

Board Paper

for Open session

Subject:

ARB's Scheme of Delegation

Board meeting:

14 July 2025

Agenda item:

8

Action:

- For noting ☐
- For discussion ☐
- For decision ☒

Purpose

To approve minor adjustments to the Scheme of Delegation.

Recommendations

It is recommended that the Board approves the revised Scheme of Delegation as set out in Annexe B and that the revised Scheme becomes effective immediately.

Annexes

Annexe A – Existing Scheme of Delegation

Annexe B – Revised draft of the Scheme of Delegation [this version includes proposed track changes and annotations which will be accepted and removed subject to the Board's approval]

Author/Key Contact

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1. Open Session

2. Background and Key points

- 2.1. The Scheme of Delegation is a core governance document and is reviewed on a regular basis. The Scheme was last updated in February 2025 to incorporate minor adjustments to allow the Investigations Manager and Head of Professional Standards to refer disciplinary allegations against architects to the Investigations Panel, or relevant criminal convictions to the Professional Conduct Committee. The existing Scheme as it stands can be found at **Annexe A**.
- 2.2. Since that point, the Board has approved revised Terms of Reference for its People Committee, dissolved the former Audit and Risk Assurance Committee and created a new Finance, Risk and Audit Committee (FRAC). Some of the decision-making powers have been adjusted as a result of the Terms of Reference being amended, which now need to be reflected in the Scheme of Delegation.
- 2.3. A new role within the Senior Leadership Group has also been created. The role of the Director of Resources has been replaced with the role of the Director of Performance and Planning. The Human Resources team additionally now sits within the Chief Executive's Office. These changes mean that a small number of HR-related decisions have moved under the responsibility of the Head of People.
- 2.4. A track changed version of the proposed adjustments to the Scheme can be found at **Annexe B**.
- 2.5. None of the proposed changes to the Scheme constitute new decisions to be made by the Board. They consolidate decisions that have already been made following the approval of the revised Terms of Reference for the People Committee and FRAC, or reflect agreed adjustments to operational practice, as well as changes within the organisational structure.
- 2.6. Ordinarily, FRAC would have sight of any proposed amendments to the Scheme before they are brought before the Board for consideration. However, we are still in the process of recruiting the independent members of the FRAC Committee and have not therefore been able to arrange new meeting dates for the remainder of the year at this point. Given that the proposed amendments are based on previous decisions which have been made, we believe that as an exception, the Scheme can be reviewed and directly approved by the Board on this occasion.
- 2.7. The Board is now asked to consider and approve the revised Scheme of Delegation as set out in Annexe B. Subject to approval the track changes and annotations will be removed.
- 2.8. It may be necessary to bring to the Board further proposed adjustments later in the year as a result of legislative changes, e.g. the Data User and Access Act 2025. We would also like to discuss the level of authority relating to ARB's banking arrangements when we next review the Scheme. Whilst robust governance

arrangements and controls must be in place in relation to the organisation's banking arrangements, we believe there is an opportunity for more active management of ARB's resources which should be considered by FRAC. We will keep these areas under review, discussing with FRAC and if appropriate bring forward appropriate recommendations to the Board later this year.

3. Resource Implications

- 3.1. Having clear lines of authority for decision making and the delegation of decisions will assist in fostering a culture of transparency and efficiency.
 - 3.2. Ensuring that the Committees' Terms of Reference and the Scheme align will ensure that ARB's business can continue to be moved forward in an efficient and timely way.
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4. Risk Implications

- 4.1. The Architects Act 1997 sets out ARB's responsibilities and in some cases states that certain decisions must be made by the Board, the Registrar and/or can be made by others. It is therefore essential that ARB has a scheme of delegation which sets out the decisions that need to be taken, who has the authority to make such decisions and crucially where these decisions can be delegated.
 - 4.2. Failure to set this out in a clear and transparent way could lead to internal confusion and inefficiencies within the organisation, as well as a failure to deliver key statutory and operational decisions. This in turn could lead to reputational damage to ARB.
 - 4.3. The development and adoption of a clear scheme of delegation as a cornerstone of an effective governance framework within an organisation will mitigate the risks in relation to this.
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5. Equality and Diversity implications

- 5.1. We have not identified any equality and diversity implications when reviewing and updating the scheme on this occasion.
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6. Recommendations

- 6.1 It is recommended that the Board approves the revised Scheme of Delegation as set out in Annexe B and that the revised Scheme becomes effective immediately.

