

## Version

- Internal Draft for Approval
- Chair's Draft for Approval
- Chair's Approved Draft
- Confirmed

# BOARD MEETING: MINUTES

Minutes of Board Meeting held on Tuesday, 10 September 2024

Location: In Person, at ARB Offices, 70 Gray's Inn Road, London, WC1X 8NH

## Present

Alan Kershaw (Chair)  
Mark Bottomley  
Emeritus Professor ADH Crook  
Will Freeman  
Professor Elena Marco  
Liz Male  
Stephen McCusker  
Tom McDermott  
Cindy Leslie  
Samantha Peters  
Adeyinka Adeladun (Boardroom Apprentice)

## In attendance

Hugh Simpson (CEO & Registrar)  
Emma Matthews (Director of Governance & International)  
Simon Howard (Director of Standards)  
Brian James (Director of Registration & Accreditation)  
Rebecca Roberts-Hughes (Director of Policy & Communications)  
Marc Stoner (Director of Resources)  
Mandy Kaur (Minutes)  
Teresa Graham (Registration Manager),  
*(Item 9 only)*  
Joeris Morgan (Registration Team Leader),  
*(Item 9 only)*  
John Tennant (External Consultant), *Item 10 onwards.*

## Private Meeting of the Board

The meeting started with a confidential meeting of the Board members.  
No staff members were present for this item.

*ARB staff members joined the meeting.*

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## Open Session

### 1. Apologies for absence

Teri Okoro had provided her apologies for both the open and confidential sessions of the meeting.

ARB members of staff joined the meeting for the relevant agenda items.

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### 2. Members' Interests

All Board members had been asked to declare conflicts of interest in any of the agenda items prior to the meeting. The Register of Interests was noted.

Samantha Peters declared an interest in *Item 8 - Extension of Temporary Lay Board Members' Tenure*. The declaration was noted. It was agreed that Ms. Peters had a significant conflict given the decision related to her reappointment, and as a result Ms. Peters would leave the room for this item.

Stephen McCusker and Elena Marco declared an interest in *Item 9 – Consultation: Accreditation Rules*. The declarations were noted. It was agreed that neither Mr. McCusker nor Professor Marco's declaration that they were employed by education providers offering accredited qualifications constituted a significant conflict. As a result, it was agreed they should both remain in the room for this item.

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## STANDING ITEMS

### 3. Update from the Chair

The Chair reported that he had met online with senior representatives from The Royal Society of Ulster Architects (RSUA) where a range of issues were discussed including education reforms, CPD and the protection of title.

The Chair reported that he met with the Chair of the RIBA Board from time to time, including with the Chief Executive and Registrar at the beginning with the year, which he had already reported on. These meetings were not regular but served the purpose of remaining up to date on key issues and understanding the RIBA's views. The Chair and the President of RIBA continued to meet on various occasions.

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### 4. Minutes

The Board unanimously approved the Open session minutes of the meeting held on 16 July 2024.

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### 5. Report on Actions following the Previous Meetings

Board Members noted a report on actions resulting from the previous meetings.

#### Item 12 - Performance Monitoring Review Process for Q3

A Board Member queried whether any measurements against the objectives set out in the Education review had been considered to date, and whether, in particular, university intake metrics could provide insights in this area. The Chief Executive and Registrar advised that evaluation research had been scoped and there was a plan to go out to tender in the next two months so that a research organisation could be appointed to support this work.

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### 6. Updates since the Board papers were issued

There were no matters to update on since the Board papers had been issued.

## MATTERS FOR DECISION

### 7. Consultation: International Routes to Registration

The Director of Policy and Communications introduced a paper setting out the full suite of proposals to improve the Prescribed Examination process and simplify the UK Adaptation Assessment process.

At its meeting in July 2024, the Board had provided feedback on the overall direction of ARB's international routes to registration. The changes the Board discussed aimed to align ARB's international routes with the new approach to UK initial education and training, as well as improve access to the UK Register through a simpler examination process.

The changes outlined in the consultation paper included an updated format for the UK adaptation assessment; the accreditation of a more modern method of assessment by a third party; and a single examination gateway to the Register for online and competency-based outcomes.

The Director of Governance and International had liaised with international networks and this approach was taken in other countries, including the US and Canada.

Taking into consideration fairness and inclusivity, it was hoped that different providers would come forward with proposals to provide the new assessment. The method of assessment and market interest would be tested during the consultation.

There was a timeline of next steps within the consultation paper, and it was likely that a further consultation on the operational detail would be required next year.

