



Minutes of Board Meeting held on 7 September 2020

Location	Present	In Attendance
By video conference	A Kershaw (Chair) J Beckerleg M Bottomley S Brookhouse Emeritus Professor T Crook W Freeman E Marco S McCusker Liz Male	Marc Stoner (Acting Chief Executive Officer and Registrar) Emma Matthews Simon Howard Brian James Alex Bangar Kristen Hewett (Minutes) Irene Moisis (MHCLG)

1 Apologies for Absence

Apologies were received from Derek Bray.

2 Members' Interests

There were no declarations relevant to the open session agenda items.

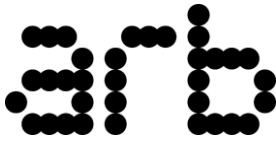
3 Update from the Chair

The Chair welcomed Irene Moisis from the Ministry of Housing, Communities and Local Government (MHCLG), and welcomed Alex Bangar who had recently joined ARB as Project Manager.

The Chair reported that the appointment of permanent Board members had suffered some delay owing to changes of personnel at the Department. A minor correction was required to the draft open session Board minutes of 10 July 2020 as interviews for Board members were scheduled for October, following which the appointments would be recommended to the Minister and, with his agreement, be transmitted to the Privy Council for final approval.

Work was proceeding with recruitment for the Registrar and Chief Executive Officer of ARB and first round interviews were scheduled for 11 September, with final interviews on 24 September. The expectation was to have someone in post by the new year, although that would depend on the successful applicant's notice period.

In relation to the ongoing fitness to practise review, the work was proceeding at pace and the reviewer had provided her first stage report, with the full report expected by the end of September. Initial findings indicated that although there were likely to be some areas suitable for modernisation, there was nothing that should raise alarm with



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the Board.

Interviews were ongoing for new members to the Professional Conduct Committee (PCC), with the interview panels being chaired by the existing Chair of the PCC, Emma Boothroyd.

The annual review process for Board and independent Committee members was on the Board's agenda for discussion; in terms of process the Chair of the Board confirmed that he would like to try and carry out those reviews face to face where possible. The discussion would focus on individual members' priorities for the forthcoming year, rather than a detailed analysis of the past year.

With regards the CEO recruitment, a Board member queried whether the Board had delegated authority to the recruitment panel to appoint a CEO. It was confirmed that the interview and selection process would be carried out by the recruitment panel, but the decision to appoint would need to be made by the Board, although this could be by write round.

Irene Moisis of MHCLG clarified that approval would also need to be sought from the Permanent Secretary, and she would liaise with the Arm's Length Body team to establish what information would be required by the Department, and whether the information should include a Board recommendation, as this would impact the order of events.

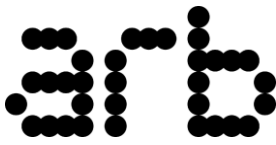
4 Minutes

A minor correction was requested to the Chair's Report in the draft open session Board minutes of 10 July 2020, which should have recorded that interviews for Board members were scheduled for October, following which the appointments would need to be recommended to the Minister.

Subject to the amendment set out above, the Board unanimously approved unanimously the minutes of the meeting held on 19 June 2020.

5 Matters Arising Report

The Board noted matters arising from the minutes of the previous meeting.



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6 Non-staff Annual Review Process

For transparency purposes, it was noted that all Board members would have an interest in this item.

The Acting CEO explained that the first part of the review process was to move forward with Board Member reviews, and that a slight amendment to the process in respect of the Chair of the Board was being suggested, as set out at Annex A of the paper. The Executive would then need to consider and present a proportionate proposal for taking forward reviews for the remaining 70 plus advisors.

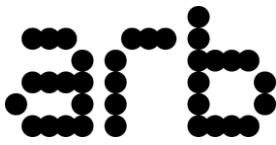
The Chair of the Board explained that proportionate review systems were important as they provided an opportunity for Board members to talk through priorities and behaviours.