SCHEME OF DELEGATION

The Scheme of Delegation sets out responsibilities for decision making in the ARB.

Note: for the purposes of Section 3(ZA) of the Architects Act 1997, which states that:

‘The Registrar may, further to section 2(3ZA) of the Act, delegate any of their functions to a member of staff nominated by the Board’

The Board has nominated and agreed that the Registrar may be delegate their functions to one or more of the following as described below in the Scheme of Delegation:

- Director of ~~Resources~~Performance and Planning
- Director of Governance and International
- Director of Registration and Accreditation
- Director of Policy and Communications
- Director of Standards

Matters for the Board or its Committees – Statutory Regulatory Delegations and Decisions

Item	Action	Level of Authority	Narrative
1.	Appointment of Chief Executive Officer & Registrar	Board	<p>The Board appoints the Chief Executive Officer & Registrar in line with Section 2 of the Architects Act 1997.</p> <p>The ARB/DLUHC<u>MHCLG</u> Framework Agreement requires the Board to consult with DLUHC<u>MHCLG</u> before appointing the Chief Executive Officer & Registrar.</p> <p>The People Committee, in line with their terms of reference, make recommendations to the Board about the appointment, induction, performance oversight and removal of the Chief Executive Officer & Registrar.</p>
2.	Dismissal and suspension of the Chief Executive Officer & Registrar	Board	<p>The People Committee, in line with their terms of reference, make recommendations about the</p>

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
			performance oversight and removal of the Chief Executive Officer & Registrar.
3.	Pay and reward package of Chief Executive Officer & Registrar	Board	<p>Section 2 of the Act states that the Board shall decide on the terms on which the Registrar is appointed; and that in addition to paying the Registrar a salary or fees, the Board may pay pensions to or in respect of them, or make contributions to the payment of such pensions, and pay them allowances, expenses and gratuities.</p> <p>People Committee makes recommendations to the Board in relation to the Chief Executive Officer & Registrar's remuneration, including providing advice and feedback on relevant benchmarking and other data.</p>
4.	Temporary Appointment of the Board Chair	Board	Under Schedule 1 of the Act, and in line with General Rule 11, the Board may make a temporary appointment of a person to act as a member of the Board in the event of a vacancy.
5.	Temporary Appointment of Board Members	Board	Under Schedule 1 of the Act, and in line with General Rule 11, the Board may make a temporary appointment of a person to act as a member of the Board in the event of a vacancy.
6.	Appointment of Board Members to Committees	Board	<p>Under Schedule 1 of the Act, the Board may appoint Board members to its committees.</p> <p>A skills audit will be conducted to identify the knowledge, skills, attributes and experience of individual Board members so that these can be used effectively. This assessment may be used to populate the Board's committees.</p>

SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
7.	Removal of Board Members	Board	The People Committee makes recommendations in relation to the removal of Board members in line with the General Rules.
8.	Appointment (and re-appointment) of Non-Executive Associate Committee members	Board	Under Schedule 1 of the Act, the Board may appoint non-Board members to its committees.
9.	Registration decisions which cannot be taken by the Registrar because it is inappropriate for the Registrar to do so (for instance because the Registrar is connected with the applicant)	Board	The Scheme of Delegation reflects statutory responsibilities specified within Section 4(5) of the Architects Act 1997.
10.	Re-entry to the Register following a PCC Erasure order	Board	Section 18 of the Architects Act specifies that this decision must rest with the Board and cannot be delegated.
11.	Agreeing the Board's Rules or changes to the Board's Rules	Board	<p>In line with Section 23 of the Act, the Board may make rules for carrying out or facilitating the purposes of the Act.</p> <p>When developing new Rules or amending existing Rules, the Rules have to be agreed by the Board, having undertaken public consultation where applicable.</p>
12.	Prescribing qualifications	Accreditation Committee	

SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
			<p>The Board, in line with its statutory responsibilities, specified section 4(1)a of Act, makes the decision to prescribe or renew prescription of a qualification.</p> <p>The Board may however, under Schedule 1 of the Act decide to delegate this function to one of its Committees.</p> <p>This function has been delegated to the Accreditation Committee.</p>
13.	Entry into regulator recognition agreements, e.g., mutual recognition agreements or memoranda of understanding	Board	The Board will consider and agree whether to authorise the Chief Executive Officer & Registrar to sign mutual recognition agreements or memoranda of understanding.
14.	General Delegation	<p>General Rule 8.1 states:</p> <p>Except to the extent of a Board decision to the contrary, the Registrar (as the Chief Executive Officer), the Chair and other officers shall (so far as permitted by law) have such delegated authority to act on behalf of the Board in implementing its policies:</p> <ul style="list-style-type: none"> a. as may be expressly given by the Board; or b. as is desirable or necessary for the efficient operation of the Board's activities; or c. as relates to matters customarily delegated to such persons. 	General delegation enabling the smooth running of the organisation's business in line with its General Rules, as agreed by the Board.

SCHEME OF DELEGATION

Matters for the Board and its Committees – Operational Delegations and Decisions for the running of ARB

Item	Action	Level of Authority	Narrative
15.	Approval of the Board's Corporate Strategy	Board	The Corporate Strategy is developed with support from the Executive, and approved by the Board.
16.	Medium Term Financial Plan and Annual budget, including capital programme	Board	<p>The Board agrees the annual budget, including the staff budget, and the capital programme.</p> <p>The Board agrees the annual retention fee, and any other fees in line with the relevant sections in the Act.</p> <p>The Chief Executive Officer & Registrar determines the staff headcount within the budget.</p> <p>The Finance, Risk and Audit Committee receives and reviews the organisation's three year financial plan and one year budget, and provides advice to the Board in relation to the plan and budget.</p>
17.	Remuneration, travel and subsistence for Board members, Committee members and other Associates	Board	<p>The People Committee makes recommendations to the Board in relation to the remuneration of Board and Committee members as well as other and Non Executive Associates including appropriate expenses and subsistence, providing advice and feedback on relevant benchmarking and other data.</p> <p>The Framework Agreement between the Sponsoring Government Department and ARB notes that Board and Staff expenses policies must be the same.</p>

Commented [EM2]: Board Members: These adjustments are proposed so that this entry in the Scheme aligns with the new Finance, Risk and Audit Committee's Terms of Reference.

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
18.	Approval of the Annual Business Plan	Board	The Business Plan is developed with support from the Executive, and approved by the Board.
19.	Approval of the Annual Report and Financial Statements	Board	<p>The Annual Report and Financial Statements are reviewed by the Audit and Risk Assurance Committee and subsequently submitted to the Board for consideration and approval. The Finance, Risk and Audit Committee review the organisation's draft annual report and financial statements and ensures that they are prepared in accordance with legal and regulatory requirements, and provide recommendations to the Board.</p> <p>Following Board approval, the Chair of the Board and the Chief Executive Officer & Registrar sign the letter of representation relating to the Annual Report and Financial Statements.</p>
20.	Risk Management Strategy	Board	<p>The Audit and Risk Assurance Committee will provide advice to the Board regarding the risk management strategy, and internal and governance controls; the Committee also scrutinises, monitors and provides assurance to the Board in relation to these areas. The Finance, Risk and Audit Committee reviews and advises the Board on ARB's risk management framework to ensure effective risk mitigation strategies are in place, and provides regular advice and recommendations to the Board regarding relevant updates that are needed to the framework.</p>
21.	Reserves Policy	Board	The Board approves the organisation's reserves policy.

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
			<u>The Finance, Risk and Audit Committee reviews and make recommendations to the Board regarding the organisation's financial policies including authorisation limits, reserves and liquidity to ensure they are fit for purpose.</u>
22.	Net Expenditure which will exceed the annual budget by more than £50,000	Board	Variances should be explained and reported via the Management Accounts. If the additional expenditure exceeds £50,000, then Board approval is required prior to the spending occurring.
23.	Procurement and Tendering Policy	Board	The Board approves the organisation's procurement and tendering policy. The Executive then ensure that the relevant steps are followed in line with the policy, bringing relevant decisions back to the Board.
24.	Pay and reward	Board	People Committee makes recommendations to the Board in relation to <u>the overall approach to executive pay and reward, including any proposed increases and any performance related pay provision, taking into account external economic data, government advice, any relevant benchmarking data and wider organisational requirements.</u> the overall approach to executive pay and reward including any proposed increases and any performance related pay provision, taking into account external economic data, any relevant benchmarking data and wider organisational requirements.
25.	Associates Appointments, Induction, Performance Approach and Removal Policy	People Committee	The People Committee approves the appointments, induction, performance approach and removal policy for the Associates.

