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|  | **Board Meeting** | **2 October 2020** |
| **Agenda Item** | **8** |

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| **Subject** | **Update from the Chief Executive** |
| **Purpose** | **For Note** |
| **From** | **Chief Executive** |

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| **1.** | **Summary** | |
| To provide an update from the Chief Executive on the operational activities of the Executive team. | |
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| **2.** | **Open Session** | |
| Open session. Any confidential matters will be discussed in a separate report in the confidential session. | |
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| **3.** | **Contribution to the Board’s Purpose and Objectives** | |
| In delivering the Act, ARB’s objectives are: | |
|  | * Protect the users and potential users of architects’ services, and * Support architects through Regulation   ARB’s Operational Activities Report keeps the Board informed of activities which ensure that ARB meets its purpose and objectives, its statement of priorities and delivers against the Business Plan. | |
| **4.** | **Update on Core Projects**  To support the core project work, we have made a temporary appointment to support the core project delivery. The individual has significant formal project management experience, and will concentrate on drawing together, and driving forward, the project work streams with the relevant SLG or other key personnel.  They also have significant policy and stakeholder experience, working with a range of government and regulatory organisations. They have direct experience of project managing an EU Exit preparation project at a large government department. They started on 7 September.  This enhanced capability will cover the period until other Board approved resources come on stream later in the year, and is funded from the resources agreed to support the major projects. | |
| 1. **Competence Review**   The Architects Survey is now closed, with 3,433 completed responses. Our appointed research company SQW is currently preparing a report on the survey results, and is now moving to the next stage of the project, which is seeking view from clients and employers of architects.  The call for evidence remains open until mid-October. | |
| 1. **EU Exit**   We are continuing to put plans in place to ensure that we can continue to operate smoothly at the end of the implementation period regardless of the outcomes of the UK and EU negotiations. We have developed and are now rolling out a comprehensive communications plan so that we can ensure that architects and key stakeholders are aware of the position and the steps that they need to take should they wish to register in the EU before the end of the year. We continue to provide technical advice to relevant government departments. | |
| 1. **Prescription**   We have applied a first iteration of the changes to the prescription paper review to the items on this Board’s agenda. The aim is to summarise the deviation from our timescales and processes, and to apply a risk rating to the application. This, in conjunction with a suggested direction to key documents to review, will hopefully assist the Board in their preparation for the discussion.  We will be making iterative changes to the way we present papers for applications already in the system up to December, with more significant changes in the new year.  Preparatory work for agreeing legislative changes to the Act to allow broader review and change are included in a separate paper on the agenda (item 18). | |
|  | 1. **Professional Conduct Review**   The Professional Conduct Review report remains due at the end of September, and will be considered by the Executive and the Board’s sponsor lead before being brought to the Board. | |
|  | 1. **Strategic Statements**   The strategic statements on Fire & Life Safety and Climate Change have been agreed, and the guidance on competence for both areas is currently being drafted and consulted on. The target to have all guidance agreed and published by the end of the year remains. | |
| **6.** | **Investigation Pool Recruitment**  Recruitment for new members of the Investigations Pool is currently underway, with interviews take place in early November. | |
| **7.** | **Return to the office**  The phased return to the office, as commenced on 14 September 2020, has gone well and has generally been well received by staff. The recent change in guidance has been considered by the Executive and, after consultation with the staff team, a decision taken to continue to open the office for those staff whose work better lends itself to office working owing to the equipment available on site. Attendance will be on the same rotational basis as before, with minimal staff in the office at any one time. We will keep this position under review, and will ensure that government guidance is followed. | |
| **8.** | **Board & Committee meeting dates for 2021**  The Executive Assistant has recently sent round an email to all Board members querying availability. Once all members have responded, the Executive Assistant will send out confirmation of the 2021 Board meeting dates. Once the Board meeting dates are fixed, the same process will be followed in order to schedule the 2021 Committee dates. | |
| **9.** | **Performance Reviews**  Both the Executive Assistant and the Chair of the Board have been liaising with Board members and Independent Committee members to arrange meeting slots for performance reviews. Each Board or Independent Committee member will receive their Performance Review form and relevant documents ahead of their meeting. | |
| **10.** | **Retention fee**  The statutory notice and associated communications messages are finalised, and we are ready, on schedule, to issue the documentation to registrants.  Recognising the economic climate, we have had significant and positive engagement with the Architects Benevolent Society. We have incorporated links to their organisation and how they may assist architects into the statutory notice materials. ABS have expressed that they find direct communication with us helpful, and that they welcome further joint discussions and development work into 2021. | |
| **11.** | **Resource Implications**  Only as identified in the paper. | |
| **12.** | **Risk Implications** | |
|  | ARB’s CEO’s Report provides the Board with an update on business activities, progress against the Business Plan, as well as highlighting any emerging risks which may impact on delivery.  Further detail of specific risks to the organisation and in relation to operations will be provided in the confidential CEO’s report. | |
| **13.** | **Communication** | |
| The update from the Chief Executive, informs the Board of ARB’s work and any risks which may prevent the delivery of ARB’s operations. | |
| **14.** | **Equality and Diversity Implications**  Positive steps are being taken to increase the numbers and diversity of those applying to become a member of the Investigations Pool. We are particularly reaching out to candidates from a BAME background, which are currently under-represented in these roles at ARB. | |
| **15.** | **Further Actions** | |
|  | These are referred to within the key points set out above. | |
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