

Item 4.ii

Write Round Resolution

Appointment of Temporary Board Members – Approval of Selection Panel and Process

Two of the Board's Architect Members, Mark Bottomley and Stephen McCusker, need to step down from the Board on 28 February 2026, when their final tenures expire.

Whilst we notified the Ministry of Housing, Communities and Local Government (MHCLG) that Mr Bottomley and Mr McCusker would need to be replaced, the Public Appointments team within the Department has informed us that a recruitment campaign to find permanent appointees is unlikely to be completed by the 1 March 2026.

The Board has some significant and ongoing strategic matters and important decisions to take in 2026, and we wish to avoid any issues arising in relation to the Board's quorum at Board business meetings. We are therefore proposing that the Board agrees to undertake a selection process so that it can appoint two temporary Board members until such time as two permanent Architect Board members are appointed by the Department/Privy Council.

ARB's General Rules (Section 13) make provision for the Board to make temporary appointments in line with the Architects Act 1997. Rule 13.3 states that 'where a temporary appointment is proposed the Board shall form a selection panel consisting of three Board members, including the Chair, to identify candidates, conduct a selection process and report to the Board with recommendations.'

It was therefore proposed that the selection panel be formed of the following Board members:

Alan Kershaw (ARB Chair)

Liz Male (Lay Board Member, Chair of ARB's People Committee)

Teri Okoro (Architect Board Member)

The selection panel would be consulted on our recruitment strategy and timings, including our approach to ensuring we encourage applicants from a diverse pool.

Applicants would be asked to provide a covering letter and CV, and the selection panel would then shortlist and interview applicants accordingly, before making recommendations regarding the appointments to the Board.

Recommendations would be made to the Board no later than the meeting taking place on 21 January 2026.

The MHCLG has confirmed that it would be running a recruitment campaign in the first half of 2026 with a view to appointing five new Board members, which includes replacements for Mr McCusker and Mr Bottomley in late 2026, as well as future replacements for Liz Male, Elena Marco and Will Freeman who would all additionally need to step down from the Board on 28 February 2027.

On 24 September 2025, the Board was therefore asked, via write round, to consider the following recommendations:

- i. To agree to undertake a selection process in order to appoint two temporary Architect Board members to replace Mark Bottomley and Stephen McCusker once they step down from the Board on 28 February 2026, and
- ii. To agree the appointment process and selection panel as set out in section 2 of the paper.

On 29 September 2025, all eleven Board members eligible to vote, unanimously agreed the recommendations noted above.