

ACTIONS TABLE

ARB Board

Open Session, 6 September 2023

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
6.	<p>Administration fees for registration applications: To action the manual processing administration fee in 2024 of £45 be applied, increasing to £90 from 2025 onwards, subject to any further decisions by the Board.</p>	BJ	Ongoing	17 May 2023	We will include this in our retention fee communications. We have had no applications or enquiries as part of the IT portal set up process, so far	<i>Open</i>
8.	<p>Board and Committee Effectiveness Review 2023: To gather feedback and relevant 'lessons learned' from the Prescription Committee/Committee members; the last meeting of the Committee takes place in July 2023).</p> <p>Further updates to be brought back to the Board in relation to the externally facilitated Board/Committee Effectiveness Review planned for the Autumn 2023.</p>	AP	19 July and 6 September 2023	17 May 2023	<p>We have agreed a plan of action which is as follows:</p> <ul style="list-style-type: none"> we will gather feedback electronically following the meeting in July 2023 from committee members (Survey Monkey) we will arrange online one to ones with individual committee members facilitated by the Executive. <p>A brief update in relation to the upcoming Board/Committee Effectiveness Review has been included in the Chief Executive's Report for the Board meeting being held on 19 July 2023. A further update will be provided to the Board at its meeting on 6 September 2023.</p>	<i>Complete</i>

ACTIONS TABLE

ARB Board

Open Session, 6 September 2023

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
9.	<p>Performance Monitoring Update for Q1</p> <p>Inclusion of a 2022 comparative line within the Communications section to be added to future reports.</p> <p>Consideration to be given to the inclusion of further information on predictions and future trends within the report, particularly around the Professional Standards area.</p>	<p>RRH</p> <p>SLG</p>	<p>Next quarterly report</p>	17 May 2023	This will be done in the next report.	<i>Open</i>
12.	<p>Financial Update</p> <p>Consideration to be given to the presentation of information regarding any additional income that ARB may receive.</p>	MS	Next financial update	17 May 2023	The information relating to additional income had been updated on the spreadsheet.	<i>Complete</i>
July 2023						
3	<p>Update from the Chair</p> <p>The RIBA had asked for a more in-depth discussion on the Initial Education and Training Review later in the summer.</p>	HS/SH/RRH	1 September 2023	19 July 2023		<i>Complete</i>

ACTIONS TABLE

ARB Board

Open Session, 6 September 2023

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
3	<p>Update from the Chair A proposal regarding the appointment of the Chair of the Accreditation Committee along with the other members would be brought forward to the Board for approval in September 2023</p>	HS/BJ	6 September 2023	19 July 2023	A paper was considered by the Board at its meeting of 6 September 2023.	<i>Complete</i>
4	<p>Minutes A Board member suggested that it would be beneficial to offer outgoing Prescription Committee members the opportunity to provide feedback and undertake a formal reflection so that the Accreditation Committee could take on board any lessons learned.</p>	BJ/MS	1 October 2023	19 July 2023	All members of the Committee were offered a feedback session with Operations Manager, and have now taken place.	<i>Complete</i>
6	<p>Performance Monitoring Updates for Q2 The Executive and the Accreditation Committee would need to consider how casework would be reported to the Board to ensure that the Board remained informed.</p>	BJ/EM	An initial update will need to be provided to the Board at its meeting on 6 December 2023	19 July 2023	A paper will come to the Board in December.	<i>Open</i>

ACTIONS TABLE

ARB Board

Open Session, 6 September 2023

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
6	Performance Monitoring Updates for Q2 Data on Prescribed Examination failures/further EDI data would be provided to the Board at a future meeting.	BJ	31 December 2023	19 July 2023	A paper will be presented at the December 2023 meeting, with analysis of the year to date activity	<i>Open</i>
7	Financial Update Relevant presentational amendments to be made to the management accounts spreadsheet for future meetings	MS	Next Board meetings	19 July 2023	This point refers to the way in which the management accounts are uploaded onto Diligent and has been considered for future uploads.	Complete
9	UK Adaptation Pilot Assessment To re-circulate the assessment procedures to the Board for information (to enable them to consider the scope of what is covered).	EM	31 July 2023	19 July 2023	A copy of the approved UK Adaptation Assessment Procedures has been added to Diligent under the Resources section.	Complete
September 2023						
3.	Updates from the Chair Make arrangements for the new RIBA President to meet with the Board	EM	Mid 2024	6 September 2023	The Governance Team has approached the RIBA President's Office with some suggested dates; we are awaiting confirmation as to whether any of the dates are convenient for the RIBA President to meet with the Board.	<i>Open</i>

