



Single Equality Scheme

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Chair's Foreword

The single equality legislation is perhaps one of the most important pieces of legislation in many years, as it brings together each of the separate strands of diversity under one umbrella.

As a public body, ARB is conscious of the discrimination laws, but developing our single equality scheme has crystallised our thinking. It is enabling us to translate principles into action and demonstrate our commitment to promoting equality and diversity in every aspect of our work.

The scheme is a framework for ensuring that our services and policies are free from any form of discrimination and fair to all, irrespective of race, age, gender, disability, sexual orientation, gender reassignment, religion or belief and we look forward to putting it into practice.

A handwritten signature in black ink that reads "Beatrice Fraenkel". The signature is written in a cursive style with a large initial 'B'.

Beatrice Fraenkel
Chair

Registrar's introduction

Diversity means embracing a culture and philosophy that is free from any form of unlawful discrimination, irrespective of race, age, gender, disability, sexual orientation, religion or belief. 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.

We have developed a single equality scheme that incorporates each of the equality strands. The scheme, and the action plan within it, sets out how we will build equality and diversity into our work, so that it becomes part of our working culture rather than an onerous add-on.

In meeting our general and specific duties under the equality legislation, we will act in accordance with our responsibility as a statutory body. It is an opportunity for us to review our existing policies, and to assess any new policies we plan to introduce, to make sure that they do not unlawfully discriminate against any sector of the community and are fair to all.

We are committed to implementing the scheme, although we would be the first to recognise the challenges we are setting for ourselves. We look forward to working with all our stakeholders in promoting equality and diversity.



Alison Carr
Registrar and Chief Executive

1. Who we are and what we do

- 1.1 The Architects Registration Board 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.
- 1.2 ARB is governed by a Board of fifteen members. Seven of these are architects who are elected by their peers. The remaining eight are members of the public appointed by the Privy Council to represent the users of architectural services and the general public.
- 1.3 Our key responsibilities are:
- Prescribing (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.
- 1.4 ARB's Board has agreed three strategic aims for its work. These are:

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

In addition, it has identified five core values which provide a firm foundation for the development and implementation of an outcomes-based single equality scheme. The values are outlined below.

Proportionality

ARB's actions are proportionate, take account of the issue, 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.

Open-Minded

ARB welcomes, encourages and considers the opinion of others.

Transparency

Wherever possible, ARB is transparent in its actions and makes information accessible to others.

Integrity

ARB is professional and honest, and treats everyone with respect.

2. ARB's single equality scheme

- 2.1 ARB prides itself on continuous improvement in all aspects of its business; in this regard, equality, diversity and human rights are no exception.
- 2.2 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. Pragmatically, it makes sense for our equality scheme to be an integrated one (i.e. a single equality scheme). The scheme will enable us more easily to demonstrate the business benefits of good practice so that we meet regulatory requirements and the expectations of the public and the profession.
- 2.3 We have undertaken an assessment to ensure that our scheme relates to ARB's core values, and at the same time, fulfils the specific requirement of each of the six equality strands¹ through the outcomes set out in the action plan (Section 9). As a result, we have been rigorous in identifying all functions, policies, decision-making and practices that fall within the scope of equality legislation, and devised appropriate governance and monitoring arrangements to support effective implementation.
- 2.4 It is important to note that we have established some of the groundwork already, but appreciate that we must have a systematic delivery programme and the means by which we can produce a public record of our achievements. Consequently, we will put in place effective reporting arrangements by publishing our equality and diversity achievements. We will include a summary of the steps we have taken to involve disabled people in the development of the scheme, the results of information gathering, monitoring data, and the use we have made of such information.

[Appendix 1 provides information on the initial assessments of policies and procedures undertaken as part of the project].

¹ The six equality strands are: race/ethnicity, disability and gender, each of which is subject to an equality duty, together with age, sexual orientation and religion or belief. Additionally, gender reassignment has been included, as this is also listed as a "protected characteristic" in the Equality Bill 2009.

3. Where we are now and our future work

Over the next three years, ARB is committed to implementing a series of actions that will measurably improve its performance, outcomes and reputation in effective equality and diversity practice, as judged by its main stakeholders.

3.1 General issues

- 3.1.1 We have begun to introduce a programme of appropriate equality and diversity training for some employees. Our intention is systematically to broaden learning and development opportunities for staff, Board members, advisers and relevant contractors to enable the Board to deliver its statutory equality and diversity responsibilities across all functions.
- 3.1.2 We have commenced informal reviews of policies and services to assess whether they meet our statutory obligations. We intend to introduce formal equality and diversity impact assessments to ensure that unjustifiable discrimination is avoided and new ways to promote equality and diversity are adopted.
- 3.1.3 We publish our research, policies, consultation documents etc online, but we will extend this practice and publish the results of any impact assessments, monitoring data, etc. on our website. We are currently developing the website so that it is both accessible and equality-compliant.
- 3.1.4 Over the past ten years, we have achieved a great deal of progress in improving external communications, for example, through our consumer information leaflets. In future, we will focus on producing literature, including our published finance and audit information, that is written in plain language to ensure sure that our communications do not create additional barriers. Furthermore, we will respond to requests for documents in accessible formats.
- 3.1.5 We will continue to reach out to the diverse consumers of ARB's services by undertaking surveys and organising focus groups. This will help us to understand the issues that equality target groups face when accessing architectural services and those of ARB.
- 3.1.6 As part of effective consultation exercises, we are committed to improving our record on reaching a diverse range of stakeholders and listening to voices that are seldom heard. We plan to do this by identifying partner organisations and expert individuals who will work closely with us from the inception of ideas on new or changing policy direction to contributing to formal consultations. More generally, we will also refresh the list of organisations we routinely approach for consultation purposes.

