

ACTIONS TABLE

ARB Board

Open Session – 16 October 2025

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
	December 2023					
12.	Performance Monitoring Review Process for Q3 Develop KPI's for ARB's Accreditation process and to discuss these at Board workshops in early 2024	BJ	Linked to CRM deadline	28 February 2024	The initial work to develop and agree the KPIs has started, based on the anticipated receipt of applications. Systems for automated collection and reporting is dependent on Phase 2 of CRM, timescale to be confirmed – likely in latter part of 2025. CRM preferred supplier identified, and timetable depends on contractual discussions and start date.	Partially Complete – subject to timetable for CRM phase 2/3, possibly Q4 2025

ACTIONS TABLE

ARB Board

Open Session – 16 October 2025

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
9.	Board and Committee Briefing and Development Plans 2025 Take forward the agreed Board and Committee briefing and development plans as set out in the paper.	EM/EJ	End of 2025	10 December 2024	This is in hand. Board members have been asked to complete a series of relevant Shine modules on various key development topics. Horizon scanning briefings have been built into Board workshop sessions throughout the year. A briefing and development session on risk management will be taking place as part of the November workshop day.	Partially Complete
	May 2025					
9.	Finance, Risk and Audit Committee Create a new Finance, Risk and Audit Committee with effect from 1 July 2025, including recruiting two independent external members.				Independent members FRAC have been recruited. The first meeting of the FRAC took place on 17 September	Complete

ACTIONS TABLE

ARB Board

Open Session – 16 October 2025

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
					2025 and the subsequent meeting on 20 November 2025.	
13.	Performance Monitoring Updates for Q1 Provide further advice to the Board regarding the options around pro rata'd registration fees when presenting the 2026 annual retention fee proposals.	HS/BJ/CG	16 October 2025	21 May 2025	Our understanding of the legal position is that we have to charge a single 'prescribed' annual retention fee. We have carried out preliminary analysis which also indicates the challenges in varied fees, particularly in relation to evidence collection and administrative costs. We are proposing to set up an internal working group to look at whether it would be practicable to waive the administration fee for	Partially Complete

ACTIONS TABLE

ARB Board

Open Session – 16 October 2025

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
					certain groups on an 'exceptions' basis. We will report back to the Board at the December 2025 Meeting.	
	July 2025					
4.	Minutes The Executive to follow up to review how the legislative position differed for trainee solicitors and oversight by the Solicitors Regulatory Authority.	HS / SH	16 October 2025	14 July 2025	Solicitors can be distinguished because the SRA registers students, and they can only use the term 'Trainee Solicitor' when going through their period of recognised training	Complete
7.	Review of Board and Committee Members Annual Review Process The Head of People to confirm GDPR compliance procedures and provide	EJ / AP	16 October 2025	14 July 2025	The Annual Review Guidance Note has been adjusted to include clarifications regarding GDPR	Complete

ACTIONS TABLE

ARB Board

Open Session – 16 October 2025

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
	clarity on data handling and privacy protections.				compliance procedures and data handling.	
8.	Scheme of Delegation Ensure that FRAC has an opportunity to review the scope of responsibilities covered by the scheme.	EM	End of February 2026	14 July 2025	This was discussed at the initial FRAC meeting and FRAC is aware of its responsibilities in this area. FRAC will be provided with the opportunity to review the scheme at the next point at which changes are made to it.	Complete
9.	Review of Board's Open and Confidential Policy The Governance Manager to amend the wording as agreed by the Board.	AP / EM	July 2025	14 July 2025	This has been completed. The wording was amended as agreed by the Board and the new Policy is in effect.	Complete

ACTIONS TABLE

ARB Board

Open Session – 16 October 2025

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
	The recently enacted Data User and Access Act 2025 to be specifically referred to within the policy. under section 3.1a of the Policy.					
10.	ARB Procurement Policy The Director of Performance and Planning to follow up on the suggestions regarding EDI and social value and report back to the FRAC.	CG / KH	16 October 2025	14 July 2025	We have included reference to EDI and social value and will report to the FRAC at their November 2025 meeting. As these are not substantive changes, we would not propose bringing this back to the Board following that FRAC meeting.	Complete
13.	Chief Executive's Report <u>Professionalism and Code of Conduct</u>	EJ	16 October 2025	14 July 2025	A discussion took place on 29 July 2025. Experiences of the visa sponsor application process within the higher	Complete

ACTIONS TABLE

ARB Board

Open Session – 16 October 2025

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
	The Head of People to follow up with Elena Marco for further discussion on visa renewal processes.				education environment were discussed. ARB's approach to this area was also covered.	