



Consultation 13/2011

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The Equality Act 2010 replaced the previous anti-discrimination laws with a single Act. A key measure of the Act – the Public Sector Equality Duty – came into force on 5 April 2011. As a result, ARB has reviewed its original Single Equality Scheme and replaced it with a revised scheme that is proportionate for a body of ARB’s size and takes into account the requirements of the public sector equality duty.

Responses were received from

1. Francesca Berriman, Chief Executive, Chartered Institute of Architectural Technologists
2. Jenny Duncan, Head of Equality and Inclusion, Nursing and Midwifery Council



Sections of new proposed document	Comments received	ARB's Response
<p>Message from the Chair</p> <p>I am pleased to introduce an updated version of our equality scheme. The equality legislation is perhaps one of the most important pieces of legislation in many years, as it brought together each of the separate strands of diversity under one umbrella.</p> <p>We have updated our scheme in line with the Government's public sector equality duty. This duty places a responsibility on all public bodies to eliminate unlawful discrimination, advance equality of opportunity, and to foster good relations between different groups of people. The duty also helps to ensure that public bodies consider the needs of all individuals in their day-to-day work.</p> <p>We first introduced our scheme in mid-2010. Since then, we have begun to see equality become embedded in all areas of our work, not least by the Board, which considers the implications for equality with every decision it takes. The updated scheme, which is both proportionate and relevant to ARB, will help us to build on our earlier work, and our commitment to providing equality of opportunity for all is undiminished.</p> <p>Beatrice Fraenkel Chair, ARB</p>	<ol style="list-style-type: none">1. I have taken the opportunity to read the consultation which appears to be incredibly comprehensive; and there is nothing we can add. Although we are not a public body I think there are some areas within your scheme which we could incorporate into our current equality scheme.2. ARB might want to consider referring to Equality Act 2010 by name rather than equality legislation	<p>It is suggested that the wording is amended accordingly</p>

<p>Registrar’s introduction</p> <hr/> <p>Diversity means embracing a culture and philosophy that is free from any form of unlawful discrimination. It values and recognises differences in everybody with whom we come into contact, and offers equality of opportunity to all. Promoting equality and recognising and valuing people’s differences is not just a “tick box” exercise for us. It places equality and diversity firmly at the heart of ARB’s agenda.</p> <p>We have revisited our original single equality scheme and updated it to reflect the Government’s public sector equality duty. In meeting our general duties under the legislation, we will act in accordance with our responsibility as a statutory body. We will continue to review our policies regularly, and test new policies we plan to introduce to make sure that they do not contain any elements of unlawful discrimination and are fair to all.</p> <p>Our commitment to promoting equality and diversity is unchanged, and we will continue to ensure that equality good practice is central to our work.</p> <p>Alison Carr Registrar and Chief Executive</p>	<p>2. Good to see a positive presentation of equality and diversity and what it means.</p>	
<p>1. Who we are and what we do</p> <p>1.1 The Architects Registration Board – ARB – maintains the UK statutory register of architects. We were established in 1997 by an Act of Parliament (the Architects Act 1997) and it is from this Act that our duties and responsibilities are derived.</p> <p>1.2 ARB is governed by a Board of 15 members. Seven of these are architects who are elected by their peers. The remaining eight are</p>		

members of the public appointed by the Privy Council to represent the users of architectural services and the public in general.

2. **Our key responsibilities**

2.1 As a statutory body, ARB has a duty to deliver its responsibilities under the Architects Act. These are:

- Prescribing (or recognising) the qualifications needed to become an architect
- Keeping the UK's register of architects
- Ensuring that architects meet our standards for conduct and practice
- Investigating complaints about an architect's conduct or competence
- Making sure that only people on our register offer their services as an architect
- Acting as the UK's competent authority for architects.

3. **Strategic aims**

3.1 ARB's Board has identified three strategic aims which are supported by five core values. These provide a firm foundation for delivering equality and diversity within ARB. The strategic aims are:

- Protecting the consumer
- Supporting architects through regulation
- Delivering the Architects Act 1997.

3.2 The core values are:

Proportionality

ARB's actions are proportionate, take account of the issues, the risks associated with the issues and the costs involved.

Evidence-based objectivity

ARB is objective in taking decisions and its actions are based on evidence.