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- 3.1.7 We are reviewing the recruitment process for advisers to improve the diversity of representation in the membership of panels etc over time. We will also invest in role-specific equality and diversity training for all advisers and examiners.
- 3.1.8 Our recently introduced positive action statement in recruitment advertising will be monitored to assess whether it encourages applicants from under-represented groups to apply for jobs/adviser roles with the ARB. Appendix 2 is ARB's Equality and Diversity Policy, which forms part of the staff handbook and is provided to applicants applying for vacancies.
- 3.1.9 ARB does not currently collect equality data on architects². In order to assess the impact of our regulatory functions upon these groups, we will consult on the best approach to a voluntary monitoring scheme.
- 3.1.10 The building works carried out to improve accessibility in our office accommodation was another stage in our strategy to create a barrier free approach to all that we do.
- 3.1.11 To date, schools and institutions of architecture that offer ARB-prescribed qualifications have not been required to provide evidence of, or demonstrate compliance with, equality and diversity policies. We are reviewing our procedures for prescribing and renewing prescription of qualifications. We are looking to see how we can obtain information of this nature so that we can be assured that institutions offering ARB-prescribed qualifications can substantiate their equality and diversity compliance claims.
- 3.1.12 In order to mainstream equality and diversity principles, we will introduce a standard paragraph on the equality and diversity implications of proposals in all Board papers. In addition, all equality and diversity objectives will be fully integrated into future corporate, business and work plans. Progress will be monitored through Board approval of business plans and Board assessment of annual progress reports.
- 3.1.13 In procurement, we will work towards ensuring that our contracts are accessible to a wider pool of suppliers. We will monitor compliance of suppliers and contractors with equality legislation. Over time, it is hoped that more small and medium size enterprises, black and ethnic minority, women and disabled-owned businesses will win contracts.
- 3.1.14 We will keep the scheme's action plan under review, ensuring that it incorporates the integrated and specific work of the ARB's core functions – prescribing qualifications, keeping the UK's Register of

² It is acknowledged that some of this data is already available, but as it is not collected systematically there are serious gaps, and it is not analysed and reported in ways that inform or influence future actions.

Architects, maintaining good standards of conduct and practice, and regulating use of the title 'architect'.

3.2 Race Equality Duty³

General Duty

The Race Relations (Amendment) Act 2000 placed a statutory general duty on organisations to work to eliminate unlawful racial discrimination, and to promote race equality in all functions.

There are three complementary parts to the general duty:

- i) eliminating unlawful racial discrimination
- ii) promoting equal opportunities
- iii) promoting good relations between people from different racial groups.

Specific Duty

In addition to the general duty to promote race equality, there are specific duties on listed public authorities. As the term implies, these are 'specific', but the publication of a Race Equality Scheme is universal. Under these duties, certain public authorities must prepare and publish a Race Equality Scheme. The scheme should explain how they will meet both their general and specific duties.

- List all functions, policies and proposed policies assessed as relevant to the general duty.
- Assess and consult on the likely impact of proposed policies on the promotion of race equality.
- Monitor policies for adverse impact on the promotion of race equality.
- Publish the results of assessments, consultation and monitoring.
- Ensure that the public has access to information and services provided by the organisation.
- Train staff in connection with the general and specific duties.
- Review the assessment of functions, policies and proposed policies every three years.
- Monitor, by racial group, the numbers of applicants for employment, training and promotion.
- Monitor, by racial group, the numbers of staff who are in post and who receive training and publish the results of employment monitoring annually.

³ Sources of evidence:

- **Architecture and Race: the Experience of Minority Ethnic Students in Architecture** (CABE/University of Westminster's Policy Studies Unit, 2004)
- **Minority Ethnic Representation in Students of Architecture** (CABE)

'Around 18% of entrants come from black or ethnic minority backgrounds but by the time they become architects, that figure has dropped to 2%.' (RMJM puts up £1m to make architects of graffiti artists, **Mute Magazine**, 16.07.08)

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In addition, we will:

- establish a means of obtaining equality monitoring data of all people prosecuted for misuse of title.
- monitor by ethnicity (and other relevant equality strands) all those involved in Investigations and Professional Conduct Committees cases.
- place recruitment advertisements in media most likely to reach those under-represented groups and use language which is appealing to a diverse mix of potential applicants.

3.3 Disability Equality Duty

The Disability Discrimination Act 2005 makes it unlawful to discriminate against a disabled person in relation to employment, the provision of goods, facilities and services, and the disposal and management of premises.

General Duty

The 2005 Act includes a general duty on public authorities requiring them, when exercising their functions to have due regard to the need to:

- eliminate discrimination that is unlawful under this Act
- eliminate harassment of a disabled person that is related to their disability
- promote equality of opportunity between disabled persons and other persons
- take steps to take account of disabled persons' disability, even where that involves treating disabled persons more favourably than other persons
- promote positive attitudes towards disabled persons; encourage participation by disabled persons in public life

Specific Duty

In addition to the general duty outlined above, the 2005 Act also places specific duties on some public authorities, which are generally to:

- publish a disability equality scheme i.e. this scheme.
- demonstrate they have taken actions in the scheme and achieved appropriate outcomes
- report on progress every year
- review and revise the scheme at least every three years

An important aspect of the specific duty is that the disability equality scheme must show how disabled people have been involved in producing the scheme and action plan. Consultation and engagement with disabled people is an essential element of the disability equality public sector duty.