With regard to resourcing changes, it was noted that the Competency Standards Group had a specific role in determining competency via a desk-based process for those that had been off the Register for more than two years. The working of that group would be reviewed, with a view to extending its role to consider people who been removed from the Register for continuing professional development (CPD) reasons, as well as people who had a mix of accredited and non-accredited qualifications, as set out in detail in the consultation paper. Any additional resourcing requirements would be determined after the consultation alongside the Board's decision.

The accreditation model introduced for assessment providers would also be reviewed and adapted to accredit future assessment. The consultation would provide more insight on

whether there are providers who would be interested in taking part in delivering a future assessment. There would be a need to consider the supplementary elements that the Accreditation Committee might need in order to carry out its role in accrediting providers in this area.

The accreditation process would need to provide appropriate assurances to the Board that assessment providers were fulfilling the relevant requirements. Changes to the accreditation model, including any annual monitoring process, would be considered during the review.

The following amendments to the consultation paper were suggested:

- modify the sentence within *paragraph. 7.18* of the consultation paper, to “*we will aim to keep the overall fee proportionate for Prescribed Exam candidates*”.
- Edit the consultation question around preparation of a supplementary course, for clarity.
- Consider wording within *paragraph. 4.8* to better express the feedback received on the current assessment format and ensure that the points made were relevant to the proposed consultation.

The Board considered international students and how they would access the consultation, as well as how easy it would be for non-UK students to understand the revised process. It was noted those who had taken part in the initial engagement exercise would be notified of the consultation. The language used in the consultation materials was being simplified wherever possible, with a diagram to help describe the proposals. A further briefing session could be held to help people understand if needed.

The Board **unanimously agreed** to publish the proposals for major changes to ARB’s international routes to registration (in the paper at **Annexe A**) for consultation.

*[Samantha Peters withdrew from the meeting]*

## 8. Extension of Temporary Lay Board Members’ Tenure

Following an approved recruitment process, Samantha Peters had been appointed as a temporary lay Board member for a period of 12 months with effect from 1 April 2023, subject to section 11.1 of the Board’s General Rules. Ms Peters’ appointment had been extended from 1 April 2024 to 30 September 2024 by the Board at its meeting on 28 February 2024, in line with the General Rules.

The Ministry of Housing, Communities and Local Government were unable to commence a recruitment campaign for a permanent lay Board Member until the latter part of 2024, and the recruitment process was likely to take at least four months to complete once under way.

10 September 2024

In line with Section 11 of the Board's General Rules, the Board had the ability to extend Ms. Peters temporary appointment on one further occasion by a maximum period of six months.

The Board **unanimously agreed** to extend the appointment of Ms Samantha Peters as a temporary lay Board member from 1 October 2024 to 31 March 2025, subject to section 11.1 of the Board's General Rules.

The Board noted Ms. Peters' continuing appointment to the People Committee.

*[Samantha Peters returned to the meeting]*

## 9. Consultation: Accreditation Rules

The Director of Standards reminded the Board that, at its July 2024 meeting, it had given an indication on its preferred approach towards this policy.

One of the requirements, set out in Accreditation Rule 4.2, was that any Learning Provider who applied to ARB for accreditation of a Level 7 Master's qualification (or equivalent) must either have degree awarding powers or have a formal relationship with a body with such powers.

This approach allowed institutions without degree awarding powers to operate within the marketplace of providing accredited qualifications but placed the onus on them to provide the additional reassurance of being covered by academic regulation.

The Board **unanimously agreed** to consult on Accreditation Rule 4.2, which required those learning providers without degree awarding powers to have a formal agreement with a degree awarding body, in order to have its qualifications accredited.

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## ITEMS FOR NOTE

### 10. Chief Executive's Report

The Board noted a report from the Chief Executive and Registrar on matters relating to the running of the Board's business.

A discussion was held around the low number of architects so far using the MyARB to record their CPD at this point. A CPD email campaign had been launched a day after the publication

of the Grenfell Inquiry Report, which had been opened by 6,000 people. It was recognised that there was a tendency for members of many professions to record their CPD towards the end of the year as the final deadline.

From January 2025, the recording of the CPD would become a mandatory part of registration. ARB would increase the messaging throughout the year that architects would not be able to renew their registration at the end of 2025 unless the CPD had been recorded on the ARB or RIBA system.

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## 11. Any Other Business

There was no other business.

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## 12. Dates of Future Board Meetings

The next meeting would take place online on Wednesday, 9 October 2024.