<p>Open-minded ARB welcomes, encourages and considers the opinions of others.</p> <p>Transparency Wherever possible, ARB is transparent in its actions and makes information accessible to others.</p> <p>Integrity ARB is professional and honest, and treats everyone with respect.</p>		
<p>2. Where we are now and our future work</p> <p>2.1 ARB has an ongoing commitment to implementing action that will improve its performance and outcomes in effective equality practice. We appreciate that there are different responsibilities and requirements laid down by the legislation that affects us as a regulator and as an employer. We have made no distinctions within our equality scheme, but the differences are reflected in our policies and procedures.</p> <p>2.2 General issues</p> <p>2.2.1 We have introduced a programme of appropriate and relevant equality and diversity training for our staff. Our intention is to broaden learning and development opportunities not only for our staff, but also for Board members, advisers and certain contractors, to enable the Board to deliver its statutory equality and diversity responsibilities across all functions.</p> <p>2.2.2 When developing or reviewing our policies, we will consider whether it is proportionate to undertake an equality impact assessment to ensure that discrimination is avoided and equality is promoted.</p> <p>2.2.3 We will continue to publish our policies, consultations and other documents online. Our website is our major information and communication resource, and we are currently developing it to the recognised standards for accessibility. We have achieved a great</p>	<p>2. It is good to see ARB’s commitment to equality and diversity training. If this training is mandatory would be great to actually state this.</p> <p>2. Are there any plans to make stakeholders aware of equality impact assessments that you carry out ?</p>	<p>Training will be arranged as and when appropriate. The wording of this paragraph will therefore remain as originally drafted.</p> <p>The scheme will be amended to state that equality impact assessments will be published on our website.</p>

<p>deal of progress in improving our external communications, for example, by ensuring that our consumer and information leaflets follow the principles of plain English. While we don't currently have any plans to offer these in different formats we would seek to respond positively to any such request we might receive. We have also undertaken extensive building works both to make our premises accessible and to provide a pleasant environment for our staff and visitors. As part of effective consultation exercises, we are committed to reaching a diverse range of stakeholders and listening to voices that are seldom heard. This may include surveys and organising small focus groups.</p> <p>2.2.4 We have reviewed our recruitment processes for advisers so that, over time, the diversity of representation in the membership of ARB's different panels will improve. We will also invest in equality training for all.</p> <p>2.2.5 ARB has not previously collected equality data on architects. However, we now include an equality monitoring section with every application to register to allow us to build up a picture of the composition of the register from a diversity viewpoint. We do collect equality data on all job applicants, regardless of whether they are applying to join the staff or one of our panels. We also hold equality data for our staff complement.</p> <p>2.2.6 As part of the strategy to mainstream equality principles, we have introduced a standard paragraph in all Board papers on the equality implications of proposals. Equality and diversity issues and updates are also included on all-staff meeting agendas and management meeting agendas. We have developed an equality policy, and this is included in the staff handbook and is attached to this scheme as Appendix 1.</p> <p>2.2.7 In procurement, and subject to any Government instructions applying at the time, we will work towards ensuring that our contracts are accessible to a wide pool of suppliers. Over time, it is hoped that more small and medium sized enterprises, black and</p>	<p>2. Is there a similar approach re Data monitoring being carried out for council members/committees</p> <p>2. When are you planning to publish the equality data on architects? Perhaps you should state why it's important to collect this data.</p> <p>2. This is a really important step in terms of embedding diversity. Although you need to make sure</p>	<p>Not at present. This will be built into the equality programme over time.</p> <p>The intention is to gather the data gradually and publish when we have collected sufficient data for it to be meaningful.</p> <p>We will add who is responsible for this into the scheme.</p>
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<p>ethnic minority, women and disabled-owned businesses will win contracts.</p>	<p>that it's not just a tick box exercise, May be good to mention who makes sure that this is effective?</p>	
<p>3. ARB's equality scheme</p> <p>3.1 ARB prides itself on continuous improvement in all aspects of its business. In this regard, equality is no exception.</p> <p>3.2 We recognise the importance of having a scheme in place that both values and recognises differences in our staff, our Board, our registered architects, our advisers and, crucially, members of the public who use our services. Our first scheme laid the foundations for us to implement a number of processes that began to embed equality throughout the organisation. We will continue to operate these under our revised scheme, which sets out our responsibilities under the public sector equality duty.</p> <p>3.3 The public sector equality duty</p> <p>3.3.1 The equality duty is a duty on public bodies and others who carry out public functions. It is designed so that public bodies consider the needs of all individuals in their day-to-day work. The new equality duty supports good decision-making. It encourages public bodies, such as ARB, to understand how different people will be affected by their activities to ensure that policies both support and open up opportunities for people.</p> <p>3.3.2 The new duty replaces the three previous public sector duties, those for race, disability and gender. The new Equality Duty covers the following protected characteristics:</p> <ul style="list-style-type: none"> • age • disability • gender reassignment • pregnancy and maternity 	<p>2. Do ARB have an equality and diversity strategy? Suggest you mention this here to strengthen the framework for this agenda. Would be good to state how long will the revised scheme run for?</p>	<p>The scheme is our Equality and Diversity strategy. We will review the scheme and report annually to the Board (paragraph 8.2 refers)</p>