In support of the general and specific duties, we have identified the following actions we need to take:

- publish a disability equality scheme [incorporated into this scheme], demonstrating how it intends to fulfil its general and specific duties;

- involve disabled people in the development of the scheme;
- carry out impact assessments;
- make arrangements for gathering relevant information;
- develop an action plan;
- take the steps set out in its action plan, within three years;
- publish a report.
- build on the accessibility audit of our website and establish a methodology for monitoring the take-up of particular information and/or visits to our website by particular communities of interest
- establish a special long-term partnership arrangement with some disability groups and experts, to hear the views of disabled people across the UK. Furthermore, we will involve them in a range of ARB activities, such as developing the draft scheme and contributing to the annual reporting mechanism of the Scheme, and monitor the performance of the action plan.
- any ARB publications that could be classified as part of a service to members of the public will be produced in accessible versions, having regard to what is proportionate as well as the costs and other resources involved.
- we will consider membership of the Employers' Forum on Disability (EFD), which is “the world's leading employers' organisation focused on disability as it affects business. The mission of EFD is to enable organisations to become disability confident by making it easier to recruit and retain disabled employees and to serve disabled customers.”⁴
- We are committed to taking a barrier-free approach to all our work by removing:
 - i) physical barriers
 - ii) communication barriers
 - iii) information barriers
 - iv) technological barriers
 - v) attitudinal barriers, and
 - vi) policy barriers⁵.

3.4 Gender Equality Duty⁶

General Duty

The Equality Act 2006 amended the Sex Discrimination Act 1975 to place a general duty on all public authorities, when carrying out their functions, to have due regard to the need to :

⁴ “The mission of EFD is to enable organisations to become disability confident by making it easier to recruit and retain disabled employees and to serve disabled customers”.

⁵ In support of the above, we will also respond appropriately to all relevant recommendations in the final report of the RIBA sponsored research – **Supporting Diversity in the Architectural Profession**, currently being undertaken by the University of the West of England.

⁶ Sources of evidence:

Why Women Leave Architecture (RIBA/UWE,2003). “Even though 38% of the people training to become architects are women, only 13% of the entire workforce is female”.

ARB Women in architecture report Gender Survey: “Women constitute a small but a rising proportion of the Register and now amount to 30% of new entrants.

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- eliminate unlawful discrimination and harassment on the grounds of sex
- promote equality of opportunity for women, men and transgender people.

Specific Duty

In addition to the general duty outlined above, many public bodies have specific duties to help them meet their obligations under the general duty. These require each organisation to:

- prepare and publish a gender equality scheme [i.e. this scheme].
- consider the need to include objectives to address the causes of any gender pay gap
- gather and use information on how the public authority's policies and practices affect gender equality in the workforce and in the delivery of services
- consult stakeholders in order to determine its gender equality objectives
- assess the impact of its current and proposed policies and practices on gender equality
- implement the actions set out in its scheme within three years, unless it is unreasonable or impracticable to do so
- report against the scheme every year and review the scheme at least every three years.

In support of the general and specific duties, we have identified the following actions we need to take:

- investigate the impact of professional indemnity insurance fees on men and women
- monitor by gender the disciplinary cases sent to the Board's solicitors for reports
- conduct an equal pay review to test whether there is discrimination between women and men in ARB's workplace on the grounds of pay disparity.

3.5 Employment Equality Age Regulations

These regulations apply to vocational training and all facets of employment – including recruitment, terms and conditions, promotions, transfers, dismissals and training.

They make it unlawful on the grounds of age to:

- discriminate directly;
- discriminate indirectly – unless objectively justified;
- subject someone to harassment and/or victimisation.

In support of the regulations, we have identified the following actions we need to take:

- We will consider how to implement monitoring of employees on the grounds of age in order to check that our policies and practices are not discriminating

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against younger or older staff/advisers, and if necessary, take appropriate action.

- We will ensure that all equality and diversity training incorporates anti-ageist principles, including appropriate use of language.

3.6 Religion or Belief Regulations

These Regulations apply to vocational training and all facets of employment – including retirement, terms and conditions, promotions, transfers, dismissals and training.

They make it unlawful on the grounds of religion or belief to:

- discriminate directly against anyone;
- discriminate indirectly, unless it can be objectively justified;
- subject someone to harassment and/or victimisation.

In support of the regulations, we have identified the following actions we need to take:

- We operate across the United Kingdom and acknowledge the variety of different religions and beliefs practised by consumers, architects, staff, advisers and the wider public. As a consequence, we recognise that equality and diversity principles apply to everyone, irrespective of their religion and/or belief (this includes non-belief).
- In support of the above, we make every effort to establish all parties' availability to attend a Professional Conduct Committee hearing before the date is arranged. It is always open to anyone to apply for the matter to be rescheduled for any reason, such as religious or personal. Any such requests will be looked at on a case by case basis. We are considering whether we can be more proactive on this front by, for example, taking due regard of the main religious holidays when scheduling meetings/hearings.
- We will take into consideration main religious holidays when scheduling forthcoming dates for Prescribed Examinations.
- We will provide staff (and those working on our behalf, e.g. examiners, PCC members, inquirers) with advice and guidance, raising their awareness of faith issues whilst working with colleagues, architects and potential architects.

3.7 Sexual Orientation Regulations

These regulations apply to all employment and vocational training and include recruitment, terms and conditions, promotions, transfers, dismissals and training.

They make it unlawful on the grounds of sexual orientation to:

- discriminate directly;
- discriminate indirectly; unless it can be objectively justified;
- subject someone to harassment and/or victimisation.

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In support of the regulations, we will look at how our policies or activities might inadvertently discriminate against staff, advisers or users of our services on the grounds of sexual orientation, and take the necessary action to eliminate any bias.

3.8 Welsh Language Act 1993

The Act established a Board whose function is to promote and facilitate the use of the Welsh language.

- We have a responsibility to treat the English and Welsh languages equally when dealing with consumers and members of the public in Wales. Consequently, we will determine whether it is a requirement for ARB to draft a Welsh Language Scheme, which would be prepared for Board approval, after which guidelines for implementation would be developed.

