

Architects Registration Board
eBulletin : September 2018

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Chair's Message

Retention Fee

After careful consideration the Board has decided to increase the retention fee for the first time since 2015, from £107 to £111. You can find out more about the reasons for the change and what the fee enables us to do in our [dedicated article](#).

Recruitment for Board Members and Chair

ARB's Board structure is changing and from 7 January 2019 our Board will consist of one independent, non-executive Chair and ten non-executive Board Members (five architects and five lay members of the public). The Ministry of Housing, Communities and Local Government (MHCLG) are leading on recruitment and all positions will be appointed by the Privy Council. Read [our article](#) dedicated to the topic for more information.

Building a Safer Future

We began exploring how best to respond to the [Hackitt Review](#) recommendations immediately after the publication of the Report in May 2018. With regard to the ARB specific recommendation in Appendix E of the Report, we were mindful of the potentially significant implications to the profession and the importance of carefully considered action. Our explorations in this area include identifying which areas of regulation, function and procedures are likely to be impacted as well as the scope of current legislation in this area. At this month's meeting the Board agreed ARB's [Strategic Objectives for 2019-2021](#) and Business Plan for 2019 which includes the next phase of work in this area.

In relation to the recommendations in Chapter

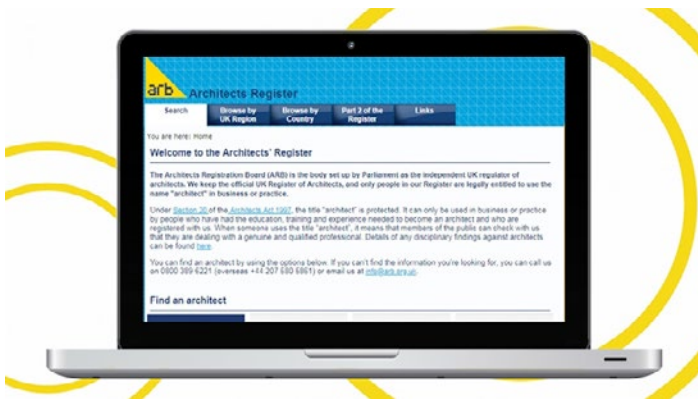
5 of the Report, we continue to work with the Industry Response Group to respond to the recommendations of the Hackitt Review. The first meeting of 'Working Group 7', co-chaired by Richard Parnaby and I, took place on 7 September. Further information about the work of the Steering Group on Competences can be found in [this](#) Construction Industry Council news release, published this month on behalf of the Industry Response Group.

I hope you find September's Ebulletin informative. If you have any feedback or comments you can contact us via our [Talk To Us](#) page or by phone on +44 (0)20 7580 5861.

Nabila Zulfiqar

Chair
Architects Registration Board





2019 Retention Fee

The retention fee funds the delivery of our statutory functions. At September's Board meeting, the Board decided the retention fee for 2019 should be increased from £107 to £111. This is the first fee increase since 2015.

The fee is set by our Board who take into consideration our statutory responsibilities, 3 Year Strategic Plan and Business Plan as well as ARB's other financial commitments when making their decision. The level of the fee is considered very carefully and every effort is made to balance the impact on the profession and our requirement to deliver our statutory responsibilities under the Architects Act.

There are a number of exceptional capacity demands ahead for ARB, including the UK's withdrawal from the EU, exploration of Mutual Recognition Agreements, responding to the Hackitt Review and system changes following ongoing and planned reviews of policies and procedures. However, in deciding the fee for 2019 the Board chose not to factor speculative costs in but to review budgetary impact as it develops.

The fee is our main source of income for funding our regulatory activities. We are able to charge for a small number of other activities, including the Prescribed Examination and applications to join and re-join the Register, which we currently do on a 'users pay'/cost recovery basis only. Money raised from misuse of title and architect disciplinary fines are paid to the HM Treasury, not ARB. In the area of title regulation we can only attempt to recover legal costs, a small fraction of the total expenditure of action, which is not always possible to recover from

the defendant.