- race – including ethnic or national origins, colour or nationality
- religion or belief – including lack of belief
- sex
- sexual orientation

The duty also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

3.3.3 The equality duty has three aims. These are to:

- **eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **advance equality of opportunity** between people who share a protected characteristic and people who don't;
- **foster good relations** between people who share a protected characteristic and those who don't.

3.3.4 We will have due regard to the three aims of the equality duty every time we exercise our decision-making powers. This means that consideration of equality issues must influence the decisions we reach, for example, how we act as an employer; how we develop, evaluate and review policies; and how we commission and procure services.

3.3.5 We will also give due consideration to advancing equality of opportunity by ensuring that:

- we remove or minimise disadvantages suffered by people due to their protected characteristics;
- we meet the needs of people with protected characteristics; and
- we encourage people with protected characteristics to participate in public life or in other activities where their participation is low.

3.3.6 We will tackle prejudice and promote understanding between people who share a protected characteristic and others to foster good relations.

3.3.7 Complying with the equality duty doesn't mean that everybody is treated the same. This may involve making use of the positive action provisions to provide a service that is appropriate for people who share a protected characteristic – for example, employing someone with a protected characteristic where that characteristic is under-represented. Another example is where the duty explicitly recognises that the needs of disabled people may be different from those of non-disabled people. As a public body, we should therefore take into account any impairment that a disabled person might have when we make decisions about policies or services, which may mean making reasonable adjustments or treating disabled people differently so that their needs are met.

3.4 Demonstrating compliance with the equality duty

There is no explicit requirement to refer to the equality duty in the decision-making process, but it is good practice to do so. By keeping records of how decisions were reached, we will be able to demonstrate that the three aims of the duty were given full consideration.

3.5 What the changing of legislation means for ARB

In revising our scheme, we have tried to capture all the requirements of the public sector equality duty. We will continue to keep a watchful eye on the changing landscape and make further relevant changes to the scheme to reflect the current provisions as the need arises.

For the purposes of the scheme, the main functions, policies and procedures that appear to be relevant in promoting equality and tackling discrimination are attached as Appendix 2 to this scheme.

<p>3.6 The Human Rights Act 1998</p> <p>In addition to the equality legislation, we will pay due regard to the provisions of this Act. The Act makes it unlawful for a public body to breach convention rights, unless an Act of Parliament meant it could not have acted differently.</p> <p>In general, the effect of this legislation is that in carrying out their duties, public bodies are required to take into account the convention on the rights of an individual.</p>		
<p>4. Our commitment to equality</p> <p>4.1 Scheme governance arrangements</p> <p>The Board has a statutory responsibility to ensure that ARB meets the specified requirements of the public sector equality duty. Equality and diversity implications for all policies and processes are drawn to the Board’s attention so that consideration can be given to whether they meet the requirements of the equality duty. In discharging its responsibilities, the Board will pay due regard to the aims of the duty, and will encourage diversity and promote equality of opportunity.</p> <p>4.2 Management arrangements</p> <p>The Registrar and Chief Executive leads the organisation on a day-to-day basis, and is accountable to the Board for the design, delivery and review of the equality scheme. More generally, the Registrar is responsible for ensuring that ARB operates within the law.</p> <p>Equality and diversity is a standard item on Operational Management Group (OMG) monthly meeting agendas. It is in this forum that issues are raised, discussed and implemented where necessary.</p> <p>Two members of the OMG, the Deputy Registrar and HR and Communications Coordinator, have been appointed as equality</p>	<p>2. Is there a dedicated Diversity Team or Diversity manager who leads on this? How are Heads of department held accountable in this area. ie is Diversity built into the Corporate business plan/objectives?</p>	<p>Section 4 sets out the responsibilities for Equality and Diversity. We believe that our approach to accountability in this area is proportionate for a body of ARB’s size and no changes are therefore required to the scheme in this regard.</p>