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
			The appointment of Associates should be conducted in line with the policy.
26.	Performance Process of Board and Committee members <u>Annual Review Process</u>	People Committee <u>Board</u>	The People Committee approves the performance process of Board and Committee members. <u>The People Committee provides advice and make recommendations to the Board regarding the performance process for the Board and Committee members.</u>
27.	Provision of external audit services; internal audit services and investment broker services	Audit and Risk Assurance <u>Finance, Risk and Audit</u> Committee	The Audit and Risk Assurance Committee appoints, reappoints or removes the external auditors, the internal auditors and the investment brokers in line with their Terms of Reference. The Committee will agree the annual internal and external audit programme. <u>The Finance, Risk and Audit Committee makes recommendations to the Board regarding the appointment of external auditors and reviews their performance and independents.</u> <u>The Finance, Risk and Audit Committee appoints, reappoints or removes the internal auditors.</u> <u>The Finance, Risk and Audit Committee appoints, reappoints or removes the organisation's investment broker.</u>
28.	Investments Strategy	Board	The Board annually sets the Investment Strategy. The Board's Investment Broker then ensures ARB's investment portfolio aligns with the agreed strategy.

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
			Audit and Risk Assurance Finance, Audit and Committee reviews the risks relating to the ARB's investments.
29.	Banking Arrangements	Board	The Board will agree the banking arrangements including the banks to be used, and signing requirement.
30.	Review and agreement of Scheme of Delegation	Board	The Board reviews and agrees the Scheme of Decision making. The Scheme of decision making is reviewed by the Audit and Risk Assurance the Finance, Risk and Audit Committee prior to the Board's consideration of the Scheme <u>as part of its compliance and governance responsibilities.</u>
31.	Accounting, Fraud and Bribery, Whistleblowing and Data Protection policies	Audit and Risk Assurance Committee Finance, Risk and Audit Committee	The Audit and Risk Assurance Committee agrees the policies in these areas. The Finance, Risk and Audit Committee agrees the policies in these areas.

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SCHEME OF DELEGATION

Matters for the Chief Executive Officer and Registrar – Statutory and Regulatory Delegations and Decisions

Item	Action	Level of Authority	Narrative
32.	Entry on to the Register – Decision to Register	Chief Executive Officer & Registrar, or delegated authority	In relation to decisions regarding ‘Entry on to the Register – Decision to Register’, the Registrar may delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.
33.	Removal following failure to notify change of address procedure (Section 11 of the Act)	Chief Executive Officer & Registrar, or delegated authority	<p>Authority specified within the Architects Act 1997 to remove individuals on the Register who fail to keep their address up to date.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.</p>
34.	Removal from the Register for non-payment (Section 8 of the Act)	Chief Executive Officer & Registrar, or delegated authority	<p>Authority specified within the Architects Act 1997 to remove individuals who fail to make payment of the annual retention fee.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.</p>
35.	Removals from the Register (resignations, deaths etc.)	Chief Executive Officer & Registrar, or delegated authority	Authority specified within the Architects Act 1997 to remove individuals who have passed away or who make a request to resign from the Register.

SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
			The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.
36.	Reinstatement to the Register (Section 8 of the Act)	Chief Executive Officer & Registrar, or delegated authority	<p>Authority specified within the Architects Act 1997 to reinstate applicants to the Register.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.</p>
37.	Certificate of registered status	Chief Executive Officer & Registrar, or delegated authority	<p>Authority specified within the Architects Act 1997 to issue a certificate of registered status.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.</p>
38.	Recommendations of the Prescribed Examination panels for equivalence to Part 1 and Part 2	Chief Executive Officer & Registrar, or delegated authority	<p>Authority specified within the Prescribed Examination Procedures.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.</p>
39.	Recommendations of the UK Adaptation Assessment panels for entry to the Register under the Mutual Recognition Agreement route	Chief Executive Officer & Registrar, or delegated authority	<p>Authority specified within the UK Adaptation Assessment Procedures.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.</p>

SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
40.	Publication of the Register	Chief Executive Officer & Registrar, or delegated authority	<p>The Architects Act 1997 specifies the Board will publish a Register; day to day operations, including the publication of the Register, are delegated to the Registrar, in line with the Board’s General Rules.</p> <p>The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.</p>
41.	Sealing documents on behalf of ARB	Chief Executive Officer & Registrar	Schedule 1 of the Act requires the Board to have a Common Seal.

