

# Board Paper

for Open session

Subject: ARB Policy Log

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Board meeting:

12 May 2026

Agenda item:

7

Action:

- For noting
- For discussion
- For decision

## Purpose

To note the up to date Policy Log which sets out details of the policies that the Board and its non-statutory Committees have responsibility for approving.

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## Recommendations

The Board is asked to note the updated Policy Log which sets out the details relating to the list of policies, and other documents, that fall under the Board and Committees' responsibility.

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## Annexes

Annexe A – ARB Policy Log

Annexe B – Policy Review Calendar 2026-2030

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# 1. Open Session

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## 2. Background and Key points

- 2.1. An externally facilitated Board and Committee Effectiveness Review took place in 2023 which recommended improving the Board's oversight of the policies for which it and its Committees are responsible for approving.
- 2.2. Following this, the Board confirmed that it was keen to have a better understanding of the details relating to the ARB policies that were currently in place, including what the current levels of approval were for each policy, i.e. which policies were approved at Board level or Committee level, and the frequency with which each policy should be reviewed.
- 2.3. The Board now receives regular updates on the policy log, providing a structured overview of all relevant policies to ensure that all policies remain aligned with requirements and are kept up to date. The Board last reviewed the policy log update at its meeting on 21 May 2025. The Board's Committees have similarly been provided with updates since that point on the policies that fall under their responsibilities either for review and recommendations and/or approval.
- 2.4. The key information has been set out in two separate Annexes to provide clarity about what policies are included, the level of responsibility and the cycle for review.
- 2.5. **Annexe A** sets out the current and most up to date Policy Log, including details of the current Executive level responsibility, the last review date, the next review date, whether the Board or Committee has responsibility for approving the policy and the frequency of reviews.
- 2.6. The Policy Review calendar in **Annexe B** shows the cycle of reviews for the next 5 years, 2026-2030 and which policy will be due for review in each year.
- 2.7. The Governance Department is responsible for ensuring that the Policy Log remains up to date. The log is now circulated periodically, including during Q3 each year, so that the relevant Senior Leadership Group members and their departments are aware of the policies that are due for review and can factor this into their forward business planning activities.
- 2.8. The Board is asked to note the updated details of the Policy Log.

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### 3. Resource Implications

- 3.1. The updating and maintenance of the Policy Log has no financial cost implications but will require staff time.

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### 4. Risk Implications

- 4.1. Policies should be regularly reviewed to ensure that best practice is followed, and they are consistent and effective. Effective policies and procedures should be living documents that can be adapted with changes to the organisation.
- 4.2. The lack of periodic review of policies leaves ARB at risk of not keeping up-to-date with the organisational changes leading to inconsistency in decision-making. The policies may also fail to comply with the new rules and legislations that occur during the years. Policies should align with the organisation's mission, vision, and objectives, as well as the Board and senior leadership.
- 4.3. To mitigate the risks outlined in 4.1 and 4.2, the Governance team will continuously monitor and ensure that the Policy Log and Review Calendar is kept up to date by regularly sharing them with other departments across the organisation and seeking their input. The Policy Log is now provided to the Board annually so that Board members are informed of the ongoing position regarding the relevant policies.

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### 5. Equality and Diversity implications

- 5.1. Equality, Diversity and Inclusion (EDI) considerations will be taken into account as each policy is reviewed and tailored to the area that the policy deals with.

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### 6. Recommendations

- 6.1 The Board is asked to note the updated Policy Log which sets out the details relating to the list of policies, and other documents, that fall under the Board and Committees' responsibility.

**ARB Board – 12 May 2026**

**Item 7**

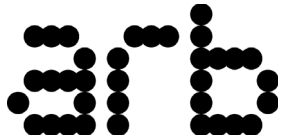
**Annexe A**

**ARB Policy Log**

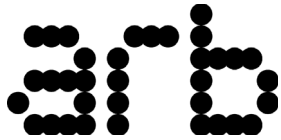
**Updated: May 2026**

**ARB's Internal Policies**

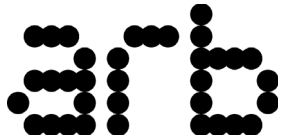
| <b>Policy</b>                                | <b>Current Executive Level Responsibility for the Policy</b> | <b>Last Review</b>   | <b>Next Review (based on current plans and to regularise the cycle)</b> | <b>Current Level of Authority for Approval of the Policy</b> | <b>Frequency of Review (from 2024 onwards)</b> |
|--|--|--|---|--|--|
| Declarations of Conflicts of Interest Policy | Governance   | October 2024<br><br>Note: A low level review was undertaken in late 2024.  | October 2029  | Board  | Every 5 years                                  |
| Data Protection Policy                       | Data Protection Officer Governance                           | July 2024<br><br>Note: a very low level review was undertaken in 2024 to ensure the policy was in step with relevant legislation | 2026  | Finance, Risk and Audit Committee                            | Every 2 years                                  |