3.9 The Equality Bill 2009⁷

The Bill is expected to receive Royal Assent in spring 2010. The majority of the Bill should come into force by autumn 2010. Certain parts of the Bill, such as the socio-economic duty on public bodies, and the general public sector equality duty are likely to come into force in 2011.

The Bill introduces the concept of 'protected characteristics', i.e. age, disability⁸, gender reassignment, marriage and civil partnership, pregnancy and maternity, race⁹, religion or belief (including non-belief), gender, sexual orientation.

The key features of the Equality Bill are:

- introduction of a new public sector duty for strategic public bodies to consider reducing socio-economic inequalities¹⁰;
- a new equality duty on public bodies¹¹;
- the use of public procurement to improve equality;
- banning of age discrimination outside the workplace;
- introducing gender pay reports¹²;

⁷ The Equality Bill 2009 was published on 30 April 2009. The full list of public bodies will be published in due course.

⁸ The Bill extends indirect discrimination to disability.

⁹ In regard to race, the Bill will extend protection to colour and nationality on the same terms as for all other forms of racial discrimination.

¹⁰ The Bill introduces a new requirement on strategic public authorities to have due regard to how their decisions might help to reduce inequalities associated with socio-economic status. This requirement will only apply to government departments, local authorities and NHS bodies. It does not therefore apply to ARB.

¹¹ The duty will require public bodies to have due regard to the need to:

- Eliminate discrimination, harassment, victimisation.
- Advance equality of opportunity between persons who share a protected characteristic and persons who do not share it.
- Foster good relations between persons who share a protected characteristic and persons who do not share it.

¹² It is expected that public bodies with over 150 employees will be required to publish annual details of:

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- extending the scope to use positive action;
- strengthening of the powers of employment tribunals to make recommendations in discrimination cases;
- strengthened protection from discrimination for disabled people.

Changes currently proposed include:

- a single equality duty on public bodies to tackle discrimination, promote equality of opportunity and encourage good community relations, embracing grounds such as age, gender reassignment, sexual orientation and religion or belief as well as race, disability and gender;
- annual reporting by authorities on rates of pay by gender, and employment of people from ethnic minorities and disabled people;
- greater powers, including an obligation on public authorities to eliminate age discrimination in the provision of goods and services, strengthening the requirement for public bodies to improve equality through their purchasing functions, and extending the scope of positive action;
- a concept of “indirect discrimination”, to replace “disability-related discrimination”.

What the changing of legislation means for ARB

When writing our scheme, we tried to capture all the requirements of the forthcoming legislation. We will continue to keep a watchful eye on the changing landscape and make relevant changes to our scheme to reflect the position.

3.10 Human Rights Act 1998

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.

In general, the effect of this legislation is that it requires public bodies in carrying out their duties to take into account the convention on rights of an individual.

The Bill will not apply in Northern Ireland.

their gender pay gap;
their ethnic minority employment rate; and
their disability employment rate.

4. Our commitment to equality and diversity

4.1 Scheme Governance Arrangements

The Board has a statutory responsibility to ensure that ARB meets the specified requirements of the equality legislation. In discharging its responsibilities, the Board will formally review progress annually and ensure the mainstreaming of the scheme action planning into its strategic planning processes (e.g. business plans).

An equality and diversity forum will be established to advise on implementation of the scheme and recommend any changes to the Board.

4.2 Management Arrangements

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 single equality scheme outcomes, and more generally, for ensuring that ARB operates within the law.

The scheme's action plan will be a standard item on the executive team monthly meeting agenda where issues such as slippage and resource analysis will be dealt with.

Two members of the Executive Team, the Deputy Registrar and the HR and Communications Coordinator, have been appointed as equality and diversity leads. They have joint responsibility for equality; diversity and human rights activities are coordinated and monitored across the organisation, bringing a coherent approach to corporate issues such as recruitment and selection and appraisal policies.

Heads of department will be accountable for the performance of their own corporate portfolio (e.g. qualifications, professional standards), and specific elements of the action plan. They are also responsible for undertaking equality and diversity impact assessments in the areas they manage.

5. Involvement and consultation

5.1 Internal Involvement and Consultation

Internal consultation events began in 2008 and have continued throughout the development of the scheme. In particular, we have invested specific resources in the following:

- staff workshops (eight departmental events)
- all-staff meetings
- meetings with heads of Department
- one-to-one meetings with staff
- all staff email
- staff briefings
- staff questionnaire
- Board members' structured interviews
- staff consultation meetings on draft scheme

As part of the initial internal workshops, we identified a number of policies and procedures we considered to be priority areas for impact assessments to be undertaken. A table of priority assessments can be found at Appendix 3.

5.2 External Involvement and Consultation

We understand the importance of and the impact that external consultation has, and are committed to continuing with this throughout the delivery of our action plan and beyond.

Furthermore, in developing policy that may affect disabled people, we want to be consistent in our duty to involve and consult with this community. We are therefore planning to enter into long-term partnership arrangements with relevant groups and expert individuals. We will take their comments on board, and amend our policies and procedures accordingly.

6. Equality and Diversity Impact Assessments

It is a requirement of some equality legislation¹³ to conduct equality and diversity impact assessments of functions, services and products. Equality and diversity 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.

If any adverse impact is discovered, appropriate actions will be identified and implemented.

There are generally two stages to the assessment process:

- i. initial screening
- ii. full assessment (which may not be necessary in every case).

Stage one: initial screening

Key questions to be asked when undertaking this initial stage are:

1. What is the purpose of the activity/policy/service/proposal/change?
2. How are people affected?
3. Could people be affected differently?
4. Does the activity make a positive contribution to equality?

