



Architects Registration Board

## Guidance and Information

# Third party review at a glance

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### **What is third party review?**

Third party review looks at whether the Board's procedures have been properly followed and that they were appropriate and efficient.

### **What does third party review consider?**

There are two processes where you can request a third party review:

- **Examination appeals panel**

You can only request a review when you receive the panel's final decision.

- **Investigation Committee decisions**

You can only request a review when the Investigations Committee has reached a final decision that a case should not proceed to the Professional Conduct Committee.

You can only request a review if you believe that there were defects or deviations in the process of reaching a decision. You cannot request a review to overturn or change a final decision. You can only do this through the courts.

### **When can I request a third party review?**

You must make your request for third party review within 30 days of the date you were told of the final decision. The Registrar can consider requests received outside that timescale if you can show us that you made your request in time.

Your request must identify where you believe procedures have not been followed or where they were inappropriate or inefficient. You should also say where and how you think the procedure has been defective.

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### **What happens when my request is accepted?**

We will appoint a Reviewer to look at your case. Reviewers are independent of the Board, and will have no prior knowledge of the case. The Reviewer will have access to the relevant case file and any other related papers. The Reviewer can also ask you for additional information if they think it is necessary.

### **What happens next?**

The Reviewer will report their findings to the Registrar, with a copy to you. Their comments will be confined to whether the procedure followed the proper rules or guidelines, and whether it was appropriate and efficient. They will not comment on the actual decision reached. The Board, Committee or Panel will then decide whether to accept the Reviewer's recommendations. If so, they may decide to reconsider the case to make sure that the original decision was correct. The Registrar will let you know what action, if any, was taken as a result of the report.

### **Do I have to pay for a third party review?**

No. Third party review is free of charge.

### **How do I make a request for third party review?**

A request for third party review must be made on the form designed for this purpose. You can either complete an online version on our website ([www.arb.org.uk](http://www.arb.org.uk)) or you can ask us to send you a copy.

### **Can I claim compensation?**

The Board doesn't have a scheme for paying compensation. A compensation scheme would be outside the Board's legal powers as there is no provision for this in the 1997 Architects Act.