Following a question around process, the Acting CEO clarified that the independent Committee member reviews would be carried out by the Chair of the relevant Committee; the only exception being the Chair of the Prescription Committee where it was likely that the Chair of the Board would carry out that review, as the Chair of the Prescription Committee was not a Board member. Board members would receive a template form for completion which would require the input of two people with whom Board members have worked on ARB business. It was agreed that independent Committee members would not have to seek feedback.

- 1. The Board unanimously agreed the amendment to Section 6a of the Annual Performance and Development Review process regarding the Chair's annual performance and development review; and agreed that independent Committee members would not need to seek feedback as part of their review process;**
- 2. The Board noted that a proposal would be brought back to the Board to outline the proposed plan for the remaining 70+ non-executive reviews.**

7 Staff Benevolent Fund

The Acting CEO reported that a technical change was required to the deed of the Staff



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Benevolent Fund. The deed currently named the former Chair of the Board, Chair of the Audit and Risk Assurance Committee, and the former Registrar as trustees. It was proposed to appoint the Acting Chair of the Board and the Acting CEO to join the Chair of the Audit and Risk Assurance Committee as trustees to the deed; and that this arrangement would remain in place until a permanent CEO and Chair were in place

It was queried whether trustees must be appointed by name, or whether they could be appointed by office to avoid returning to the Board each time there was a change in personnel. This approach was agreed in principle, provided that there was no charity law element to prohibit it.

The Board unanimously agreed to appoint the Acting Chair of the Board and the Acting Chief Executive as Trustees for the Staff Benevolent Fund.

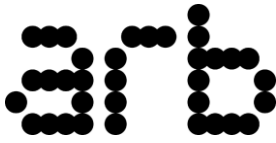
ITEMS FOR NOTE

8 Chief Executive's Report

The Acting CEO reported that the ARB office would be opening for staff in the week commencing 14 September 2020, with one team attending the office on each day of the week. This was necessary to ensure ARB was compliant with the current 2m distancing advice. There would be no in person meetings at present, but this would be kept under review.

A Board member commented on the recent statements on sustainability and climate change, and suggested that ARB should also be recording changes it was making as an organisation in terms of sustainability, and recording what was on the agenda going forward.

With regards the Competence Review and the recently issued survey, a Board member queried the level of engagement to date, and what assistance Board members might be able to offer to encourage responses. The Head of Professional Standards reported that as of 4 September, 2,500 responses had been received, and that the research company was moderately pleased with this response rate. There was a schedule of reminders due to be sent out via the E-Bulletin Chair's message and social media. It was highlighted that the Call for Evidence also sat alongside the survey, and the response rate for that was also doing well.



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It was agreed that anything Board members could do to highlight the competence review amongst their networks would be helpful, although there was a degree of urgency as the closing date for the survey was the 18 September 2020.

A Board member highlighted that architects in academia were an important stakeholder group, and asked whether that had been acknowledged on the survey. The Head of Professional Standards clarified that it was intended that architects in academia would respond under the call for evidence rather than the survey.

A Board member commented that the RIBA were suggesting a five year re-validation process involving competence, and expressed the view that, although the RIBA would have a role in the examination process, it did not seem right that the RIBA should lead on the competence issue. The Head of Professional Standards explained that the RIBA can set whatever CPD requirements it sees fit to for its members, but ARB is responsible for the whole profession, and hadn't made any decisions on how it intends to monitor competence. ARB was currently in the process of seeking views, and RIBA would be able to contribute to that widespread consultation.

The Chair of the Board commented that it was vitally important to get any competence monitoring scheme right, and that there might be some benefit in RIBA proceeding with its information gathering, as ARB could also learn lessons from that. It was important that ARB consult the profession, proceed with any scheme cautiously, in order to get it right.

9 **Any Other Business**

The Chair of the Board reported that it was hoped that a face to face Board development day could be held in December, COVID restrictions allowing. The office would be in touch on this.

10 **Dates of Future Board Meetings:**

2 October 2020

20 November 2020

3 December 2020