<p>leads. They have joint responsibility for equality. Activities are coordinated and monitored across the organisation, bringing a coherent approach to corporate issues such as recruitment and selection and performance review policies.</p> <p>Heads of department will be accountable for the performance of their own portfolios. They are also responsible for ensuring that equality impact assessments are conducted where appropriate in the areas they manage.</p>		
<p>5. Involvement</p> <p>5.1 Internal involvement</p> <p>Internal consultation events began in 2008, and have continued throughout the development of the scheme. In particular, we invested specific resources in the following:</p> <ul style="list-style-type: none"> • staff workshops (eight departmental events) • all-staff meetings • meetings with heads of departments • one-to-one meetings with staff • all-staff emails • staff briefings • staff questionnaire • meetings with Board members • staff consultation meetings on the draft scheme. <p>As a result of these events, we identified a number of policies and procedures that we considered were priority areas for equality impact assessments to be undertaken and which were duly completed. Equality is now a standing item on all OMG and staff meeting agendas, and staff raise issues on equality in open forum. By continuing our strategy for raising awareness and increasing understanding of what equality of opportunity means, our staff teams consider equality implications as a matter of course.</p>		

<p>5.2 External consultation</p> <p>We understand the importance of and the impact that external consultation has, and we are committed to continuing this throughout the delivery of our scheme and beyond. We want to be consistent in our duty to involve and consult with the disabled community and also with a wide range of seldom-heard groups. A list of these organisations is attached as Appendix 3 to this scheme.</p>		
<p>6. Equality impact assessments</p> <p>Equality impact assessments are used as tools to analyse the potential or actual effects of a policy or service on specified groups of people. The aim is to ensure that an organisation's activities do not directly, indirectly or unintentionally discriminate against anyone, particularly target equality groups.</p> <p>We will take a proportionate approach to conducting EIAs, and will always consider equality implications regardless of whether a full EIA is carried out, by asking the following questions:</p> <ol style="list-style-type: none"> 1. What is the purpose of the activity/policy/proposal/service/change? 2. How are people affected? 3. Could people be affected differently? 4. Does the activity make a positive contribution to equality? <p>Depending on the outcome of these questions, the activity may then undergo a full assessment, using the equality monitoring data where this applicable and/or available.</p> <p>We have developed an equality impact assessment form specifically for this purpose, and have provided training for staff who will undertake assessments.</p>	<p>2. Great to see focus on equality impact training. Has this been updated to reflect Equality Act 2010? If so you should state this. If this training is face to face would</p>	<p>There are no plans to undertake further equality impact assessment training in 2012. The training has been provided to individual</p>

	<p>be good to state this and also percentage of staff attending it i.e. it has been rolled out to all Policy leads.</p>	<p>members of staff in each of the three operational teams who conduct equality impact assessments. The wording of the scheme can be amended to reflect this. No other amendment is considered necessary.</p>
<p>7. Gathering and using information</p> <p>As a matter of course, we collect equality data on job applicants, panellists and advisers. We have also conducted a data-gathering exercise on current staff resources. We are preparing to collect equality monitoring data for all newly-admitted architects to the register and prescribed examination applicants.</p> <p>Equality monitoring data allows us to analyse whether there may be barriers in any of our processes that could be discriminatory. It also helps to give us an understanding of whether our communications, on whatever topics, are reaching a wide and diverse range of people. If, from studying the data, it appears that there elements which create barriers, we can undertake an assessment to identify where the barriers are and how they might be removed so that we offer a barrier-free approach.</p> <p>It should be noted that the data is only as good as the returns we receive, and we cannot guarantee a 100% response rate.</p>	<p>2. You might want to mention that providing this data is voluntary although you will encourage declarations.</p>	<p>The wording will be amended to reflect this.</p>

8. Progress to date

8.1 As part of our revision of the equality scheme, we reviewed our original three-year action plan. In undertaking this review, we identified a number of activities where the desired outcomes have been achieved. These are, in no particular order of importance or priority:

- The single equality scheme was subject to wide consultation and supported by senior management
- Equality and diversity implications introduced into all papers going to the Board
- Sought legal advice which confirmed we did not have to produce the scheme in Welsh
- Standing item on the monthly OMG agenda to monitor progress
- Sufficient funds have been allocated to equality issues to ensure they are properly resourced
- All departmental teams include actions and activities in their work plans related to equality and diversity matters
- Equality and diversity is included as a standing item on all OMG, departmental and all-staff meetings
- Training providers with the relevant expertise have been engaged to deliver targeted equality and diversity training
- All staff, Board members and advisers have undertaken equality and diversity awareness training
- Membership of the Employers' Forum on Disability was considered but rejected as being disproportionately expensive
- Equality monitoring data routinely collected for job applicants, including PCC members and independent reviewers
- Meetings are scheduled to avoid main religious holidays
- Complainants are informed that they can reschedule dates if original date unsuitable for faith or other legitimate reasons
- We gather feedback from users of our services
- Where policies and/or procedures have been reviewed, we have considered equality and diversity implications, and where

2. ARB may wish to consider joining Employers Network for Equality and Inclusion (ENEI) which covers all nine protected characteristics.

2. Good to see focus on avoiding main religious holidays when holding meetings.
Is there any work being carried out re flexible working and those with caring responsibilities?

This is something we can explore.

Flexible working for those with caring responsibilities is covered in our Family Rights policy in the staff handbook. ARB also operates a flexible approach to work for all staff. No further action is required

<p>proportionate, have conducted equality impact assessments</p> <ul style="list-style-type: none"> • We continually assess whether we are maintaining a barrier-free approach to ARB’s physical environment • We have reviewed our forms and consumer leaflets to ensure they follow “plain language” standards • Our review of the General Rules has taken account of equality issues and any areas of potential discrimination have been eliminated • We have developed a consultation policy that focuses on reaching a diverse range of stakeholders • We have reviewed a number of our policies and procedures to identify whether there are any potentially discriminatory practices • We are beginning to collect equality monitoring data for new entrants to the register • All-staff training has been delivered on specific issues of equality and diversity. <p>8.2 Because the responsibilities for public bodies have been redefined and ARB is not being listed under Schedule 19 of the Equality Act (this is the section that requires public bodies to adhere to the specific duties as well as the general duties required by the public service equality duty), there is no expectation for us to produce an action plan. Instead, we will report annually to the Board on equality and diversity issues.</p>		<p>on this point.</p>
<p>Appendix 1 Equality policy</p> <p>1. Introduction</p> <p>1.1 ARB recognises that discrimination and victimisation is unacceptable. We believe that no employee or job applicant should receive less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender/gender reassignment, marriage/ civil partnership, pregnancy/maternity, race, religion or belief, sex, or</p>		

sexual orientation (the protected characteristics under the Equality Act 2010).

- 1.2 Our aim is to have a workforce that is truly representative of all sections of society, where each employee feels respected and able to give of their best. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end, the purpose of this policy is to provide equality and fairness for all in our employment.
 - 1.3 All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. We will help and encourage all our employees to develop their full potential, and their talents and resources will be fully utilised to maximise the efficiency of the organisation.
 - 1.4 Our staff will not discriminate directly or indirectly, or harass anybody because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of ARB's services.
 - 1.5 This policy shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice that the Equality and Human Rights Commission or any Government Departments may issue from time to time.
2. Our commitment
- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
 - Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
 - Training, development and progression opportunities will be made available to all staff.
 - To promote equality in the workplace, which we believe is good

management practice and makes sound business sense.

- We will review all our employment practices and procedures to ensure fairness. The reviews will take place every three years, or when changes in legislation occur.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

3. Responsibilities

3.1 Line managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Each line manager will ensure that all their staff are aware of the policy, and the reasons for the policy. Any grievances concerning discrimination will be dealt with properly, fairly and as quickly as possible. The HR and Communications Coordinator is responsible for monitoring the operation of the policy in respect of employees and job applicants.

3.2 Responsibility for ensuring that there is no unlawful discrimination rests with all staff, and their attitudes are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

- comply with the policy and arrangements
- not discriminate in their day to day activities or induce others to do so
- not victimise, harass or intimidate other staff or groups who have, or are perceived to have, one of the protected characteristics
- ensure that no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic
- inform their manager if they become aware of any discriminatory practice.

