



## Minutes of Board Meeting held on 19/11/15

Location	Present	In Attendance
8 Weymouth Street London W1W 5BU	J Assael, R Brennan, P Coe, H Eisner, B Fraenkel (Chair), A Jago, M Kinghorn, R Levenson, A Mortimer, R Parnaby, S Ware, N Watts, A Wright, N Zulfiqar	Karen Holmes (Registrar), E Matthews, M Stoner, S Ison (Minutes)

### Note

### Action

#### 1 Apologies for Absence

None received.

#### 2 Members' Interests

Beatrice Fraenkel (Chair) declared that she had been appointed as a Built Environment Expert for the Design Council and would be adding this to the Register of Interests. It was noted that all Board members would be asked to update their entries under the Register of Interests in the coming week, along with their biographies.

### STANDING ITEMS

#### 3 Minutes

It was agreed that the September Minutes should be updated to reflect that John Assael had declared that he was a member of RIBA Council.

- i) Subject to the adjustment above, the Board agreed the Minutes of the Open Session of the meeting held on 17 September and the Chair agreed to sign them as a true record of that meeting.

**Proposer: Alan Jago**

**Seconder: Myra Kinghorn**

The recommendation was agreed unanimously.

- ii) The Board approved the Minute of the Board Resolution 2 October 2015. The Board Resolution stated that the Board, in accordance with General Rule 5(iv)



agreed to capital expenditure to the value of £70k. Authorisation of the expenditure was sought in relation to an IT project which had been authorised to take place in 2016. The Registrar, by way of write round, sought the Board's approval to bring the project spend, forward to 2015. It was agreed that £35k would be funded from the IT Development Fund and £35k from the 2015 budget (funded from within the 2015 surplus which will be transferred back into reserves in 2016).

**Proposer: Myra Kinghorn**

**Seconder: Hans Eisner**

**The recommendation was agreed unanimously.**

#### 4 Matters Arising

The Board noted the matters arising report.

The Registrar reported that Department for Communities and Local Government (DCLG) would commence a recruitment campaign for lay Board Members during autumn 2015.

The Registrar provided an update to the Board regarding the data that it had requested about the Prescribed Examinations at Part 2 level, advising that this information was in the process of being collated and would be circulated within the next few days.

The Chair advised that the next meeting of the ARB/RIBA working group would take place in January 2016 and that she was in the process of deciding who should attend on behalf of the ARB.

The Chair thanked Soo Ware for providing tours of the Bartlett to some Board Members and members of staff. Soo Ware offered to host further tours of the Bartlett if there was interest.

In relation to a previous request from the Board regarding the Registrar's discretion to allow candidates to sit the prescribed examination under section 4(1)b of the Act, the Registrar advised that she uses this discretion on a case by case basis and that individual applicants who had concerns regarding their eligibility for the examinations should contact her directly. The Registrar also confirmed that the wider issues relating to 4(1)b would be considered during the Review of Routes to Registration, the scope of which would be agreed by the Board as soon as it was appropriate to look at this.



## 5 Chair's Report

The Chair advised that she had attended, with the Registrar, the Chartered Institute of Architectural Technologists 50th Anniversary Lunch. The Chair also reported that she had met with Jane Duncan, the new RIBA president, and Danna Walker, who worked for the Construction Industry Council and was also Chair of the Royal Institute of British Architects (RIBA) Equality and Diversity Forum, Architects for Change. Both conversations covered issues related to equality and diversity in the profession.

The Chair informed the Board that a long standing member of the ARB staff team, Sue Young, who had worked for ARB for 17 years, had retired as of 30 September 2015. The Chair thanked Sue for her significant contribution to the work of ARB and wished her well for the future.

## 6 ARB's Operational Activities

The Registrar reported that 5,000 architects had already paid their retention fee.

Board Member's raised questions about ARB's position in relation to the Architects Council of Europe's (ACE) campaign to lobby for an increase to the minimum requirements set out under Article 46 when the Professional Qualifications Directive is next reviewed. The Head of Qualifications confirmed that ACE was aware that the UK supported a flexible approach to the minimum requirements and that ARB would abstain or object when a vote arose on this matter if it was appropriate to do so. She explained that there were other member states which had also previously disagreed with the ACE's direction of travel, including Germany and Lithuania who had also previously called for a more flexible approach.

The Head of Qualifications reported that despite this, there was widespread support amongst ACE members for a 5+2 model becoming the minimum requirement underpinning freedom of movement across Europe. A Board Member asked about whether ACE itself could change legislation. The Head of Qualifications advised that ACE had no legal power in this area and that unless the Directive was changed through the proper European parliamentary processes, any changes to this area could not become mandatory.