SCHEME OF DELEGATION

Matters for the Chief Executive Officer and Registrar – Operational Delegations and Decisions for the running of ARB

Item	Action	Level of Authority	Narrative
42.	Authorisation of Board members' travel and subsistence claims	Director of Governance & International	<p>The Governance Team checks claims; the Director of Governance & International then approves claims.</p> <p>The Director of Governance & International will raise any issues or queries with the Chief Executive Officer & Registrar and/or the Chair of the Board.</p> <p>We will publish the details relating to Board members' travel and subsistence claims annually.</p>
43.	Authorisation of Chair of the Board's travel and subsistence claims	Director of Governance & International	<p>Governance Team checks claims; the Director of Governance & International then approves claims.</p> <p>The Director of Governance & International will raise any <u>significant</u> issues or concerns with the Chair of the Audit and Risk Assurance Committee<u>Chair of Finance, Risk and Audit Committee.</u></p> <p>In the absence of the Director of Governance & International, the Governance Manager may approve the claims.</p> <p>We will publish the details relating to the Chair's travel and subsistence claims annually.</p>
44.	Approval of Associates' attendance allowance, travel and subsistence claims	Any member of Senior Leadership Group, including the Chief Executive Officer & Registrar, or the relevant Head of Service	The relevant Contract Manager will check the associates' attendance and/or related claim; the attendance record sheet or related claim will then be approved by the relevant member of the Senior

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
			Leadership Group, which for this purpose includes the Chief Executive Officer & Registrar, or the relevant Head of Service.
45.	Chief Executive Officer & Registrar's expenses	Director of Resources <u>Performance & Planning</u>	<p>The Chief Executive Officer & Registrar's expenses are checked by the Executive Officers in the Chief Executive Officer & Registrar's Department, and are then authorised by the Director of Resources<u>Performance & Planning</u>.</p> <p><u>The Director of Performance & Planning will raise any significant issues or concerns with the Chair of the Board.</u></p> <p>We will publish details of the Chief Executive Officer & Registrar's expenses annually.</p>
46.	Transfers between budget headings	Chief Executive Officer & Registrar	<p>The Board sets the overall budget; the Chief Executive Officer & Registrar has the ability to move funds between budget headings.</p> <p>The Board should be updated on the movement of amounts over £50,000 via the Management Accounts.</p>
47.	Transfer of funds between ARB's bank accounts	Director of Resources <u>Performance & Planning</u> plus another member of the Senior Leadership Group	
48.	Invoice approval	All payments, irrespective of the amount, require two authorised signatures in line with the limits set out in the Procurement and Tendering Policy.	All proposed bank payments need to have been checked and reviewed appropriately prior to authorisation. Two authorised signatures are required as outlined in the Procurement and

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
			Tendering policy referred to under item 23 of this Scheme.
49.	Bank Payment Authorisations	Two members of the Senior Leadership Group, which for the purposes of this entry includes the Chief Executive Officer & Registrar. For any supplier payment of £50,000 or more, one of the Bankline approvers must be the Chief Executive Officer & Registrar.	Enables bank payments to be authorised in line with the Bank Mandate as agreed by the Board. All proposed bank payments need to have been checked appropriately prior to authorisation.
50.	Disposal of assets and removal of assets from the Asset Register	Director of Resources Performance & Planning and one additional individual as delegated by the Chief Executive Officer & Registrar	A full Asset Register is kept; a business case must be considered and agreed before any assets are disposed of or removed from the Asset Register.
51.	Payroll authorisation	Chief Executive Officer & Registrar and the Director of Resources Performance & Planning	Payroll payments are made in adherence with the internal controls. No payments can be made without the Director of Resources Performance & Planning and the Chief Executive Officer & Registrar The Chief Executive Officer & Registrar may take the decision to delegate this function to the Director of Governance & International.
52.	Insurance arrangements and policies		