The retention fee has been increased for 2019 as a result of two factors. A portion is to cover part of the costs of developing our work regulating the use of the title and raising awareness of the Register. We know this is an area of work important to the profession. Despite our caseload increasing by 20% in the last five years misuse of title remains an area of concern. This funding will enable us to grow our capacity to develop our relationships with partners and increase proactive action in this area.

Another portion covers the additional funds required in 2018 for unanticipated work demands including responding to Hackitt Review recommendations, planning and preparation for our exit from the EU and high level explorations of Mutual Recognition Agreements. It will ensure we have sufficient funds to operate and provide financial security as we respond to work demands.

Paying the fee to remain on the Register enables you to call yourself an architect and use your regulated status as a market edge over your unregistered and unregulated competitors. As well as maintaining the Register, an important part of our work is to set and maintain standards, and therefore trust, in the profession. This is achieved through our work prescribing UK qualifications as well as issuing and enforcing the Architects Code.

We also work to raise the profile of the Register to give clients and potential clients a valuable safeguard when looking for a genuine professional to help them with their building project. [Downloading the ARB logo](#) to highlight your registered status and Register entry is a great way to build on this work. Knowing there is an independent regulator gives consumers confidence, even if they never need us, and could make the difference between securing a contract and a lost business opportunity.

At the end of October you will receive a hard copy statutory payment notice from us, which we are required to send to all architects at their registered address. If you have already paid your fee by the date this notice goes out it will show a balance due of £0.00 which means you have nothing further to pay. We will also send reminder emails and text messages to those of you who have provided email

addresses and mobile telephone numbers.

It is important that we hold up to date details for you so please inform us immediately if your name, address, contact details or account details have changed. You can update your details quickly and easily yourself through the [Registrant Services](#) website. Alternatively, you can [contact us](#) and let us know what details you'd like to change.

For more information about the retention fee, view our dedicated FAQs [here](#).



Dear Architect

Safeguarding and managing data

Standard 4.3 of [The Architects Code: Standards of Professional Conduct and Practice](#) (the Code) provides guidance for architects on the safeguarding of sensitive client information. Under the Code architects are required to ensure that adequate security is in place to safeguard both paper and electronic records for clients, taking into account data protection legislation.

Although this has been a long-standing provision of the Code, we appreciate that changes in working practices and developments in technology have changed the way in which professionals manage their responsibilities. For example, a recent hearing of the Professional Conduct Committee (PCC) centred on the architect's use of personal, cloud-based storage devices. The legislation in relation to data protection also changed earlier this year with the introduction of the General Data Protection Regulation (GDPR), something we provided guidance on in our Dear Architect article in May.

We know that portable technology and online

solutions are a convenient way of accessing working and personal documents remotely and across different locations and devices. This does, however, raise questions as to how you can ensure data used in this manner is protected, both in terms of data security and to ensure compliance with practice policies around information management.

For example, is it permissible to keep copies of project documentation if this helps increase efficiency for the client? Is it okay to use past project documentation for personal, professional portfolios or to maintain precedents to enable good quality work for future clients? And is it permissible to make copies of more general administrative documentation such as practice templates and policy documents? In answer to these questions, the first and most crucial consideration is data protection.

Those who are self-employed or employ staff should ensure there are adequate guidance and policies in place which make clear to all concerned their responsibilities for safeguarding client data. You should also ensure you and your staff receive adequate training in data protection and ensure that sensitive information is encrypted, password protected and/or restricted as appropriate. Remember that you are ultimately responsible for the data you hold. Employers may also want to go a step further and think about policies around the copying and use of general practice documentation to ensure your staff know exactly what is and is not allowed.

Our advice to employees is to ensure you familiarise yourself with data security and data management processes and procedures at your practice. If you are unsure whether you are permitted to use personal storage systems, or whether you may access or copy information then you should check with your employer before doing so. Remember that what is permitted at one practice may differ elsewhere. We hope this information is useful but feel free to contact us by email or by phone for further advice and we'll be happy to help (professionalstandards@arb.org.uk / 020 7580 5861).



on Monday 10 September 2018, **the closing date for applications is Sunday 30 September 2018.**

We are working hard to support the MHCLG's appointments process, sending a dedicated information email to all architects last week and contacting our stakeholders to encourage them to share the details to prospective architect and lay applicants alike. We will also be holding information evenings for those interested in the positions on **26 and 27 September 2018.** We encourage those from all backgrounds and skill sets to consider applying.