4. Third parties

4.1 Third-party harassment occurs where an ARB employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. ARB

will not tolerate such actions against its staff, and the employee concerned should inform their line manager at once if this occurs. We will investigate such instances fully, and take all reasonable steps to ensure such harassment does not happen again.

5. Rights of disabled people

5.1 ARB attaches particular importance to the needs of disabled people. Under the terms of this policy, we will ensure that we:

- make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours;
- include disabled people in training/development programmes;
- give full and proper consideration to disabled people who apply for jobs.

5.2 We will take reasonable steps to reduce or remove any substantial disadvantage which a physical feature of our premises or employment arrangements could cause to a disabled employee or job applicant. Examples of “reasonable steps” would be putting Braille information in lifts, or providing an adapted telephone for someone with a hearing impairment.

5.3 ARB recognises that people with disabilities are often denied a fair chance at work because of misconceptions about what they are and are not capable of doing. Equally, the need for physical modifications to office equipment or even restructuring the jobs may often present difficulties. The aim of the policy will be to attempt to overcome these difficulties where possible, and so enhance the opportunities available to people with disabilities.

6. Rehabilitation of Offenders

6.1 In accordance with the Rehabilitation of Offenders Act 1974, ARB will not unlawfully dismiss an application on the grounds of a spent conviction.

7. Recruitment and Selection

7.1 It is ARB’s intention to recruit high quality candidates whose skills

and experience are most suited to the job.

- 7.2 ARB will encourage applications from all sections of the community irrespective of gender, race, colour, ethnic origin, nationality, sexual orientation, marital status, religion, belief, age or disability. In addition, equality of opportunity will be emphasised during all stages of the recruitment process.
- 8. Training
 - 8.1 Training is an important factor and can lead to opportunities at work. Training opportunities will be assessed, and if appropriate, offered to the individual.
 - 8.2 ARB will seek to ensure equal access to training, and will consider the need for special training for those groups who may be disadvantaged as a result of any protected characteristic.
- 9. Flexible Working Patterns and Facilities
 - 9.1 Subject to operational needs, ARB will continue to encourage flexible working patterns and facilities to attract and retain staff. These will include flexibility in starting and finishing times, special leave, and the provision of special adaptations to help those with special needs.
- 10. Positive Action
 - 10.1 Although it is unlawful to discriminate positively in favour of certain groups on the grounds of race or gender, positive action to enable greater representation of under-represented groups is permitted by law and will be encouraged by ARB.
 - 10.2 ARB is opposed to the introduction of quotas, but where there are serious under-representations of a particular group, a real effort will be made to rectify the imbalance. Selection for interviews and jobs will continue to be competency-based.
- 11. Disciplinary and Grievance Procedures
 - 11.1 Acts of discrimination, victimisation, bullying or harassment on the

<p>grounds of race, gender, sexual orientation, religion, belief, age or disability by members of staff will be dealt with under ARB's Dignity in the Workplace Procedure and/or the Disciplinary Procedure.</p> <p>11.2 Any member of staff who perceives a problem in recruitment, selection, promotion, the application of conditions of service, or who considers that they have been subjected to any form of discrimination, victimisation, bullying or harassment, should raise the matter through ARB's Dignity in the Workplace Procedure or the Grievance Procedure.</p> <p>12. Individual Responsibilities</p> <p>12.1 This policy will apply to all staff at ARB. Each member of staff has a duty, both morally and legally, not to discriminate against individuals or disadvantaged groups. ARB will not tolerate discrimination by any of its staff. Cases of discrimination will be dealt with under the Dignity in the Workplace Procedure and/or the Disciplinary Procedure as appropriate.</p>		
<p>Appendix 2 Functions, policies and procedures that are relevant to the public sector equality duty</p> <p>The following are examples of those of our functions that are subject to the public sector equality duty, and are given for illustration. It is not an exhaustive list.</p> <p>1. Human resources</p> <p>1.1 Recruitment and selection The method for recruiting staff differs according to the level of staff we are recruiting for. We will assess whether the position to be filled is one we manage ourselves, or whether it is one where we need to bring in a recruitment agency.</p>		

All candidates are asked to complete an application form, and indicate, on no more than four sides of A4 paper, how they meet the person specification for the post. An equality monitoring form is included in the application pack.

The decision to interview is made purely on merit in how well the candidate meets, and indicates that they meet, the requirements for the post.