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
		Chief Executive Officer & Registrar, or delegated authority	The Chief Executive Officer & Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.
53.	Appointment and removal of Senior Leadership Group members	Chief Executive Officer & Registrar	The People Committee can support and advise the Chief Executive Officer & Registrar in relation to performance management and the total reward package for members of the Senior Leadership Group. The Chief Executive Officer & Registrar will seek advice in relation to the appointment of any new member of the Senior Leadership Group from the People Committee, The Chief Executive Officer & Registrar will consult the Chair of the People Committee and the Chair of the Board before any member of the Senior Leadership Group is removed.
54.	Appointment of Staff Members	Chief Executive Officer & Registrar	The Chief Executive Officer & Registrar appoint staff members. This function can however be delegated to any of the nominated individuals listed in the note at the beginning of the Scheme, i.e., any member of the Senior Leadership Group, provided the Chief Executive Officer & Registrar has previously approved the recruitment.
55.	Dismissal and suspension of staff	Chief Executive Officer & Registrar, or delegated authority	Process of suspension and dismissal carried out in accordance with ARB's staff disciplinary procedures.

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
		The Investigation Officer is also able to suspend staff once confirmed by the Chief Executive Officer & Registrar that the suspension is proportionate based on preliminary enquiries.	<p>A person will be authorised to undertake the role of an investigation officer, as specified in ARB's staff disciplinary procedures. The selection of the investigation officer should be agreed by<u>with</u> the Director of Resources <u>Head of People</u>.</p> <p>The Chief Executive Officer & Registrar may take the decision to delegate the dismissal and suspension of staff is function <u>the dismissal and suspension of staff</u> to any of the nominated individuals listed in the note at the beginning of the Scheme.</p>
56.	Pay and reward package of the Senior Leadership Group	Chief Executive Officer & Registrar	People Committee to provide the Chief Executive Officer and Registrar with advice regarding performance and the total reward package, for members of the Senior Leadership Group.
57.	Staff requests for unpaid leave and salary advances	Chief Executive Officer & Registrar and Director of Resources	The Chief Executive Officer & Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme in conjunction with the Director of Resources.
58.	Ex-gratia payments, bonuses and exceptional salary increases of staff	Chief Executive Officer & Registrar	<p>Payments can be awarded by the Chief Executive Officer & Registrar, and should be made in accordance with, the policies agreed by the People Committee.</p> <p>Due regard to be paid to the requirements set out in 'Managing Public Money'</p>

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SCHEME OF DELEGATION

Item	Action	Level of Authority	Narrative
59.	Invocation of Disaster Recovery Plan and/or Business Continuity Plan, including instigating emergency telephone cascade	Chief Executive Officer & Registrar, or delegated authority	The Registrar may take the decision to delegate this function to any of the nominated individuals listed in the note at the beginning of the Scheme.
60.	Decision to refer an allegation of Unacceptable Professional Conduct/Serious Professional Incompetence to an Investigations Panel	Chief Executive Officer & Registrar, or delegated authority	Authority given to the Chief Executive Office & Registrar under the Investigations Rules. The Registrar may take the decision to delegate this function to the Investigations Manager, Head of Professional Standards, or any of the nominated individuals listed in the note at the beginning of the Scheme.
61.	Referral to the Professional Conduct Committee in respect of a criminal conviction	Chief Executive Officer & Registrar, or delegated authority	In accordance with the Investigation Rules, the Registrar must decide whether the criminal offence is one that is relevant to the fitness to practise as an architect. The Registrar may take the decision to delegate this function to the Investigations Manager, Head of Professional Standards, or any of the nominated individuals listed in the note at the beginning of the Scheme.
62.	Custody of Board's papers and authorising release	Governance Manager	The Governance Manager is responsible for the release of requested information in accordance with FOI Data Protection Principles.

Schedule of Amendments	
Amendment	Authority

SCHEME OF DELEGATION

V22: Re-organisation of the structure of the scheme; updating to reflect day to day operations, consolidation and addition of new matters to the scheme	ARAC – 24 October 2023; ARB Board – 6 December 2023
V23: Minor adjustments to the scheme to allow the Investigations Manager and Head of Professional Standards to refer disciplinary allegations against architects to the Investigations Panel, or relevant criminal convictions to the Professional Conduct Committee.	ARAC – N/A; ARB Board – 11 February 2025
V24: Minor adjustments to the scheme to reflect changes to committee terms of reference and some executive roles and titles.	Proposed adjustments are based on decisions which have already been made; ARB Board – 14 July 2025

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