

Architects Registration Board  
eBulletin : September 2016

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## Chair's Message

Welcome to the September eBulletin.

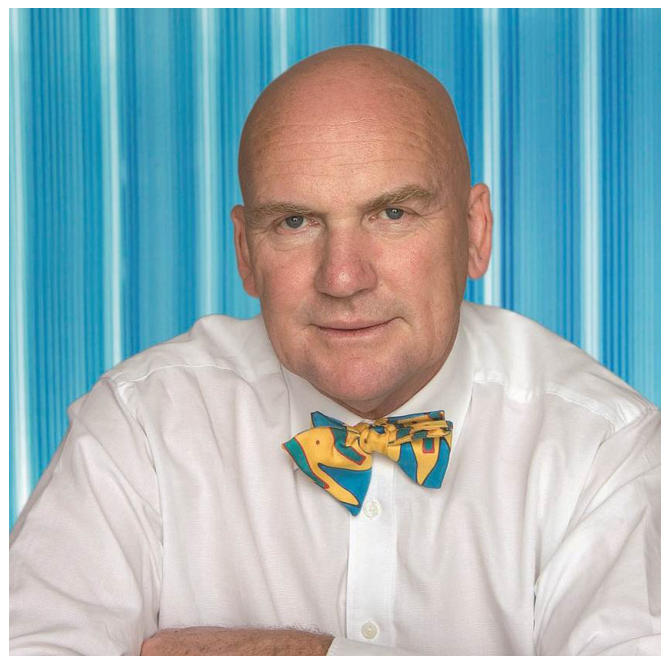
This is my first message as Chair of ARB although I have served as a member of the Board for over seven years. I look forward to bringing my experience of the organisation in providing consistent leadership following the departure of Beatrice Fraenkel the former Chair, who was well respected by the Board and staff team.

As a Board we are fully committed to delivering on our statutory remit of regulating the profession in the public interest. The Board Members who joined us earlier this year have already made a significant contribution to the Board's work, bringing fresh perspectives and experience which has informed our discussions and decision-making.

At the September Board Meeting, we agreed the [registration and other fees](#) for 2017. The fees are based on the principle of 'user pays' and whilst the Register has grown, we have been able to maintain the retention fee for 2017 at £107 for the third year running. This is in part due to our continued investment in IT to support the effective delivery of our services as well as the impressive efficiency of the staff team. Setting the fees is inextricably linked to the work plan and budget for the year ahead and so, at the recent meeting, we were also

able to agree the [2017 business plan and budget](#). Additionally, as part of the planning process we revisited and refreshed [ARB's Statement of Priorities for 2017 to 2020](#). This document sets out the organisation's statutory functions and the priorities and activities it wishes to achieve over the time span.

The September Board Meeting was also an opportunity to hear updates on ARB's recent work including in the area of [communications](#), where significant progress has been made particularly in the area of stakeholder relationships. In relation to the Periodic Review covering the regulation of architects, the Registrar repeated the update she had given at the July Board Meeting. She informed the



Board that the Department for Communities and Local Government (DCLG) intends to publish the final report from the Review in the autumn, following a review of whether or not the referendum result impacts on it. We will keep you informed of any developments in this area.

Finally, I would like to say how grateful I am to my Board colleagues and all those who work for ARB for their support as I commence my tenure as Chair. As an organisation we benefit from a highly professional team who are deeply committed to our regulatory role.

Please do take a few moments to read some of the articles in this eBulletin which will give you a flavour of our current work.



and might not receive their invoice or any reminders, please remind them.

Finally, some of you might not want to retain your registration in 2017. If this is the case, resign rather than wait to be removed from the Register for non-payment. This way you won't have to pay a prescribed fee if you want to re-register at a later date. You can resign at any time of the year, at [registrants.arb.org.uk](http://registrants.arb.org.uk).