A Board Member queried the ACE subscription for the UK increasing by 5% and asked how this related to ACE's costs. The Head of Qualifications reported that ACE subscriptions were calculated via a formula which was based on the GDP of the member states. It was noted that ACE had undertaken cost control measures, made many efficiency savings in recent years and that the subscription increase was largely due to the organisation facing an increase in the rent for its office space during 2016. The Head of Qualifications confirmed the anticipated increase had been factored into



the ARB budget for ACE.

Board Members noted that the RIBA's review of architectural education was ongoing and noted that RIBA was in the process of conducting discussions about the implications of their proposals in this area. Board Members raised concerns about whether the proposals would create a seven year course which would impact on course fees and the ability of students to move between educational institutions for the different parts of their education.

A Board Member welcomed the initiatives employed by the staff team to alert registrants to the retention fee payment process, including new services to help remind registrants to pay their fee on time. The Chair noted ARB's investment in technology was having an impact in this and other areas and congratulated staff members for their efforts.

A Board Member referred to the October 2015 prescribed examination training and development days, and asked whether examiners had suggested changes to the process. The Registrar confirmed that examiners had a wish list of changes and that a record of suggestions was being kept. The Board Member noted that reviewing and making amendments to the Examination Procedures are out of scope until the conclusion of the Periodic Review.

## **7 Management Accounts 2015**

The Financial Controller introduced the paper, reporting that the October 2015 Management Accounts reflected ARB's current financial position including the additional IT expenditure, approved by the Board by write around on 2 October 2015.

The Board noted the contents of the paper and thanked the Financial Controller for his work overseeing the organisation's finances.

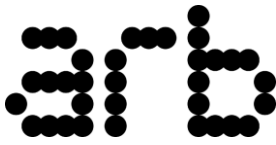
## **8 Periodic Review Update**

The Registrar provided an update on the Periodic Review. It was noted that the DCLG had advised that the final review report would go to the Minister in the week commencing 23 November 2015. The Registrar confirmed that she would inform the Board once she learnt of any further developments.

## **MATTERS FOR DECISION**

### **9 Attendance Allowance & Travel Subsistence**

The Chair of the Remuneration Committee introduced the paper, confirming that no



increases were proposed.

A Board Member asked about the level of the proposed dependency allowance and the Financial Controller confirmed this matter would be explored as part of a wider review once the outcomes of the Periodic Review were known.

**The Board agreed that:**

- i) There would be no change to the daily attendance allowances and reading time paid to Board, Committee members (non-Board), Panel members and Advisors, pending the outcome of the Periodic Review.**
- ii) All travel and subsistence allowances will remain the same for 2016; and**
- iii) Once the outcome of the Periodic Review is known, if appropriate, a pay and job specification review will be undertaken for all ARB roles (non-staff), including exploration in to the possibility of introducing Dependant Carers Allowances.**

**Proposer: Neil Watts**

**Seconder: Soo Ware**

**The recommendation was agreed unanimously.**

## **10 Board Effectiveness Review**

The Registrar presented this paper which documented the progress made on the 2014 Board and Committee Effectiveness Review Action Plan and set out the timeline and approach for the 2015 Effectiveness Review. The Registrar advised that the Board Effectiveness Review would take the form of an online survey and that hard copies would also be supplied if required.

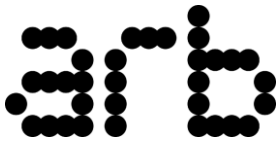
**The Board agreed to note:**

- i) The progress made to date on the 2014 Board and Committee Effectiveness Review Action Plan; and agreed**
- ii) The timeline for the 2015 Effectiveness Review and the approach being taken (attached as Annex B).**

**Proposer: Neil Watts**

**Seconder: Soo Ware**

**The recommendation was agreed unanimously.**



## 11 ARB's Consultation Policy

The Head of Qualifications introduced this paper, explaining that following a review of the policy, changes to ARB's Consultation Policy were recommended in order to bring it up to date and into line with the best practice models adopted by other regulators. The Registrar also highlighted two key recommendations set out in the revised policy; these were to publish the outcomes of consultations and to widen ARB's approach to engagement, targeting stakeholders for their input on issues which were most relevant to them.

A Board Member suggested that it would be helpful to make a distinction between engagement and consultation and to clarify what the differences between these two elements of the policy were.

Two Board Members identified small textual and typographical changes to the paper and agreed to send these to the Staff team outside of the meeting.

