**Lay Members – Investigation Panel Member**

**Role Overview**

The role of the Investigations Panel (IP) is to investigate allegations of unacceptable professional conduct or serious professional incompetence against architects and decide whether there is a case to answer at the Professional Conduct Committee.

Each IP is drawn from a wider Investigations Pool made up of architects and non-architects.  ARB will appoint a panel of three people from the Investigations Pool to consider each case.  One member of the panel is an architect and the remaining two are non-architects.

The Investigation Panels make decisions at the conclusion of the investigation.  They review all relevant evidence obtained, including any evidence provided by the referrer of the allegation and the architect under investigation.

**The constitution and procedures of the Investigations Panel are set out in ARB’s** [**Investigations Rules**](https://arb.org.uk/wp-content/uploads/Investigations-and-Professional-Conduct-Committee-Rules-2022.pdf)**.**

As an Investigation Panel member you will be required to:

* Consider allegations of unacceptable professional conduct and/or serious professional incompetence against architects
* Work within a team to analyse evidence and decide whether the architect has a case to answer at the Professional Conduct Committee
* Provide written reasons to explain your decision
* Carry out your work promptly and in accordance with ARB’s key performance indicators
* Prepare for and participate in meetings with other panel members, where necessary
* Participate in and contribute fully to any feedback process aimed at improving the panel in any way
* Manage any conflicts of interest appropriately, and maintain the confidentiality of the information provided to you

**Essential knowledge and experience for Lay members of the Investigations Panel**

As a Lay[[1]](#footnote-1) candidate, you must be able to demonstrate a commitment to acting in the public interest or participating in issues which affect consumers or users of professional services. You are required to demonstrate experience in:

* Working in committee settings or working groups
* Reviewing and drawing conclusions from complex and voluminous information
* Working within a team to reach collective decisions
* Summarising opinions and drafting reasons
* Using effective communication skills
* Understanding the purpose of professional regulation and disciplinary investigations in the public interest
* Show a commitment to the Seven Principles of Public Life

**Competencies**

* Understanding and commitment to the statutory role of the Architects Registration Board
  + Demonstrates a clear understanding of the statutory role, purpose, and the principles underpinning the work of, the Architects Registration Board
  + Understands the need to put the protection of the users and potential users of architectural services at the fore in all decision making
  + Demonstrates an appropriate motivation for undertaking the role.
* Assimilating evidence, critical analysis and proportionate decision-making
  + Assimilates and engages with the detail of significant quantities of complex material in a variety of formats, assimilating information quickly and accurately
  + Is able to present an argument and articulate reasons for reaching decisions which reflects the Investigations Rules and guidance published by ARB
  + Exercises independent judgement and ability to use information to make balanced, evidence-based decisions
  + Demonstrably adds value by contributing external expertise with clarity that enhances the accreditation decision-making processes.
* Working effectively as part of a team
  + Listens to and shows respect for the opinions of others
  + Collaborates effectively with others
  + Is able to reach consensus and support collective decisions
  + Respects the need to maintain confidentiality.
* Demonstrating fairness and an ethical approach
  + Demonstrates an understanding and commitment to equality, diversity and inclusion
  + Demonstrates a commitment to the principles enshrined in the Standards of Public Life
  + Has an understanding of the importance of acting in the public interest.
* Personal competence
  + Shows a commitment to personal reflection and the process of development and performance review
  + Understands the limits of their own competence and the importance of not acting beyond them
  + Understand the importance of managing conflicts of interest and maintaining confidentiality
  + Actively seeks and responds positively to feedback from others
  + Makes the most of opportunities to expand their knowledge and skills.

**Additional Information**

**Term of Office**

Investigations Panel members will be appointed for a period of up to four years in the first instance. The appointment may be renewed for a further period of up to four years, subject to satisfactory performance. The term of office will commence on a date to be agreed by ARB. A person carrying out this specific role may be appointed for a maximum period of two consecutive terms, e.g. eight years, in line with ARB’s appointment policy.

**Time commitment**

We expect the regular time commitment to be on average 20 hours per month. Most of this work will be carried out remotely and on the documents, but there is a requirement to attend periodic meetings, briefing sessions and training events, which will be primarily held online but on occasion also in person at ARB’s offices in London.

**Fees and Expenses**

The Panel member will be entitled to a rate of £50/hour for casework. The Panel member is also entitled to a rate of £250 per day (or part thereof), for their attendance at the above mentioned meetings as well as expenses for travel and subsistence, in accordance with ARB’s Guidance on expenses for travel and subsistence. These payments are subject to tax and national insurance contributions, and the deductions are made at source. The Board periodically reviews the fees for associate roles.

1. For the purposes of this appointment, we define lay as: Someone who is not, nor has ever been a registered architect, or have the qualifications to register. Nor hold, or be studying for, any qualification which would entitle them to registration with ARB. [↑](#footnote-ref-1)