



Subject Board Effectiveness Review 2020
Purpose For Decision
From Registrar/Head of Qualifications and Governance

If you have any enquiries on this paper, please contact Karen Holmes at karenh@arb.org.uk or Emma Matthews at emmam@arb.org.uk or on 020 7580 5861

1. Summary

To agree the process and timeline for the 2020 Board Effectiveness Review.

2. Recommendations

It is recommended that the Board:

- i) agrees the process for the Board Effectiveness Review 2020;
- ii) notes the timeline for the 2020 review; and
- iii) notes that a policy for future reviews will be developed for implementation in 2021 and beyond.

3. Open Session

4. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are:

Protect the users and potential users of architects' services and support architects through regulation. The effectiveness of the Board (and its committees) is essential to the delivery of both objectives as the Board establishes ARB's strategy, provides oversight to the organisation and performs statutory roles. The annual effectiveness review informs the Board and enables it to identify areas of improvement.

5. Key Points

- i. The last Board Effectiveness Review was undertaken in 2017/2018. Further to an external, independent consultant undertaking the review in 2016/2017, the review was undertaken in house in 2017/2018. The review included Board members responding to an online questionnaire, considering the outcomes and agreeing an action plan. A similar process was undertaken at Committee level.

In late 2018, all Board members were offered an independently conducted exit interview and given the opportunity to provide feedback on their time as Board

members. A report summarising the outcomes of those exit interviews was collated and provided to the incoming Chair.

In January 2019, the revised Architects Act 1997 came into force and included changes to the constitution of the ARB Board.

- ii. Given that the reconstituted Board has been operational for a year, it is appropriate that an Effectiveness Review is now undertaken.

The primary purpose of the annual Board Effectiveness review is to help the Board reflect on, and where necessary improve, its own performance, which in turn helps it to contribute towards the continuous improvement of the performance of the organisation.

Good practice for the effectiveness of boards is that an externally facilitated review should be considered at least every three years. In due course, the Board will need to determine the appropriate point for such a review to take place. For the first year, a light-touch internal review is proposed.

Noting this, Board members will be asked to complete an online survey, which asks them to rate each statement according to their views, as well as providing them with the opportunity to offer feedback and make suggestions for improvements, later this month. Further details of the timings are outlined within [Annex A](#).

Responses will be collected by the Executive and collated for anonymised reporting, so that the Board can discuss the outcome and agree a collective improvement plan at its next development day, which is taking place on 19 June 2020.

- iii. The Board is asked to note that a policy for future Board Effectiveness reviews will be developed for implementation from 2021 onwards during the remainder of the year.

6. Resource implications

None specifically identified, however if specific development needs for the Board are identified as part of the review, additional resources may be required.

7. Risk Implications

It is imperative that the Board has a robust governance structure in place in order to operate effectively. Failure to regularly review and self-reflect on where improvements to Board performance can be made poses a risk as to the effectiveness of the Board and delivery of the organisation's strategic objectives.

8. Communication

The Board recognises the importance of evaluation and reflection in order to improve its

effectiveness. The Board is committed to continuous improvement in all areas of its delivery, including its corporate governance arrangements.

9. Equality and Diversity Implications

Anyone who has difficulty accessing/using the online tool will be assisted to ensure that the questionnaire can be completed. Staff involved in putting the questionnaire together have undertaken equality and diversity training. Care has been taken to ensure that the process and the questions involved are not in contravention of equality and diversity legislation.

10. Further Actions

Once Board members have provided their feedback via the online questionnaire survey, the results will be collated and presented to the Board at its development day in June 2020 for further discussion. Any action points will then be collated and agreed as part of the development day. The action points will then be taken forward throughout the remainder of 2020. A policy for future Board Effectiveness reviews will then be developed for 2021 and beyond.