**Subject to the small changes identified above, the Board agreed the proposed amendments to the Code of Practice for Consultations (attached in Annex A) and adopted the recommendations set out in Key Point vi.**

**Proposer: Neil Watts  
Secunder: Richard Parnaby**

**The recommendation was agreed unanimously.**

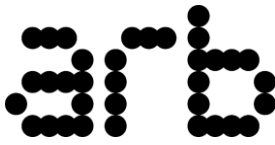
## 12 Investigations Oversight Committee (IOC) Terms of Reference

The Registrar introduced this paper explaining that the report proposed a small amendment to provide the Board with the flexibility to delegate tasks to the IOC when it sees fit to do so.

**The Board agreed the amendments to the IOC Terms of Reference to allow the IOC to undertake tasks at the Board's direction.**

**Proposer: Peter Coe  
Secunder: Myra Kinghorn**

**The recommendation was agreed unanimously.**



## MATTERS FOR DECISION

### 13 Progress Check on Equality and Diversity

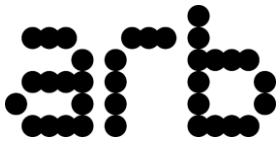
The Registrar presented this paper which set out the progress made over the last year under ARB's Equality Scheme. She reported that the recent internal audit in this area had resulted in 'substantial assurance' being given, with two housekeeping matters requiring action. The Registrar also reported to the Board that the staff team had recently undertaken an equality and diversity training session, and were continuing to explore how they could embed equality and diversity into the organisation's policies, procedures and wider work. She highlighted the architects' elections as a recent example whereby the organisation had adopted a proactive approach to equality and diversity by reaching out to a wide range of networks and organisations in an attempt to widen participation. She explained that staff were contacting representatives of construction networks, which were traditionally less well represented in the profession.

The Board noted the progress made under ARB's Equality Scheme with members discussing ARB's work in this area. A Board Member queried whether the target of gathering data for 42% of the Register should be set at a higher level.

The Registrar reported that careful consideration had been given to how best to gather data in a way which could be incorporated into the course of normal contacts with registrants, and which did not place an undue burden on the profession. She explained that the online services portal would be amended so that when architects update their contact details, they will also be prompted to provide equality and diversity data if they have not yet done so. The Registrar explained that consideration was also being given to how to inform stakeholders that equality and diversity information was being used to support and inform ARB's work.

Board Members asked whether it would be possible to collect additional data including socio-economic data from registrants with a view to understanding whether there were barriers preventing certain groups from entering the profession. Board Members also discussed the availability of existing data, including UCAS data, which contains detailed information on the student population, and asked whether it could be used alongside ARB data.

The Registrar confirmed that ARB did not collect socio-economic data and advised that RIBA was looking into whether such data could be collected. The Registrar highlighted that the nature and the extent of the data which could be collected was set by the ARB's statutory remit. She also explained that registrants could not be compelled to provide equality and diversity data and that it was their prerogative if they decided not to disclose this information. There followed some discussion



between Board Members about how to encourage registrants to provide data. A Board Member suggested that some registrants, who had opted for 'prefer not to say', may have concerns about data collection and protection issues.

A Board Member asked about a green paper recently published by the Department for Business Innovation and Skills entitled, *Higher education: teaching excellence, social mobility and student choice*. It was noted that the Standing Conference of Heads of Schools of Architecture would be responding to the consultation and it was queried whether ARB would be making a submission. The Head of Qualifications said the staff team would investigate this and raise this item with the Prescription Committee.

Board Members discussed the reporting and use of equality and diversity data with a one Member asking if ARB was making full use of the data it had collected. A Board Member highlighted a reporting format employed by the Solicitors Regulatory Authority and another Board Member requested regular data reports.

The Registrar confirmed that, in the first instance, ARB was fulfilling its commitment to collect equality and diversity data. She explained that ARB's central objective in collecting this data was to ensure that its policies, procedures and services did not present barriers to any particular groups. She also confirmed that ARB was committed to publishing aggregate equality and diversity data for use by stakeholders and the wider public.

## **14 Minutes**

The Board noted the draft minutes of:

- i) The Investigations Oversight Committee meeting held on 7 October 2015; and
- ii) The Remuneration Committee conference call 27 October 2015.

## **15 Any other business**

Nothing further was raised under this item.

## **16 Dates of meetings 2016**

11 February  
21 April – Board Induction Day  
12 May – Board Development/Planning  
13 May  
14 July  
15 September





Note

Action

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24 November

\*August – Budget Briefing to be arranged.  
The Board noted the dates of 2016 meetings.