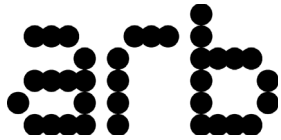
| Policy  | Current Executive Level Responsibility for the Policy | Last Review | Next Review (based on current plans and to regularise the cycle) | Current Level of Authority for Approval of the Policy | Frequency of Review (from 2024 onwards) |
|---|---|-------------|--|---|---|
| Whistleblowing policy   | Performance and Planning                              | 2024        | 2026   | Finance, Risk and Audit Committee                     | Every 2 years                           |
| Fraud and Bribery Prevention Policy   | Performance and Planning                              | 2023        | 2026   | Finance, Risk and Audit Committee                     | Every 2 years                           |
| Board member's Annual Performance and Development Review Policy including relevant supporting documents and role profiles | Governance<br>HR                                      | 2024        | 2028   | Board   | Every 4 years                           |
| Associates Performance and Development policy   | HR  | 2025        | 2029   | People Committee                                      | Every 4 years                           |
| Recruitment and Appointment of ARB's Associates Policy  | HR  | 2025        | 2030   | People Committee                                      | Every 5 years                           |



| Policy  | Current Executive Level Responsibility for the Policy | Last Review  | Next Review (based on current plans and to regularise the cycle) | Current Level of Authority for Approval of the Policy | Frequency of Review (from 2024 onwards) |
|---|---|--|--|---|---|
|   |   |  |  |   |   |
| Travel, Subsistence and Attendance Allowance Policy | HR  | May 2025   | 2027   | Board   | Every 2 years                           |
| Board members' complaints procedure                 | Governance  | <b>2023</b><br><br>Note: a very low level review was undertaken in 2023 when the Board Handbook was updated, but prior to this the last review was in the early 2000s. | 2026   | Board   | Every 5 years                           |



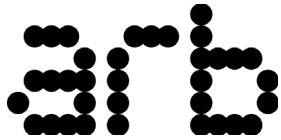
| <b>Policy</b>                                      | <b>Current Executive Level Responsibility for the Policy</b> | <b>Last Review</b> | <b>Next Review (based on current plans and to regularise the cycle)</b> | <b>Current Level of Authority for Approval of the Policy</b> | <b>Frequency of Review (from 2024 onwards)</b>  |
|--|--|--------------------|---|--|---|
| ARB Customer Service Complaints Policy             | Governance   | 2024               | 2027  | Board  | Every 3 years   |
| Board Open and Confidential Session Matters Policy | Governance   | 2025               | 2030  | Board  | Every 5 years   |
| <b>ARB's Investment Policy</b>                     | <b>Performance and Planning</b>                              | <b>2024</b>        | <b>2026</b>   | <b>Board</b>   | <b>Every 2 years</b>  |
| <b>ARB's Reserves Policy</b>                       | <b>Performance and Planning</b>                              | <b>2024</b>        | <b>2026</b>   | <b>Board</b>   | <b>Every 2 years</b>  |
| <b>Risk Appetite</b>                               | <b>Performance and Planning</b>                              | <b>2025</b>        | <b>2026</b>   | <b>Board</b>   | <b>Every year</b>   |
| Health and Safety Policy (Staff Handbook)          | Performance and Planning                                     | 2025               | 2027  | Finance, Risk and Audit Committee                            | Every 2 years   |
| <b>Safeguarding Policy</b>                         | <b>Governance</b>  | <b>N/A</b>         | <b>2026</b>   | <b>TBC</b>   | <b>A paper is being considered by the People Committee at its meeting on 28 April</b> |



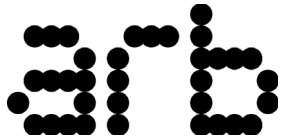
| Policy             | Current Executive Level Responsibility for the Policy | Last Review | Next Review (based on current plans and to regularise the cycle) | Current Level of Authority for Approval of the Policy | Frequency of Review (from 2024 onwards)              |
|--------------------|---|-------------|--|---|--|
|                    |   |             |  |   | 2026 to determine whether a formal policy is needed. |
| Procurement Policy | Performance and Planning                              | 2025        | 2027   | Board   | Every 2 years (from 2025 onwards)                    |

Other documents for which the Board and its Committees currently have responsibility for approving:

