

ACTIONS TABLE

ARB Board

Open Session – 19 March 2026

Red	Not Complete
Amber	Partially Complete
Green	Complete

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
	December 2023					
12.	<p>Performance Monitoring Review Process for Q3</p> <p>Develop KPI's for ARB's Accreditation process and to discuss these at Board workshops in early 2024</p>	BJ	Linked to CRM deadline	28 February 2024	<p>We currently monitor the time taken from receipt, through the stages of Accreditation Committee approval, to conclusion, using excel spreadsheets. The time intervals are set by the Accreditation Rules, allowing up to 2 years for applications to be fully processed. no applications have yet exceeded these timelines. We have a qualitative survey to students, to gauge issues or themes that may need to be followed up in a visit. The</p>	<p>Partially Complete – subject to timetable for CRM phase 2/3, possibly Q4 2025</p>

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					Director of Performance and Planning is leading the development of a suite of KPIs that will be reported on in Q2 2026	
9.	<p>Board and Committee Briefing and Development Plans 2025</p> <p>Take forward the agreed Board and Committee briefing and development plans as set out in the paper.</p>	EM/EJ	End of 2025	10 December 2024	<p>We have provided the Board with a full update on the 2025 briefing and development activities that were undertaken as well as plans for 2026 for agreement under the relevant item on the agenda. We will therefore remove this action from the table on the basis that there will be a new briefing and development plan in place for 2026.</p>	Complete

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May 2025						
13.	<p>Performance Monitoring Updates for Q1</p> <p>Provide further advice to the Board regarding the options around pro rata'd registration fees when presenting the 2026 annual retention fee proposals.</p>	HS/BJ/CG	16 October 2025	21 May 2025	<p>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.</p> <p>We were unable to identify a mechanism by which we could waive fees in a way that would be consistent with the principle of a practising register or administratively feasible within the timeframe. The</p>	Partially Complete

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					policy approach remains complex with issues around identifying which protected characteristics, what levels of proof we require and how we can re-code the technology to allow CRM to automatically allow fee changes. Data analysis on CPD deferrals will allow us to carry out a broader regulatory impact assessment; this analysis will begin in April when we complete the sample review of RIBA records	
	January 2026					
	Previous Minutes	MK	19 March 2026		This has been completed and the revised minutes have been signed off by the Chair.	Complete

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4.	Governance Officer to review and amend the Open Session minutes from the meeting on 10 December 2025 to ensure that the full position was accurately recorded. The Board Chair to approve the final version of the minutes subject to the above amendment being made.			January 2026		