Constitution of the Board

Our Board is responsible for maintaining and promoting the public's trust and confidence in the integrity of both ARB and of the architects' profession. Following a [review](#) of the regulation of architects, the Government recommended that the constitution of ARB's Board should be changed to ensure our governance more closely reflects Government's preferred relationship with arms' length bodies and current practices of regulatory bodies.

Currently the Board is made up of fifteen members, seven architects elected by their peers and eight members of the public appointed by the [Privy Council](#), with the Chair elected by the Board from amongst its membership.

Under the new structure all members of the Board will be appointed by the Privy Council and the Board will consist of **eleven members** in total:

- **One independent, non-executive Chair**
- **Ten non-executive Board members** made up of five architect and five lay members of the public

On 30 August 2018 the statutory instrument required to amend the Architects Act 1997 was laid before parliament and the Ministry of Housing, Communities and Local Government (MHCLG), ARB's sponsoring department, set the date from which the revised legislation becomes effective as **7 January 2019** to ensure the newly constituted Board is in place before the UK leaves the EU.

With the statutory instrument laid and made, attention has turned to recruitment. The MHCLG is leading on the process and began their recruitment campaign

Our priority is ensuring a successful recruitment process and smooth transition to the new structure. The extensive planning we have undertaken means we are well prepared for the next steps, with a clear scheme of delegation and plan for decision making during the transition in place.

For the information pack and to apply [click here](#). For further information visit our dedicated webpage [here](#).

For questions and Information Evening bookings contact us at arbboardappointments@arb.org.uk



A Three Year Strategy

At the September Board meeting, the Board agreed to a new Three Year Strategic Plan as well as a 2019 Business Plan.

The Three Year Strategic Plan presented to the Board for consideration featured the following four strategic objectives, deliverable between 2019 and 2021:

- Organisational Excellence
- Effective exit from the European Union

- Fit for purpose Register of Architects
- Strong Relationships

The 2019 Business Plan is divided into sections that relate to each of the four strategic objectives, and sets out the project work required in 2019 in order to meet the objectives over the three-year period.

Previously, we worked to 45 statements of priority and a business plan which combined operational core-work with strategic aims. These new streamlined documents will provide a clear and focused record of our plans for 2019 and beyond, and reduce duplication with other areas of reporting.

Core-business reports and updates will be provided to the Board via the published Key Performance Indicators, the bi-annual 'Reporting to the Board' paper, the reports from the committees of the Board and by exception reporting on risks.

Both plans are in the process of being finalised, before being added to our website for all to access. In the meantime you can access Item 5 of the [September Board papers](#) to view the draft versions that were presented to the Board.



Insurance Impact Survey

Earlier in the year ARB joined the [Steering Group on Competences](#) for Building a Safer Future to respond to the recommendations made in Chapter 5 of the [Hackitt Review Report](#).

The Steering Group is a sub-group of the [Industry Response Group](#) (IRG), who are now conducting a survey to understand the impact on industry insurance following the Grenfell Tower fire tragedy.

Click [here](#) to respond to the survey now – the survey

closes on **Thursday 20 September 2018**.

This is a good opportunity for professionals from across the built environment to share their experiences and help industry and government understand any effect on the sector.

A similar survey was undertaken in early 2018 and is being re-run, with some new questions, to ensure all relevant renewals are captured. Those who completed the last survey are encouraged to respond again.



Brexit Preparations

We understand that Brexit will be on the mind of many and that you may have questions about what it could mean for the regulation of the profession. Read on for more about our work to ensure we are as prepared as possible for the road ahead.

As you might expect, staff time has been dedicated to Brexit planning since the start of the year in order to consider the impact of the range of possible scenarios and put a schedule of work in place so we are in as strong a position as possible to support architects and protect the public through any resulting change. We have been following matters closely since the EU referendum took place and sharing updates through our [Brexit FAQs](#) page as we learn more.