Stage two: full assessment

The activity has to be analysed in greater depth to fully understand the possible impact. The aim of the stage two assessment is to determine, by gathering and analysing information:

- (i) the extent of any adverse effects on people from different diversity groups, and the measures, e.g. further research and/or consultation, that need to be adopted to mitigate any negative effects; and/or
- (ii) whether there is potential to have a positive impact on different diversity groups and how this potential is maximised.

ARB will produce an equality and diversity impact assessment form and guidance for staff who will undertake the assessments.

All impact assessments will be published on our website.

¹³ Race Relations Amendment Act 2000, Disability Discrimination Act 2005, Equality Act 2006, Northern Ireland Act 1998.

7. Gathering and Using Information

As part of the process in developing our scheme, we have established a baseline for the evidence that we need to improve outcomes for equality target groups year on year.

To date, some work has been undertaken on race and gender equality in the field of architecture, but much of the available data is out of date. The University of the West of England is currently undertaking research on disability issues, sponsored by RIBA, but the results of that research will not be published for some time.

As we progress through our plan, we will consider whether we need to conduct or commission new research in order to understand more clearly what actions and decisions would best improve equality and diversity in employment, our regulatory responsibilities and service provision.

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8. Monitoring and Review Process

We will review progress of our scheme and the activities in the action plan annually and will publish a summary of our work. This will include details of the evidence used to monitor performance on equality and diversity, and a summary of what this indicates.

In line with equality legislation, a more formal three-year review will take place in 2013, with the involvement of disabled people and other equality target groups, to evaluate our work against the outcomes in the action plan. Particular focus will be placed on whether the priorities are still relevant and appropriate, how successfully disabled people were involved, the way information was gathered and used, along with the process for carrying out impact assessments.

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9. The Action Plan

We have developed an action plan, which describes the ways in which we will achieve the desired outcomes for the development of effective practice in equality and diversity. Once the activity is introduced and embedded, it becomes part of our core work. We will keep it under continuous review to ensure there is no slippage.

Progress on the action plan will be reviewed and reported annually to the Board, and published on our website. We will monitor the actions that have been identified for each year, what has been achieved and where there has been slippage or no progress has been made, understand the reasons for this and revise timescales. New actions might be included, depending on developments on each work stream, and any changes in priorities that might be identified subsequent to the initial publication of this action plan.

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Section 9 - Action Plan

Year One: 2010

Objective	Action	Outcomes	Target Date	Owner
Monitoring progress of equality and diversity.	<ul style="list-style-type: none"> Set up an equality and diversity forum. This group will advise on ARB's single equality scheme, its monitoring, quarterly reporting and annual review processes. The scheme will be subject to consultation, with particular attention given to disability groups UK-wide. Introduce equality and diversity implications as a standing item in all Board papers. Report to the Board on progress made. Equality and diversity targets integrated into business plan (and strategic planning process). Take legal advice with regard to the introduction of a welsh language scheme 	<ul style="list-style-type: none"> Equality, diversity and human rights will be embedded within the organisation, with consistency across all teams. Support and drive are visible from senior management. A culture of openness to challenge is promoted with the full support of the organisation. The forum ensures that actions from the scheme are progressed, taking into account feedback from external consultation and engagement with stakeholders. A progress report is published on the website. 	2011	Registrar
	<ul style="list-style-type: none"> Executive to include a monthly agenda item to monitor implementation of activity to support the actions within the scheme. 	<ul style="list-style-type: none"> Demonstrates our commitment to raising standards and championing good practice. 	2010	Executive
	<ul style="list-style-type: none"> Allocate budget and resources to enable delivery of agreed priorities. 	<ul style="list-style-type: none"> Demonstrates a strategic approach and commitment to deliver. 	2010	Executive/Board
	<ul style="list-style-type: none"> All teams to include in their operational / work plans the actions and activities they must carry out under the scheme. 	<ul style="list-style-type: none"> Diversity is tailored to specific areas with teams having ownership and accountability. Provides a method for integrating processes to deliver agreed outputs. 	2010	All teams

Section 9 - Action Plan

Year One: 2010

Objective	Action	Outcomes	Target Date	Owner
	<ul style="list-style-type: none"> Develop a communications strategy that embeds diversity in the organisation. 	<ul style="list-style-type: none"> Ensures that messages are consistent and emphasise ARB's commitment. 	2010	HR and Comms Coordinator
	<ul style="list-style-type: none"> Diversity to be included as a standing item on Executive and departmental team meeting agendas. 	<ul style="list-style-type: none"> Raises awareness and profile of equality, diversity and human rights. Reinforces ARB's values and best practice to which the organisation aspires. 	On-going	Executive/ Teams
<ul style="list-style-type: none"> All staff, Board and advisers to undertake training to understand specific duties and responsibilities under the equality legislation including transgender issues. 	<ul style="list-style-type: none"> Identify relevant training providers with expertise in this field to ensure training is targeted and relevant. 	<ul style="list-style-type: none"> Exposure to and awareness of what is required by the legislation. ARB's staff will be aware of each strand under the equalities legislation. Staff will be able to identify with and relate to how the Board's policies and procedures impact on equality. 	2010	Executive
<ul style="list-style-type: none"> Design and deliver a disability awareness programme across the whole organisation. 	<ul style="list-style-type: none"> Ensure that all staff, Board members and advisers participate in awareness-raising sessions that focus on disability. Review our policies and practices to eliminate any elements that may be unfair to or discriminate against disabled people. Consider membership of the Employer's Forum on Disability. 	<ul style="list-style-type: none"> All will be able to promote positive attitudes to disabled people. All will be aware of the different experiences of disabled people. 	2011	Deputy Registrar/HR and Comms Coordinator