## Retention fee 2017 – a quick guide

31 December 2016 may seem like a long way off but as you know it's the deadline for payment of your ARB annual retention fee. The 2017 retention fee has been held at £107 and you will shortly be receiving your fee payment information. We'll be sending out reminders again this year, so here are a few pointers on how to make sure you receive them and how to avoid problems, for you and colleagues, nearer the deadline:

- Make sure we have an up to date address and email address, to provide us with this please log in via [online services](#).
- We send out text reminders near the deadline, so make sure we have your up to date mobile number
- If you pay by direct debit, make sure your direct debit is still active
- To avoid problems with your spam filter, add [info@arbmail.org.uk](mailto:info@arbmail.org.uk) to your email safe sender list
- Follow us on social media. We are active on LinkedIn, Twitter and Facebook and will be providing reminders from time to time
- Add a reminder to your calendar [iCalendar](#)
  - [Google Calendar](#) • [Outlook](#) • [Outlook Online](#) • [Yahoo! Calendar](#) (compatible with most electronic calendars)
- If you think your practice pays, double-check that they will
- If you have a colleague who is out of the office long term on maternity or sick leave



## There's still time to apply for the vacancy working for ARB's Investigations Pool

Are you an architect with wide ranging experience in Scottish architectural matters, particularly related to domestic projects?

Our Investigations Pool, which performs a key function within our professional conduct process, is seeking an architect member.

Under the terms of the Architects Act 1997 one of the ARB's responsibilities is to consider allegations of unacceptable professional conduct and serious professional incompetence against architects. In accordance with the Board's procedures, complaints are considered by an Investigations Pool whose role is to consider whether there is sufficient prospect of a finding if the case were to proceed to a public hearing by the Professional Conduct Committee. Complaints against architects at this preliminary stage are considered on the strength of documents provided and the majority of work is carried out remotely.

Investigations Pool members are remunerated at a rate of £50 per hour (or £250 per day for attendance at meetings). All payments are subject to tax and National Insurance.

To read more about this role please click [here](#). The closing date for applications is midday on 30 September 2016.



## Would you like to join our team of Examiners and Independent Examiners?

The Architects Registration Board is seeking to appoint Examiners and Independent Examiners for its Prescribed Examination and other equivalence-based routes leading to Registration.

Throughout the year we hold exams for Part 1 and Part 2 equivalency for individuals with qualifications that are not prescribed by ARB but who want to join our Register. Candidates are required to submit an application and map against the criteria stating where and how they believe their supporting material complies with each of the criteria. As an Examiner, your job would be to review each candidate's supporting material and interview those whose supporting material meets the required number of criteria. Part of the process involves informing candidates who do not meet the required number of criteria that they have not progressed to the interview phase, offering feedback to help them understand the decision and what they might do if they retake the examination in future. Those who meet the required number of criteria will be interviewed by the Examiners who will have prepared a series of questions to ask the candidate about their

application and material.

Independent Examiners are there to observe the process and to ensure that the exams are conducted fairly and consistently and prepare reports on this basis.

Successful candidates for the Examiner role need to be able to commit to a minimum of 4 days per year, agreed in advance, for the Independent Examiner role the commitment is 3 days per year. The terms of engagement are four years for each role, with the possibility of re-appointment, and the attendance allowance is £275 per day, plus reasonable expenses, for the Examiner post and £325 per day, plus reasonable expenses, for the Independent Examiner post.

If you think either role might be for you, you can read more [here](#). The closing date for applications is 23.59 on 13 October 2016.



## London Homebuilding and Renovating Show

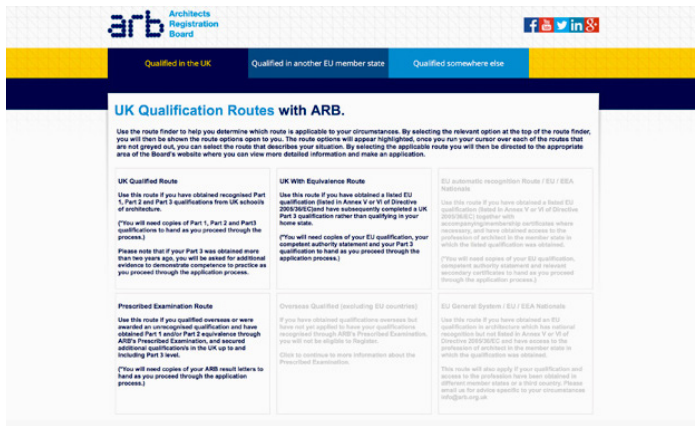
ARB is exhibiting at the Homebuilding and Renovating Show at ExCel in London from 23 to 25 September and the organisers have offered free tickets to architects interested in attending the exhibition. To register for your free tickets please click [here](#).

