ACTIONS TABLE

ARB Board

Open Session – 14 October 2026

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 existing KPI measures are set out in the Board's Accreditation Rules, and are analysed manually, with reports via the Performance Monitoring quarterly reports. Automated collation will be possible when CRM is developed in 2027. We will provide further updates on this as part of the CEO's Reports to the Board from this point onwards. As a result, we will close this action point within this table.	Complete – see update

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	May 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	September 2026	21 May 2025	A preliminary discussion took place at the Finance, Risk and Audit Committee meeting on 7 July 2026, and a presentation and discussion took place as part of the Board's Workshop session in September 2026. The Executive explained the draft 2027 budget did not include a proposal for variated fees, largely due to the significant cost implications of implementation about develop CRM. We will build into our SOPs the process for waiving admin fees for those returning to the register	Complete

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					from a period of absence due to paternity or maternity leave.	
	March 2026					
9.	**Consultation Outcome: Routes to Registration (Route R, P and C)** Implement the approved routes to registration	BJ	March 2027	19 March 2026	We brought forward the launch of the new "partial" route (no Part 1 required), and also the replacement for the Competency Standards Group (Part 3 older than 2 years). These two new routes were successfully launched in September, five months ahead of our revised timetable. This change will reduce the risk of a significant number of changes taking place	In progress

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					simultaneously (changes to MRAs, launch of new Prescribed Examination, and replacement for UKAA) alongside the conclusion of the retention fee and CPD assessment processes.	
	May 2026					
7	**Policy Log annual report** (a) The Governance team to review the Committee Terms of Reference later in the year, to consider whether responsibility for reviewing the Customer Service Complaints Policy, Procurement Policy and Investment policies should be recommended to the Board for delegation to FRAC.	EM/Governance team	February 2027	12 May 2026	A review of the Committees' Terms of Reference is underway. Initial committee level discussions are taking place across the autumn before relevant proposals are brought back to the Board for consideration and approval in early 2027. These considerations will be fed into the review of the	In progress

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					Finance, Risk and Audit Committee's Terms of Reference. The Committee is scheduled to provide initial feedback in relation to its Terms of Reference in September 2026, before proposals are developed for consideration by the Board in early 2027.	
	July 2026					
6.	**<u>Chief Executive's Report</u>** The Board commended the Talos platform but agreed that the automated messages going out be reviewed for assurance. The People Team would address this.	EJ/People team	End of August 2026	22 July 2026	The People Team have confirmed that standard notifications and updates sent from the Talos system have been developed by the team. Where any communications with candidates are outside the standard text, they are	Complete

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					created and approved by the team, all of which are kept under regular review.	
9.	**Consultation Outcome: Code Guidance** Item 3.4 (Annexe C). The Executive should remove duplicated wording in the relevant section of the sustainability guidance.	SH	August 2026	22 July 2026	This has been done.	Complete
9.	**Consultation Outcome: Code Guidance** In terms of the building safety guidance, the Executive would undertake checks to ensure appropriate use of 'must', reflecting mandatory requirements and 'should', which was guidance only.	SH	August 2026	22 July 2026	This has been done.	Complete

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	This would help users apply guidance correctly.					
9.	**Consultation Outcome: Code Guidance** Final revisions to the guidance will be shared for sign off before publication.	SH	August 2026	22 July 2026	Complete	Complete
11.	**ARB's approach to safeguarding** Though low risk for the organisation, a follow-up review of the approach to safeguarding would be undertaken every two years.	EM	End of September 2026	22 July 2026	ARB's approach to safeguarding has been added to the Policy (and other key documents) Log for review after 2 years. The Governance and People Teams are in the process of developing plans to take forward the relevant actions as outlined in the Board paper considered on 22 July	Complete

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					2026, including adding in relevant material to ARB's internal policies as they are reviewed. We will provide further periodic reports on this area to the People Committee, and as a result will mark it as complete on this Action Table, before removing this item from the next version of the Table.	
12.	**<u>Performance Monitoring Updates, Q2, 2026</u>** The reintroduction of communications KPIs would be revisited later in the year, once the Head of Communications was settled into post.	CG/SH	End of 2026	22 July 2026	A Head of Communications was appointed in September 2026, and work is now underway to review this area.	In progress