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Year One: 2010

Objective	Actions	Outcomes	Target Date	Owner
<ul style="list-style-type: none"> Establish equality data monitoring systems for ARB staff, Board, panels and advisers. 	<ul style="list-style-type: none"> Collect and analyse equal opportunities data for all relevant policies, practices and functions, e.g. job applicants, opportunities, staff in post, training, and promotion. Publish employment monitoring data, impact assessments etc on website. Publish employment monitoring data annually. 	<ul style="list-style-type: none"> Systems in place that are effective and sustainable and achieve the highest response rate. Creates a bank of data that will help to inform future work. Demonstrates our commitment to equality. Provides evidence of potential discrimination or discriminatory practices. 	2011	Executive
<ul style="list-style-type: none"> Ensure that Professional Conduct Committee hearings are not organised on main religious holidays 	<ul style="list-style-type: none"> Meetings and hearings are scheduled to avoid main religious holidays. Complainants and others are informed that they can reschedule dates if original unsuitable for faith or other legitimate reasons. 	<ul style="list-style-type: none"> No one is disadvantaged by their religion as part of the process. 	2010	Professional Standards Manager
<ul style="list-style-type: none"> Review progress at 2010 year-end and amend action plan if required 	<ul style="list-style-type: none"> Review and analyse data collated and outcomes reached to assess whether: <ol style="list-style-type: none"> we have fulfilled the objectives of year one; that policies, procedures and functions are fit for purpose and meet the requirements of the equality legislation. 	<ul style="list-style-type: none"> At the end of year one, all staff, Board members and advisers will have received awareness training on all strands of diversity, and the principles of equality, diversity and human rights will have started to become firmly embedded in our working culture. 	2010	Executive

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Year Two: 2011

Objective	Actions	Outcomes	Target Date	Owner
<ul style="list-style-type: none"> Establish equality data monitoring systems for the Register in line with guidance issued by the Equality and Human Rights Commission. 	<ul style="list-style-type: none"> Consult on the best approach for collecting data. Collect and analyse equality monitoring data about the Register, as well as those applying for registration. Collect and analyse equality monitoring data for: <ul style="list-style-type: none"> ◇ people prosecuted for misuse of title in court; ◇ architects subject to a complaint who are referred to Investigations and Professional Conduct Committee; ◇ complaint cases involving accusations of racial and other discrimination. 	<ul style="list-style-type: none"> A strong evidence base is developed to drive future action within our remit 	2011	Executive/Professional Standards Manager
<ul style="list-style-type: none"> Ensure that policies and procedures are in place to assess and undertake any reasonable adjustments in accordance with disability requirements 	<ul style="list-style-type: none"> Review existing policies and services to identify any potentially discriminatory practices. Undertake regular accessibility audits Gather feedback from users of our services. 	<ul style="list-style-type: none"> We are accessible to a diverse range of groups. 	2011	Executive
<ul style="list-style-type: none"> Ensure full compliance with the equality legislation. 	<ul style="list-style-type: none"> Conduct a high-level compliance audit of our relevant functions, policies and activities and make any changes as appropriate. 	<ul style="list-style-type: none"> We meet the latest equality and diversity practice and targets. 	2012	Executive

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Year Two: 2011

Objective	Actions	Outcomes	Target Date	Owner
<ul style="list-style-type: none"> Ensure procedures for recruiting advisers to conduct work on ARB's behalf are inclusive and non-discriminatory. 	<ul style="list-style-type: none"> Undertake an equality impact assessment on recruitment procedures. Publish a positive action statement in recruitment advertising to encourage applicants from under-represented groups. Place recruitment advertisements where they are most likely to reach those under-represented groups. 	<ul style="list-style-type: none"> Our advisers have an awareness of the needs of different groups. The diversity profile of advisers is improved. 	2012	Executive
<ul style="list-style-type: none"> Our website meets recognised standards for accessibility. 	<ul style="list-style-type: none"> Continue to develop website content to ensure that it is accessible to all. Establish a means of equality monitoring visitors to our website, e.g. a web survey. 	<ul style="list-style-type: none"> Anyone wishing to access information is able to do so easily. 	2011	Deputy Registrar/HR and Comms Coordinator
<ul style="list-style-type: none"> Our suppliers and contractors comply with equality legislation. 	<ul style="list-style-type: none"> Develop a procurement strategy that sets out equality and diversity issues / obligations. Work towards ensuring that our contracts are accessible to a wider pool of suppliers. 	<ul style="list-style-type: none"> Our suppliers and contractors have an awareness of the needs of different groups and deliver services that are fair to all. More small firms, particularly black and ethnic minority, women and disability-led businesses are awarded contracts. 	2012	Deputy Registrar

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Year Two: 2011

Objective	Actions	Outcomes	Target Date	Owner
<ul style="list-style-type: none">Review the scheme at 2011 year-end and report progress to the Board.	<ul style="list-style-type: none">Review and analyse data collated and outcomes reached to assess whether:<ul style="list-style-type: none">(a) we have fulfilled the objectives of year two; and(b) that policies, procedures and functions are fit for purpose and meet the requirements of the equality legislation	<ul style="list-style-type: none">At the end of year two all staff, Board members and advisers will have been involved in various initiatives, and the principles of equality, diversity and human rights will have started to become embedded in our working culture.	2011	Executive

