

ACTIONS TABLE

ARB Board

Open Session – 21 May 2025

| 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. | <i>Open – subject to timetable for CRM phase 2/3, possibly Q4 2025</i> |
| | May 2024 | | | | | |
| 11. | People Strategy Present a draft action plan to staff at the next All-Staff meeting in July 2024. | HS | July 2024 | 22 May 2024 | A facilitated discussion was held on feedback from the Staff Engagement Survey at the all staff meeting on 19 July. A particular focus on actions arising from it was given particularly looking at Learning and Development as well as resilience and mental | Complete |

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| | | | | | health support. A report was presented to the People Committee in August. | |
| | December 2024 | | | | | |
| 3. | Update from the Chair The Human Resources/Governance team to seek feedback from Board members on the revised annual review process. | EJ / Governance | End of December 2024 | 10 December 2024 | A summary of feedback was shared with the People Committee in May 2025, and any proposed adjustments to the scheme for the 2025 round of reviews will be brought to the Board for consideration and approval at its meeting in July 2025. | Open |
| | Redesignation of Senior Independent Board Member | EM | 16 October 2025 | | Noting that we reported previously that we have added this to the Board's agenda planner for October | Complete |

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| | At its meeting in October 2025, the Board should consider and appoint a replacement Senior Independent Board Member to take over from the current post holder with effect from 1 March 2026. This will allow for a suitable handover period to take place. | | | 10 December 2024 | 2025, we will remove this entry from the action tracker following the Board's meeting on 21 May 2025. | |
| 8. | Business Plan 2025 The draft Business Plan to be updated to reflect work needed to enhance data reporting and analysis to the Board and Committees as part of the assurance framework. | HS/JJ | End of January 2024 | 10 December 2024 | Updates were made to the Business Plan final version included in the February 2025 ARB Insight and uploaded on to the ARB website. | Complete |
| 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 | The Head of People and Director of Governance and Resources have begun discussions about the programme of briefings and development, will source | Open |

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| | | | | | relevant providers where needed, and will be factoring the sessions into Board workshops and around meetings so far as possible. Further details will be provided to Board and Committee members ahead of each briefing and development session. | |
| 11. | Board and Committees Effectiveness Review Report Recommendations 2023 and Actions Take forward the next set of actions as set out in the update paper. | AP/EM | End of 2025 | 10 December 2024 | Following previous updates to the Board on the remaining recommendations and actions, we have ensured that these have been incorporated into all our workplans for 2025 and will be taking them forward as set out previously. As a result of this we will remove this action point from future versions of the tracker. | Complete |

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| | February 2025 | | | | | |
| 8. | ARB's Scheme of Delegation To amend the Scheme of Delegation, to allow the Investigations Manager and Head of Professional Standards to refer disciplinary allegations against architects to the Investigations Panel, or relevant criminal convictions to the Professional Conduct Committee. | SH | 28 February 2025 | 11 February 2025 | Complete | Complete |
| 9. | EDI Strategy Update To publish the supporting material to demonstrate how the strategy was developed, as set out in the Purpose Union report. | RRH | | 11 February 2025 | The EDI Strategy is ready to be published and we intend to publish it in May. We've waited iso that we can publish it alongside one of the actions in it, to show progress – the invitation to tender for the access evaluation research. This was delayed because procurement requirements have changed and we've had to change our approach. | Open |