Interview panels comprise the HR and Communications Coordinator and the relevant head of department. The head of department has discretion to appoint a further member to the panel if they believe it will be beneficial. Rarely are there more than three people on a panel.

As with the selection process, appointments are made on the basis of the candidate's skills abilities, knowledge and previous experience set against the requirements of the role.

1.2 Training and development

It is a feature of every job description that staff should be proactive in identifying any training needs, either to help them to do their job or to help them develop their existing skills. There is also provision within the staff handbook for financial assistance for staff who wish to undertake development training. Training needs are also explored with staff during the annual and mid-year reviews.

We are committed to ensure that our staff can develop their fullest potential, which benefits the individual, their team and the organisation as a whole. However, any form of training that attracts a cost will depend upon ARB's ability to pay at the time the training is requested.

2. Communication

2.1 Website

ARB's website, www.arb.org.uk, is our primary source of

communication, both for architects and members of the public. We are developing a new website, which will be fully compliant with the guidelines on accessibility.

2.2 eBulletin

The eBulletin is aimed at architects. It is produced after each Board meeting (usually five times a year) and it contains updates on what is happening at ARB, and other information considered to be of interest to the profession. The eBulletin is only available electronically, and architects can opt out of receiving it if they prefer.

2.3 Annual report

The annual report is produced in June/July each year. As a result of efficiency savings and our “green” agenda, the report is produced electronically. Recipients are able to download a pdf copy if they wish. A copy is sent to every architect whose email address we hold, and the report is available on our website. We also send the report to interested stakeholders. Again, architects can opt out of receiving the report if they wish.

3. Professional standards

3.1 Complaints against architects

The Architects Act gives us the power to investigate complaints about an architect’s conduct or competence. After the initial preparatory work by the Professional Standards department, a complaint is passed on, in the first instance, to the Investigations Committee. This committee assesses the complaint to establish whether there are issues of unacceptable professional conduct or serious professional incompetence that warrant referral to the Professional Conduct Committee (PCC) for a public hearing. The independent PCC is separately constituted under the Act, and has the power to impose disciplinary sanctions in cases where an architect is found guilty of the charge or charges brought against them.

3.2 Regulation of title

Our work in regulating use of the title “architect” is covered by Section 20 of the Architects Act. Use of the title “architect” is restricted to those individuals who have had the education, training and practical experience needed to register with ARB and become an architect. It is a criminal offence in the UK to use the title unlawfully, and anyone who does so faces prosecution in the magistrates’ courts and a fine.

4. Prescription of qualifications

4.1 Prescription procedure

The Architects Act requires ARB to prescribe the qualifications that lead to registration as an architect. The process is paper-based, and schools and institutions of architecture submit a selection of documents to ARB (the documents they can submit are set out in the Prescription Procedures), which allows ARB’s Prescription Committee to decide whether all the appropriate information is contained within the submission. The submission is then considered by the Board for a decision on whether the qualification meets the relevant objectives.

4.2 Presentations to students

For many years, we have run a programme of visits to schools/institutions of architecture to introduce ARB to students at Parts 1, 2 and 3 of their architectural education. The visits are a mix of talks, presentations and workshops, and cover a wide range of ARB-related topics from registering as an architect to the duties and obligations that sit with being a registered architect.

5. Registration

5.1 Registering as an Architect

There are three routes to registration:

- UK-qualified
- EU-qualified
- Overseas and non-recognised qualifications.

<p>Where the qualifications held by an individual aren't prescribed by ARB, we run our own examination to assess whether these qualifications are equivalent to our own. The process involves the applicant having their skills and experience examined by a panel of examiners, all of whom are architects.</p>		
<p>Appendix 3 List of consultees for ARB consultations (This list is reviewed and updated regularly and is therefore subject to change)</p> <p>Age UK APEAS APSAA APSAA Archaos Architects for Change Architecture and Design Scotland Arthritis Care Association for Consultancy and Engineering Association for Disabled Professionals Association of Building Engineers Association of Chartered Certified Accountants Association of Consultant Approved Inspectors Association of Consultant Architects Association of Cost Engineers Association of Interior Specialists Association of Lipspeakers Asthma UK Black & Ethnic Minority Community Organisation Network Breakthrough Breast Cancer Bristowe Project Building Centre Capability Scotland Central Scotland Racial Equality Council Centre for Accessible Environments Centre for Education in the Built Environment</p>		