Of course no one has been through this experience before, so to ensure we were drawing on the best ideas we held meetings with a range of stakeholders to share good practice on the practicalities of planning for Brexit.

As an Arm's Length Body and the UK's competent

authority for architects, we provide information to the Ministry for Housing, Communities and Local Government (MHCLG) and other government departments to assist them with their planning and support their decision making processes. We have also held high level discussions with international counterparts such as the Australian Accreditation Council for Architects (AACA), the New Zealand Registered Architects Board (NZRAB) and the National Council of Architectural Registration Boards (NCARB) to explore the possibilities of establishing mutual recognition agreements once the UK has left the EU.

Below you can find links to a selection of recent Brexit publications:

[UK nationals in the EU: essential information](#)

[The future relationship between the United Kingdom and the European Union](#)

[Legislating for the Withdrawal Agreement between the United Kingdom and the European Union](#)

[Preparing for the withdrawal of the United Kingdom from the European Union on 30 March 2019](#)

We will continue to keep you updated as we learn more.



Review Updates

Criteria & Procedures Review

In order to ensure that the qualifications and practical training experience UK graduates need for registration as an architect are appropriate, the Board has established Criteria and Procedures. The Board uses these documents to prescribe or

recognise qualifications in architecture. These are reviewed regularly and are updated as necessary.

At September's meeting, the Board noted an update on the progress of the reviews which included the following:

Procedures Task and Finish Group

Work has continued on the revising the Procedures over the Summer period. The team are awaiting further clarification regarding the structure and content of the revised Criteria before finalising a draft of the revised Procedures. Once a draft has been finalised the Procedures Task and Finish Group and the Criteria Task and Finish Group will be brought together to discuss whether the relevant elements of the Procedures will continue to be operable in line with the Board's objectives for this business as usual review.

Criteria Task and Finish Group

At an informal meeting between the Board and the Criteria Task and Finish Group in late July, the Board members present raised several queries about some aspects of the draft Criteria and asked the Task and Finish Group to undertake some further work. The Board discussed a revised draft of the Criteria at its September meeting and agreed that ARB should now re-engage with the RIBA to develop the Criteria further. Both organisations continue to share the aim of holding the Criteria in common.'

We post updates on this project on our website [here](#).

Prescribed Examinations Review

The Prescribed Examination is a way for individuals who do not hold qualifications directly recognised by ARB to progress towards registering as an architect in the UK. This review aims to explore whether our current procedures are fit for purpose, efficient and as streamlined as possible while remaining robust.

Across June, July and August we invited comments from architects, students and other key stakeholders on the Examination Procedures and held open roundtable events in Nottingham and London, where we sought views from interested parties.

The pre-consultation stage is now concluded and we are compiling the views of everyone who engaged with us and will use this information to help inform the

revisions we make to improve, refine and streamline the process. We will hold a further consultation once we have redrafted the Examination Procedures.

You can find out more about this review [here](#).

Section 14 Review

In May 2018, the Board accepted in principle recommendations arising from a pre-consultation exercise and internal review into the way we investigate allegations of serious misconduct and incompetence against registered architects.

These recommendations have now been formalised into proposed changes to the relevant Rules and we now consulting on these proposed changes. If you would like to give us your views on the suggested changes to the Investigation and Professional Conduct Committee rules, you can do so [here](#).



Prescription of Qualifications

At the last Board meeting on 11 September 2018, the Board considered applications from two institutions seeking prescription of their respective qualifications under the Architects Act 1997 for the first time. In line with its Procedures for the Prescription of Qualifications, the Board considered the responses to the consultations it had undertaken.

The Board decided that the following qualification should be prescribed from 10 May 2018 until 10 May 2022:

- University of Leeds
MEng, BEng Architecture at Part 1 level

The Board also decided that the following qualification should be prescribed from 25 November 2018 to 25

November 2023:

- Coventry University
Master of Architecture at Part 2 level

For further details, please see the '[Schools and Institutions of Architecture](#)' section of our website.