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Year Three: 2012

Objective	Actions	Outcomes	Target Date	Owner
<ul style="list-style-type: none"> Develop an appropriate external communications strategy on diversity. 	<ul style="list-style-type: none"> Devise a consultation and engagement policy that focuses on reaching a diverse range of stakeholders. Review forms, consumer leaflets and main corporate documents to 'plain language' standards. Devise a policy for producing documents and information in alternative formats, e.g. Braille or audio format. Conduct surveys or arrange focus groups where issues are identified through implementing and delivering the communications strategy that require an understanding of equality and diversity matters in more depth. 	<ul style="list-style-type: none"> Reach a more diverse stakeholder base that is more representative of the population of the UK. 	2012	Deputy Registrar/HR and Comms Coordinator
<ul style="list-style-type: none"> Continue to maintain a barrier-free approach to ARB's physical environment. 	<ul style="list-style-type: none"> Establish and discuss with disability partner organisations and individuals whether we could improve physical access to our offices. Explore the assistive technologies available. 	<ul style="list-style-type: none"> Implement assistive technology as appropriate and affordable. Barrier-free environment. 	2012	Executive
<ul style="list-style-type: none"> Introduce effective procedures for evaluating schools and institutions of architecture's equality and diversity compliance. 	<ul style="list-style-type: none"> Undertake equality and diversity impact assessment. Review procedures for prescribing and renewing prescription of qualifications 	<ul style="list-style-type: none"> Schools and institutions of architecture offering ARB-prescribed qualifications substantiate their equality and diversity compliance claims. 	2012	Head of Qualifications

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Objective	Actions	Outcomes	Target Date	Owner
<ul style="list-style-type: none"> Conduct an ARB staff pay review to ensure there is no gender gap. 	<ul style="list-style-type: none"> Appoint an external body to conduct the review. Make adjustments as necessary and appropriate according to any recommendations made by the external body. 	<ul style="list-style-type: none"> Staff are confident that ARB is a fair employer. 	2012	Registrar
<ul style="list-style-type: none"> Review the progress of the scheme at 2013 year-end, and report progress to the Board. 	<ul style="list-style-type: none"> Review and analyse data collated and outcomes reached to assess whether: <ul style="list-style-type: none"> (a) we have fulfilled the objectives of year three; and (b) that policies, procedures and functions are fit for purpose and meet the requirements of the equality legislation Begin to develop a further three-year plan. 	<ul style="list-style-type: none"> At the end of year three all staff, Board members and advisers will have been involved in a range of activities so that equality, diversity and human rights is mainstreamed in ARB. 	2012	Executive

Appendix 1: Functions, polices, practices, etc. relevant to the general duty

For the purposes of equality legislation, the following are the main functions, policies and procedures etc that appear to be relevant in promoting equality and tackling discrimination. However, ARB will take a strategic management and value for money approach to this work, so that the Board can satisfy itself that it has identified clear priorities that support published outcomes and fit coherently with ARB's purpose and corporate objectives.¹⁴ In addition, a review of the assessment of functions, policies and proposed policies etc will take place every three years.

Initial assessments have been undertaken on the following underpinning policies and processes:

A2.1 Human Resources

A.2.1.1 Recruitment and Selection

The method for recruiting staff differs according to the level of staff we are recruiting for. For example, if we want to recruit secretarial / administrative staff, we will ask an agency to identify suitable candidates, based on the job specification and key skills required for the post.

Candidates are asked to complete an ARB application form, which requires more specific information than that generally found in a candidate's curriculum vitae.

On the basis of information contained in the completed application form and on how well the candidate meets, on paper, the requirements for the post, we will invite them to interview.

Interview panels will comprise the HR and Communications Coordinator plus the head of whichever department the vacancy is in. The head of department has discretion whether a further person sits on the interview panel.

Appointments are made on the basis of the candidate's skills, abilities, knowledge and previous experience set against the requirements of the role.

A2.1.2 Training and Development

It is a feature of every employee's job description that they should be proactive in identifying any training needs, either to help them to do their job, or to help develop their existing skills.

Training needs are also explored with staff during appraisal. The main appraisal takes place at year-end, with an interim review falling mid-year.

¹⁴ It will not be appropriate to monitor all functions and services etc, nor should this be necessary. Through the use of equality and diversity impact assessments and other strategic and performance management tools, priority areas will be identified and relevant actions ensue.

Staff complete an optional brief self-assessment form to help them prepare for the appraisal and to identify for themselves any training needs that should be met.

Also during appraisal, any training which has taken place throughout the year under review is discussed with the employee.

We are committed to ensuring that our staff can develop to their fullest potential, which benefits the individual, their team and the organisation as a whole.

A2.2 Communication

A2.2.1 Website

ARB's website, www.arb.org.uk, is our primary source of communication both for architects and members of the public. We are currently developing a new website that will comply with the guidelines on accessibility.

A2.2.2 eBulletin

The e-bulletin is aimed primarily at architects. It is produced after each Board meeting (five times a year) and it contains information considered to be of interest to the profession. Because of cost constraints, it is only available electronically.

A2.2.3 Annual Report

The annual report is published at the end of June each year, and is sent to every architect on the Register. We also send copies to consumer organisations / representatives, Members of Parliament, building and construction industry organisations and other regulators. It is available in both hard and electronic copy, but from 2010, all architects will receive electronic copies (with the exception of those who don't have access to email).

A2.2.4 Shows and Exhibitions

We attend around five shows/exhibitions a year as an exhibitor. We find this provides useful one-to-one contact for members of the public, consumer representatives, architects, students and building and construction industry professionals.

A2.3 Professional Standards

A2.3.1 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 identify whether there are issues of unacceptable professional conduct or serious professional incompetence that warrant a referral to the Professional Conduct Committee for a public hearing. This

committee 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 brought against them.

A2.3.2 *Regulation of title*

Our title regulation work is covered by Section 20 of the Architects Act. Regulating use of the title “architect” and prosecuting people for using the title unlawfully are two of our highest profile activities. This means that in the UK the title “architect” is protected, and can only be used by someone who has had the education, training and practical experience needed to become an architect. Only people on our register can offer their services as an architect. Anyone else who does so faces prosecution and a fine.

A2.4 **Prescription of Qualifications**

A2.4.1 *Prescription procedure*

The Architects Act requires ARB to prescribe qualifications that lead to registration as an architect.

