**Lay Committee Members – Professional Conduct Committee**

**Role Overview**

The Architects Registration Board (ARB) is the statutory regulator of architects in the UK, under the terms of the Architects Act 1997. The Professional Conduct Committee (PCC) is a standing committee of ARB, and considers allegations of unacceptable professional conduct and serious professional incompetence against registered persons, imposing penalties as appropriate.

Under the Act, each Panel of the PCC that considers the conduct or competence of an architect must include a legally qualified Committee member (who will usually Chair the proceedings), an architect, and a non-architect.

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

As a lay member of the PCC, you will be required to:

* Read, understand and assimilate case papers quickly and effectively
* Respond to requests for scheduling of hearings expeditiously
* Prepare for and participate in meetings with other committee members, demonstrating clarity, incisiveness, tact, discretion and common sense
* 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
* Weigh all the evidence appropriately to reach an objective, fair decision and outcome
* Contribute to and support the committee’s collective decisions
* Participate in any training programme to improve committee effectiveness – both individually and collectively

**Essential knowledge and experience for Lay members of the Professional Conduct Committee**

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:

* A commitment to upholding the public interest, particularly in respect of protecting the rights of consumers
* The purpose of professional regulation and disciplinary investigations in the public interest
* Using evidence based conclusions to reach decisions
* Working in diverse teams to work through a range of information to achieve successful outcomes
* 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
	+ Familiarity with the legal and regulatory framework and demonstrates application of law and procedure within decision making
* Assimilating evidence, critical analysis and proportionate decision-making
	+ Assimilates, considers and assesses voluminous documentation with ease
	+ Applies highly developed analytical skills
	+ Presents arguments clearly and explains reasons for them
	+ Exercises independent judgement to support balanced, evidence-based decisions
	+ Can work under pressure to reach the right decisions
* Working effectively as part of a team
	+ Listens to and shows respect for the opinions of others
	+ Contributes constructively and effectively without dominating
	+ Simplifies complexity, communicating clearly with all parties so they understand key principles
	+ Respects the need to maintain confidentiality
	+ Uses expert communication skills to deliver the right outcomes
* Demonstrating fairness and an ethical approach
	+ Uses evidence to support opinions
	+ Demonstrates an understanding and commitment to equality, diversity and inclusion
	+ Demonstrates a commitment to the principles enshrined in the Standards of Public Life
	+ Understands and upholds the importance of acting in the public interest
	+ Demonstrates an understanding of multiple points of view
* 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
	+ Responds constructively to feedback from others
	+ Provides appropriate availability to ensure the smooth running the Committee

**Additional Information**

**Term of Office**

Lay PCC committee 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 30 days per year. Hearings may be held online or in-person.

**Fees and Expenses**

Lay PCC members will be entitled to a rate of £375 per day (or part thereof), for their attendance at PCC hearings 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. ARB 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)