ACTIONS TABLE

ARB Board

Open Session, 6 September 2023

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
7a.	<p>Initial Education and Training of Architects: Consultation Report:</p> <p>Publish the report on the consultation ARB carried out on its proposals to reform the initial education and training of architects (from 8 February to 10 May 2023), including the results and key findings, the Board's conclusions, and next steps.</p>	RRH	End of September 2023	6 September 2023	The report was published on 7 September.	<i>Complete</i>
7b.	<p>Competency outcomes for the initial education and training of architects:</p> <p>Update the competency outcomes with agreed amendments and publish the final Outcomes.</p>	SH	End of September 2023	6 September 2023	Published on 28 September	<i>Complete</i>
7c.	<p>Standards for learning providers:</p> <p>Update the standards for learning providers with the agreed amendments and publish the final Standards.</p>	SH	End of September 2023	6 September 2023	Published on 28 September	<i>Complete</i>
7d.	<p>Accreditation of Architecture Qualifications in the UK:</p> <p>Consider flexibility on some of the costs due to the time spent by the Accreditation team on accrediting the courses.</p>	BJ	6 October 2023	6 September 2023	Fees for accreditation are included in the Fees and Budget paper at October Board meeting.	<i>Complete</i>

ACTIONS TABLE

ARB Board

Open Session, 6 September 2023

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
7e.	<p>Establishment of Education Transition Reference Group:</p> <p>Develop a timetable and terms of reference for the Group. Start the Group in Q4 of 2023.</p>	BJ	November 2023	6 September 2023	An update on Education Transition will be a standing item at Board meetings for the next year. First update at December 2023 meeting.	<i>Open</i>
8.	<p>Update to ARB's General Rules:</p> <p>Make the relevant approved adjustments to the General Rules and publish the updated version on ARB's website.</p>	AP/EM	End of September 2023	6 September 2023	We have updated the General Rules with all of the approved changes and published the new version on the ARB website.	<i>Complete</i>
9.	<p>Establishment of Commission to look at Professional Practical Experience in architecture:</p> <p>Establish an independent Commission to develop recommendations to ARB on how to improve fair and consistent access to quality practical experience, and on new minimum requirements for relevant experience.</p> <p>Chair to appoint the Commission Chair, with the contract being signed by the Chief Executive on behalf of ARB.</p>	RRH AK/HS	End of 2023	6 September 2023	<p>This project has started.</p> <p>We have identified a shortlist of chairs and have started contacting them in order of priority.</p> <p>Work is under way and future updates will be included in the Chief Executive's report.</p>	<i>Complete</i>

ACTIONS TABLE

ARB Board

Open Session, 6 September 2023

Item	Action	Responsibility	Deadline	Meeting arisen	Update	Status
10.	<p>Evaluation of the impact of ARB reforms to the initial education and training of architects in the UK:</p> <p>Establish a research project which would evaluate the impact of ARB's education reforms and in particular access to the profession from groups traditionally underrepresented within the profession.</p>	RRH	End of 2023	6 September 2023	<p>This project has started.</p> <p>We have identified an organisation to approach for early market research. Future updates will be included in the Chief Executive's report.</p>	<i>Complete</i>
11.	<p>Professional Conduct Committee Report:</p> <p>Consider the lessons learnt from the outcomes and issue further guidance to architects based on these.</p> <p>Remind architects about any key issues that had arisen at PCC hearings annually, using illustrated examples and perhaps using the trade press to highlight these with advice on good practice.</p> <p>Consider using the new CPD system as a means of encouraging architects to take any recurring issues and themes into account.</p>	SH SH SH	June 2024	6 September 2023	<p>Will analyse the learnings from 2023 and issue guidance in early 2024</p>	<i>Open</i>