The process is a paper-based one, whereby schools and institutions of architecture submit a selection of documents to ARB (the documents which a school or institution may wish to consider submitting 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 as to whether the qualification meets the relevant objectives.

A2.4.2 *Presentations to architectural 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 take the form of a mix of talks, presentations and workshops, and cover a wide range of ARB-related topics, from registering as an architect once qualified, to the duties and obligations that sit with being a registered architect.

A2.6 **Registration**

A2.6.1 *Registering as an architect*

There are three main routes to registration.

- UK qualified.
- EEA qualified.
- Rest of the World.

There is one further, rarely used, route to registration, the Distinguished Achievement route. This is where an individual, although not a qualified architect, has practised in architecture for many years and is outstanding in the field. For example, they will have designed iconic buildings, had

theses and books published, and generally be a well-known name in the world of architecture. In all the years of ARB's existence, only two architects have been admitted via this route.

A2.6.2 *ARB's prescribed examination*

ARB runs its own examination for those who hold architectural qualifications other than ARB-prescribed ones. The process involves the applicant having their skills and experience examined for equivalence to the UK standards by a panel of examiners, all of whom are architects

Applicants have to pay £1390 per Part to take the examination, as the Board decided that the process should be self-funding and not subsidised through the annual retention fee.

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Appendix 2: ARB's equality and diversity policy

1. Policy

- 1.1 ARB believes that its present and potential members of staff are entitled to be treated fairly and without unfair discrimination. That is why we have an equal opportunities policy.
- 1.2 The aim of the policy is to ensure that no job applicant or member of staff receives less favourable treatment on the grounds of gender, marital status, sexual orientation, disability, race, religion, colour, nationality, ethnic origin or age, or is disadvantaged by conditions, requirements or practices which cannot be shown to be justifiable.
- 1.3 ARB is willing to examine any aspect of policy or a service which may give rise to unfair discrimination.
- 1.4 ARB will have particular regard to the duties set out in anti-discrimination legislation and to the guidance and advice offered by the Equality and Human Rights Commission.
- 1.5 ARB recognises that passive policies will not in themselves provide equality of opportunity. Consequently, ARB will promote equality of opportunity within the following framework.

2. Implementation

- 2.1 This Policy applies to all potential and actual members of staff. ARB will ensure equal opportunities are available to all by enforcing the policy at all levels.

3. Legislation

- 3.1 The Sex Discrimination Act renders unlawful direct and indirect discrimination. These are defined as follows:
 - Direct discrimination – where a woman is treated less favourably than a man on the grounds of her gender or a married person less favourably than an unmarried person of the same gender on the grounds of marital status. The SDA also applies to a man who is treated less favourably than a woman;
 - Indirect discrimination – where an unjustifiable requirement or condition is applied equally to both sexes but has a disproportionately adverse effect on one sex because the proportion of one sex which can comply with it is considerably smaller than the proportion of the other sex. The inability to comply must also have a “detrimental” effect, such as not being promoted or selected. Examples of potential indirect discrimination include:
 - promoting according to seniority
 - applying a mobility clause as a condition for appointing management trainees

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- rigidly insisting on certain education qualifications, which may not be essential to performance of the job.

3.2 This does not mean, for example, that all mobility clauses would be discriminatory, but there should be an examination of such requirements and an assessment of how essential they really are.

3.3 The Race Relations Act renders unlawful both direct and indirect discrimination on the grounds of colour, race, nationality, or ethnic or national origins. The indirect discrimination clauses are similar to those in the Sex Discrimination Act.

3.4 The Disability Discrimination Act, which came into force on 2 December 1996, makes it unlawful to treat less favourably someone who has, or had, a disability where there is no reasonable justification for doing so. The Act applies to discrimination in the recruitment processes and throughout the employment relationship. A person may be classified as disabled if they have “a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day to day activities”.

3.5 Reasonable steps must be taken to reduce or remove any substantial disadvantage which a physical feature of our premises or employment arrangements causes 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.

3.6 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.

4. Rehabilitation of offenders

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

5. Recruitment and selection

5.1 It is ARB’s intention to recruit high quality candidates whose skills and experience are most suited to the job.

5.2 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.

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6. Training

- 6.1 Training is an important factor which leads to opportunities at work when training needs are identified. Training opportunities will be assessed, and if appropriate, offered to the individual.
- 6.2 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 their gender, ethnic origin or disability.

7. Flexible working patterns and facilities

- 7.1 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.

8. Positive action

- 8.1 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.
- 8.2 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 based on merit.

9. Disciplinary and grievance procedures

- 9.1 Acts of discrimination, victimisation, bullying or harassment on the 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.
- 9.2 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.

10. Individual responsibilities

- 10.1 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.

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Appendix 3: Equality and Diversity Impact Assessment Table

Policy, Procedure, Product, Service etc	Function	Review Due Date	Responsible Person
Professional Indemnity Insurance (All architects are required under Standard 8 of the Architects Code of Conduct to hold professional indemnity insurance)	Professional Standards	November 2010	Simon Howard
Prescribed Examination Process (ARB's own examination for holders of non ARB-prescribed architectural qualifications)	Registration	April 2011	Karen Holmes
Evaluation of competency standards after two years+ (Process for anyone who has been off the Register for more than two years to satisfy the Board that they are competent to practise)	Registration	April 2010	Karen Holmes
Complaints procedure (Process by which complaints about an architect's conduct and/or competence are dealt with)	Professional Standards	June 2010	Simon Howard
ARB Criteria (These describe the knowledge and skills that architecture students need to meet at key states of their education)	Qualifications	June 2010	Emma Matthews
Prescription of qualifications (The process that is followed for prescribing qualifications that are recognised by ARB)	Qualifications	June 2010	Emma Matthews
Website (ARB's website, www.arb.org.uk)	Corporate	December 2010	Sue Young