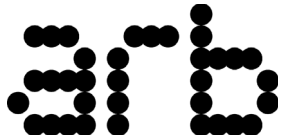
| Policy  | Responsibility            | Last Review                                    | Next Review | Current Level of Authority for Approval | Frequency of Review   |
|---|---------------------------|--|-------------|---|---|
| ARB's Equality, Diversity and Inclusion Statement | Policy and Communications | 2025; reviewed as part of the new EDI Strategy | 2028        | Board                                   | Every 3 years   |
| ARB's Scheme of Delegation                        | Governance                | 2025   | 2027        | Board                                   | At least every 2 years, but annually if adjustments are required due to new |



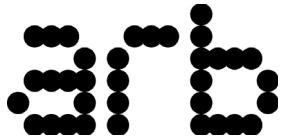
| Policy  | Responsibility                                      | Last Review          | Next Review   | Current Level of Authority for Approval                              | Frequency of Review  |
|---|---|----------------------|---|--|--|
|   |   |                      |   |  | legislation or changes in ARB's operations   |
| Committee Terms of Reference (Accreditation Committee, Appeals Committee, Finance, Risk and Audit Committee and People Committee) | Governance  | Late 2024/early 2025 | Late 2026/early 2027                                      | Board  | Every 2 years  |
| ARB's General Rules and policies within those   | Governance (in tandem with the relevant Department) | 2024                 | 2026  | Board<br>Accreditation Committee for Schedule 1 of the General Rules | At least every 2 years, but annually if adjustments are required due to new legislation or changes in ARB's operations |
| ARB's Appeals Rules and policies within those   | Governance (in tandem with the relevant Department) | 2023                 | 2027  | Board  | At least every 4 years   |
| ARB's Investigations and Professional Conduct Committee   | Standards   | 2022                 | 2025 – currently under review and subject to consultation | Board  | Every 3 years (A more substantive review of our processes will take place in   |



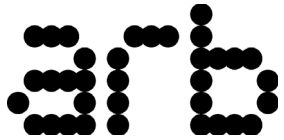
| Policy   | Responsibility   | Last Review | Next Review  | Current Level of Authority for Approval | Frequency of Review   |
|--|--|-------------|--|---|---|
| Rules and the policies within those                              |  |             |  |   | <i>2026, and changes to the rules will follow that)</i>                                 |
| ARB's Prescribed Examination Rules and the policies within those | Policy and Communications<br>Registration<br>Governance    | -           | Currently under review as part of a wider International Routes review  | Board                                   | Every 5 to 7 years  |
| ARB's Accreditation Rules and the policies within those          | Policy and Communications<br>Accreditation                 | 2023        | 2027   | Board                                   | Review after 3 years in the first instance; then commencing a review every 5 to 7 years |
| Accreditation Standards and Outcomes                             | Accreditation<br>Standards<br>Policy and<br>Communications | 2023        | 2027   | Board                                   | Review after 3 years in the first instance; then commencing a review every 5 to 7 years |
| Registration Rules   | Registration   | 2024        | 2027 – although adjustments are being made to accommodate changes in the Initial Education and Training requirements | Board                                   | Every 3 years   |



| Policy  | Responsibility   | Last Review    | Next Review  | Current Level of Authority for Approval | Frequency of Review            |
|---|--|----------------|--|---|--------------------------------|
| ARB/MHCLG Framework Agreement                           | Governance (in tandem with other relevant Departments) | 2023           | At least once every five years   | Board/relevant MHCLG approvals          | At least once every five years |
| Title Protection Policy                                 | Standards  | December 2021  | On Hold ( <i>We are putting this on hold, while we see the government's appetite to invoke legislative change. We have written to them to suggest that the current legislative scheme is not working</i> ) | Board                                   | Every 3 years                  |
| Architects Code: Standards of Conduct and Practice      | Standards  | 2025           | 2030   | Board                                   | Every 5 years                  |
| <b>Continuing Professional Development Requirements</b> | <b>Standards</b>                                       | <b>Q1 2026</b> | <b>2026</b>  | <b>Board</b>                            | <b>Annually</b>                |



| Policy   | Responsibility                            | Last Review          | Next Review  | Current Level of Authority for Approval  | Frequency of Review  |
|--|---|----------------------|--|--|----------------------|
|  |   |                      |  |  |                      |
| Continuing Professional Development Framework  | Standards                                 | 2023                 | 2028   | Board  | Every 5 years        |
| <b>ARB Privacy Notices including Website, CRM Portal, Complaints, Employment, and MRA Agreements</b> | <b>Data Protection Officer Governance</b> | <b>December 2024</b> | <b>2026 – to realign with the updated data protection policy</b> | <b>Finance, Risk and Audit Committee for noting if Data Protection Policy is not impacted; if the Data Protection Policy is impacted then it's for approval by the Finance, Risk and Audit Committee</b> | <b>Every 2 years</b> |
| <b>Board Remuneration</b>  | <b>Performance and Planning</b>           | <b>December 2025</b> | <b>2026</b>  | <b>Board</b>   | <b>Annually</b>      |
| Plagiarism Policy  | Policy and Communications Accreditation   | February 2024        | 2027   | Board  | Every 3 years        |