As a regulator working in the public interest, these exhibitions provide us with a unique opportunity to meet directly with consumers who are considering domestic, construction projects. At the last show in March 2016 we welcomed in the region of 1000 visitors to our stand, advising them about the

Register of architects and the role of the ARB.

We have once again been invited to present a masterclass session, we will be using this opportunity to inform attendees that the title 'architect' is protected under UK law and advising them of the value of checking the Register to support informed decision making. At this exhibition, we will also be handing out copies of our popular 'Meeting your Architect' form. This guides clients through what questions to ask at an initial meeting with an architect so that all parties are clear on what the work involves thus reducing the risk of disputes later on in the project.

We will be posting messages about our presence at this consumer show on our social media channels so please connect with us to see our latest pictures and posts.



## Registration Route Finder Proves Popular

ARB's registration route finder tool has proved extremely popular since its launch in October 2014, with many of those applying for registration using the tool for guidance. So far this year it has already clocked up 1,240 visits – this equates to almost 75 per cent of all new registrants which suggests good usage of the tool amongst this group.

If you know someone who is interested in applying for registration tell them to check out this useful tool to see if they are eligible.

To visit the route finder [click here](#).



## Dear Architect

Dear Architects

### Professional Consultants Certificates

What was once generally known as an Architects Certificate is now more commonly referred to as a Professional Consultants Certificate (PCC) or Council of Mortgage Lenders Certificate.

While a number of recognised professionals can legitimately sign a PCC, it nevertheless remains a common job for architects to do. Signing such a certificate can, however, raise a number of issues which architects need to be aware of.

Signing a PCC means that the signatory confirms that they have designed and/or monitored the construction of the property and that he or she will remain liable to the owner (and future owners) for a minimum period of six years.

One of the most common complaints ARB receives is from clients seeking to hold architects responsible for defective work after they have signed off a PCC. While some of these claims are unavoidable, there are a number of steps you can take to minimise your risks in this regard.

Although it may be that you have future liabilities to a non-client in respect of a signed Certificate, you may be well advised to manage the expectations of the recipient of the PCC if at all possible. It is a common misconception amongst the public that the Certificate will act as a form of warranty against defects in the property, in a

similar way to a National Home Building Council (NHBC) Certificate. In such circumstances it is quite common for the owner, where seeking recompense from the contractor for defective work is impossible or unappealing, to pursue the architect for negligently signing the certificate.

To protect yourself against such claims, good written records of inspections are always helpful. If there are areas of the construction that you have been unable to inspect, you can make a record of that fact and include it in your certification.

You should of course ensure that you retain adequate and appropriate insurance for the entire period of liability: including, if necessary, run-off provisions.



## Local Authority Links

As a regulatory body operating in the public interest, we advise consumers that the title 'architect' is protected by law and that only those on the statutory Register can use the title. This is key to our work to help the public to make informed choices when selecting a professional.

We are currently working on a project which involves contacting the planning departments of local authorities to ask them to link to ARB or the Register from their websites.

Planning sections of council websites are key sources of information for consumers considering building work and so we are keen to ensure that these sites make reference to the Architects Registration Board and the Register of Architects.

We will be posting social media messages about local authorities who include information about ARB to keep you informed about our work so please connect with us via Twitter, LinkedIn or Facebook if you want to follow our progress with this project. Alternatively, if you are interested in this exercise and would like to hear more please email us at [info@arb.org.uk](mailto:info@arb.org.uk) or call us on +44 (0) 20 7580 5861.



## Prescription of Qualifications

At the last Board meeting on 15 September 2016, the Board considered an application from the University of Ulster seeking to renew prescription of one of its qualifications under the Architects Act 1997.

The Board decided that prescription of the following qualification should continue until January 2021:

### University of Ulster

Master of Architecture

For further details, please see the ['Qualifications' section of ARB's website](#).