

# Board Meeting

## Minutes of Board Meeting held on 28 March 2023

Chair Approved

Location	Present	In Attendance
Hallam Conference Centre, 40 Hallam Street, London, W1	Alan Kershaw (Chair) Mark Bottomley Professor Tony Crook Will Freeman Professor Elena Marco Dr Teri Okoro Liz Male Stephen McCusker Cindy Leslie Tom McDermott Shamoon Hussain (Boardroom Apprentice)	Hugh Simpson (CEO & Registrar) Emma Matthews Simon Howard Brian James Rebecca Roberts-Hughes Marc Stoner Alice Pun Mandy Kaur (Minutes) Claudette Woodburn (Observer)

### OPEN SESSION

#### 1. Apologies for Absence

Apologies had been received from Derek Bray.

#### 2. Members' Interests

The Chair confirmed that all Board members had been asked to declare conflicts of interest in any of the agenda items prior to the meeting.

The Chair declared an interest in relation to item 3 on the agenda and informed Board Members that he had previously worked with Ms Peters in a professional capacity on another Board; there were no personal connections.

### MATTERS FOR DECISION

#### 3. Appointment of a Temporary Lay Board Member

The Chair explained the recruitment process that had been carried out in relation to the Temporary Lay Board Member vacancy.

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The Director of Governance and International confirmed that, since the paper had been provided to the Board, the due diligence process had been fully completed and all the required references had been received. As a result, the proposed caveats which had been included as part of the recommendations were no longer necessary.

The Chair advised, as he had explained at the Board meeting on 15 February 2023, that he would stand down from the People Committee with effect from 1 April 2023.

The Board unanimously agreed to:

- i. Appoint Samantha Peters 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, and
- ii. Appoint Samantha Peters as a Lay Member of the People Committee, noting that Ms Peters would replace Alan Kershaw as a member of the Committee, with effect from 1 April 2023, subject to section 11.1 of the Board's General Rules.

#### **4. Approval of the Registration Appeals Fee / Exceptional Waiving of the UK Adaptation Assessment Fee**

The Director of Governance and International reminded Board Members that the Board had approved the new Appeals Committee rules, procedures and membership at its meeting on 15 February 2023. It had been noted that an appeal could not be considered until the relevant fee had been paid; as a result, the Board needed to set the appeals fee now. Details regarding the fee had been set out within the Board paper.

The Director of Governance and International also explained that plans were in place to pilot the UK Adaptation Assessment in April 2023, before it formally launched later in the year. It was proposed that in order to provide some form of compensation, the full UK Adaptation Assessment fee be waived for those individuals who had agreed to act as pilot candidates.

A Board Member asked how the pilot candidates had been selected. The Director of Governance and International advised that this had been on a volunteer 'first come, first served' basis, and the candidates had approached ARB. The Assessors would be paid for participating in the pilot.

The Board unanimously agreed that:

- the fee for registration appeals should be £2090, to be reviewed on an annual basis each Autumn from this point forward, in line with all other fees and as part of the annual budget setting process.

- the full UK Adaptation Assessment fee for the four volunteer candidates who undertake the UK Adaptation Assessment as part of the pilot of the process, and who subsequently undertake the formal assessment as part of a new international route to registration, should be waived.

5. **Any Other Business**

There was no other business.

6. **Dates of Future Board Meetings**

The Chair reminded Board members that the 17 May and 6 December 2023 Board Business meetings would be held in person at the ARB Office.