| Policy                    | Responsibility                      | Last Review | Next Review | Current Level of Authority for Approval | Frequency of Review |
|---------------------------|-------------------------------------|-------------|-------------|---|---------------------|
| ARB Values and Behaviours | Governance, Senior Leadership Group | 2023        | 2028        | Board                                   | Every 5 years       |

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Annexe B

ARB Policy Log - Review Calendar: The cycle of the policies that will be due for review in the next 5 years (2026-2030)

| 2026  | 2027  | 2028  | 2029   | 2030   |
|---|---|---|--|--|
| Continuing Professional Developments Requirements | ARB Customer Service Complaints Policy              | Board member’s Annual Performance and Development Review Policy including relevant supporting documents and role profiles | Declarations of Conflicts of Interest Policy           | Recruitment and Appointment of ARB’s Associates Policy |
| Whistleblowing policy                             | Health & Safety Policy                              | Data Protection Policy and ARB Privacy Notices  | Associates Performance and Development Policy          | Board Open and Confidential Session Matters Policy     |
| ARB’s Investment Policy                           | Travel, Subsistence and Attendance Allowance Policy | Whistle Blowing Policy  | Recruitment and Appointment of ARB’s Associates Policy | Architects Code: Standards of Conduct and Practice     |
| ARB’s Reserves Policy                             | Procurement Policy                                  | Fraud and Bribery Prevention Policy   | Travel, Subsistence and Attendance Allowance Policy    | ARB Customer Service Complaints Policy                 |

| 2026  | 2027  | 2028  | 2029                       | 2030  |
|---|---|---|----------------------------|---|
| Data Protection Policy and ARB Privacy Notices  | ARB's Scheme of Delegation                        | ARB's Investment Policy                       | Health & Safety Policy     | ARB's Investment Policy   |
| Board Members Complaints Policy   | Continuing Professional Developments Requirements | ARB's Reserves Policy                         | Procurement Policy         | Fraud and Bribery Prevention Policy   |
| Committee Terms of Reference (Accreditation Committee, Appeals Committee, Finance, Risk and Audit Committee and People Committee) | Board Remuneration                                | Continuing Professional Development Framework | ARB's Scheme of Delegation | Whistle Blowing Policy  |
| ARB's General Rules   | Registration Rules                                | Risk Appetite                                 | Board Remuneration         | ARB's Reserves Policy   |
| ARB's General Rules and policies within those   | ARB's Appeals Rules and policies within those     | ARB/MHCLG Framework Agreement                 | Risk Appetite              | Committee Terms of Reference (Accreditation Committee, Appeals Committee, Finance, Risk and Audit Committee and People Committee) |

| 2026  | 2027  | 2028  | 2029  | 2030  |
|---|---|---|---|---|
| ARB's Investigations and Professional Conduct Committee Rules and the policies within those | ARB's Accreditation Rules and the policies within those | Continuing Professional Development Framework   | Continuing Professional Developments Requirements | ARB's General Rules   |
| ARB's Prescribed Examination Rules and the policies within those                            | Accreditation Standards and Outcomes                    | ARB Values and Behaviours   |   | ARB's Investigations and Professional Conduct Committee Rules and the policies within those |
| Risk Appetite   | Plagiarism Policy                                       | ARB's Equality, Diversity and Inclusion Statement   |   | Registration Rules  |
| Safeguarding Policy   | Risk Appetite   | Committee Terms of Reference (Accreditation Committee, Appeals Committee, Finance, Risk and Audit Committee and People Committee) |   | Risk Appetite   |
| Board Remuneration  |   | ARB's General Rules   |   | Architects Code: Standards of Conduct and Practice  |

| 2026                                | 2027 | 2028  | 2029 | 2030  |
|-------------------------------------|------|---|------|---|
| Fraud and Bribery Prevention Policy |      | Board Remuneration                                |      | Board Remuneration                                |
|                                     |      | Continuing Professional Developments Requirements |      | Continuing Professional Developments Requirements |
|                                     |      |   |      | Plagiarism Policy                                 |
|                                     |      |   |      |   |