Centre LGS

Change the Face of Construction

Chartered Institute of Architectural Technologists

Chartered Institute of Building

Chartered Institute of Building Services Engineers

Chartered Institute of Plumbing and Heating Engineers

Citizens Advice

Citizens Advice Scotland

Coalition on Sexual Orientation

Construction Industry Council

Consumer Focus

Council of Ethnic Minority Voluntary Organisations

Deafblind UK

Disability Wales

Downs Syndrome Association

Engender

Engineering Council UK

Epilepsy Action

Equalities National Council of Disabled People

Equality and Diversity Forum

Gay and Lesbian Humanist Association

General Chiropractic Council

General Dental Council

General Medical Council

General Optical Council

General Osteopathic Council

Government Equalities Office

Guild of Architectural Ironmongers

Health & Safety Executive

Health Professions Council

Hestia Housing Association

Home Builders Federation

Institute of Acoustics

Institute of Construction Management

Institute of Engineering and Technology

Institute of Mechanical Engineers

Institute of Structural Engineers

Institution of Civil Engineers Islamic Society of Great Britain Joint Council for the Welfare of Immigrants LABC Landscape Institute Law Society (Northern Ireland) Law Society (Scotland) Learning Disability Advisory Group Consumer Focus Wales Mencap Chief Executive Consumer Focus MIND Multiple Sclerosis Society Muslim Womens Network UK National Bureau for Students with Disabilities National Centre for Independent Living Network for Black Professionals Network of Buddhist Organisations NHBC Nursing and Midwifery Council Policy Research Institute on Ageing and Ethnicity Quality Assurance Agency Quality Assurance Agency (Scotland) Race on the Agenda Remploy RIAS RIBA RICS RNIB Action on Hearing Loss (formerly RNID) Royal College of Veterinary Surgeons Royal Pharmaceutical Society of Great Britain Royal Society of Architects in Wales Royal Society of Ulster Architects Royal Town Planning Association University of the West of England SCHOSA		
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<p>Scope</p> <p>Scottish Council for Voluntary Organisations</p> <p>Scottish Council of Jewish Communities</p> <p>SENSE</p> <p>Society of Environmental Engineers</p> <p>Solicitors Regulation Authority</p> <p>Steel Construction Institute</p> <p>Terrence Higgins Trust</p> <p>The Access Association</p> <p>The Bar Council</p> <p>The Ethnic Minority Foundation</p> <p>The Law Society - Lawyers with Disabilities Division</p> <p>The Stephen Lawrence Charitable Trust</p> <p>UK Green Building Council</p> <p>Wales Council for Voluntary Action</p> <p>Which?</p> <p>Women and Manual Trades</p> <p>Women in Architecture</p> <p>Women into Science, Engineering and Construction</p> <p>Women's Resource Centre</p> <p>Worshipful Company of Architects</p>		
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Architects Registration Board

Consultation Questions – Responses received

Questions and answers received	ARB's response
1. Does the proposed Equality Scheme cover the relevant aspects of the public sector equality duty?	
The Nursing and Midwifery Council considers the proposed equality scheme covers the relevant aspects of the public sector equality duty. However it would be good to see more references that cover Gender re-assignment and the issue of homophobic behaviour.	We will consider how best gender reassignment can be included within the equality scheme. Homophobic behaviour is covered under our Dignity at Work procedure in the staff handbook.
2. Are there any aspects for meeting the public sector equality duty that we have overlooked?	
The Nursing and Midwifery Council do not perceive that there are any aspects of the public sector equality duty that have been overlooked.	
3. Do you consider our consultation list includes a wide and diverse range of organisations, from professional bodies through to the lesser-heard members of our society?	
The Nursing and Midwifery Council believes that ARB have used a wide list of organisations for this consultation., in addition there appears to be evidence of both internal and external group discussions being held. No evidence of Union consultation. You may wish to include Gender Identity Research and Education Society (GIRES) for future consultations.	We will add Gender Identity Research and Education Society (GIRES) to our list of consultees. ARB has no union affiliations, and therefore no union consultation is undertaken.

4. Do you have any general comments on our proposed Equality Scheme?	
<p>ARB may wish to consider producing a summary document covering their Equality scheme or even Easy read version.</p>	<p>The equality scheme is not an unduly lengthy document, and it has been drafted using the principles of plain English. Bearing in mind the size of the organisation, it is not considered proportionate to provide different versions of the scheme as this would be an unnecessary duplication of work.</p>