of the Staff Benevolent Fund (SBF).

Following the departure of the Registrar and Chief Executive as well as the Chair of the Board, the SBF is now only left with one trustee who is John Beckerleg.

As an interim arrangement and to ensure the fund is able to operate, this paper proposes to add Alan Kershaw and March Stoner as trustees.

## 2. Recommendations

It is recommended that the Board:

1. Appoint the Acting Chair of the Board and Acting Chief Executive and Registrar to act as Trustees for the SBF (duties are restricted in the Fund's Declaration to overseeing the finances of the Fund).

## 3. Open Session

## 4. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are to protect the users and potential users of architects' services and to support architects through regulation. The SBF contributes to the welfare of staff and former staff and thereby assists in the perception of the ARB as a good employer.

## 5. Key Points

- i. The Board is responsible for a SBF which was established by a Declaration of Trust dated the 28<sup>th</sup> April 1968 and amended with effect from the 6<sup>th</sup> February 2006.
- ii. The Declaration requires the SBF to be administered by a Committee of three or more persons appointed by the Board. The Declaration also provides for not less than two nor more than three trustees and requires the trustees to hold or control the assets of the SBF.

- iii. The trustees presently are the former Chair of the Board, Chair of the Audit and Risk Assurance Committee and the former Registrar and Chief Executive.

The Declaration permits the Board to appoint anyone to the Committee but trustees must be “officers” of the Board.

- iv. The previous trustees were in the process of reviewing the charity deed to ensure it remains fit for purpose. The Charity is currently running under the existing deed and therefore requires the appointment of trustees to be agreed by the Board.

## **6. Resource implications**

There are no resources implications in updating the list of Trustees

## **7. Risk Implications**

If Trustees and Committee members are not appointed, applications made to the SBF will not be able to be considered. The assets of the Fund are limited (Approximately £45k) and held in a bank account already under the control of the Acting Chief Executive and the Head of Qualifications and Governance.

## **8. Communication**

The Board has put in place arrangements to enable the smooth operation of the Staff Benevolent Fund.

## **9. Equality and Diversity Implications**

When populating Committee membership, consideration is given to the gender balance of each Committee, along with due regard to the Board’s appointed and elected corporate governance structure.

Not having in place the arrangements could have an impact on individuals who are in need or facing difficulties to be able to access SBF funds.

## **10. Further Actions**

1. Update of the Trustees to be submitted to the Charity Commission.
2. The trustees will need to hold a meeting to agree the financial statements for 2019 and submit the required declarations to the Charity Commission.
3. Finalise the review of the deed and submit to the Charity Commission.