



Subject	ARB Board's Open and Confidential Session Policy		
Status	Open		
Purpose	For Decision		
From	Emma Matthews		
History	Parent Committee	First Submitted	Revision Number
	N/A	11/02/2016	1

If you have any enquiries on this paper, please contact Emma Matthews on 020 7580 5861

1. Purpose

To consider making adjustments to the Board's policy regarding the Open and Confidential Sessions of Board meetings in order to bring it up to date.

2. Recommendations

It is recommended that the Board agrees to make the adjustments to its policy regarding the Open and Confidential Sessions of Board meetings as outlined in [Annexes A and B](#).

3. Terms of Reference

It is good practice/governance to set out the Board's policy regarding the Open and Confidential Sessions of its meetings. As with all ARB policies, this policy is due for review as part of the Board's regular cycle of reviewing its policies.

4. Open

5. Contribution to the Board's Purpose and Objectives

Consumers/clients and architects can be confident that the Board's business is conducted in a transparent manner.

6. Key Points

- i. The policy was last reviewed in 2008. The policy is annexed to the Board Handbook.
- ii. The Board is committed to regularly reviewing its policies and given its commitment to conducting its business in a transparent way, it is important that the policy continues to keep pace with good practice and developments.
- iii. The decision as to whether items are considered in the Open or Confidential sessions of Board meetings are based on whether or not an item fits one of the

exclusions under the policy, i.e., all items are considered in Open Session unless they fall under one of the exclusions.

- iv. The policy has been reviewed and other regulatory bodies' policies, where these are available, have been taken into account. This review also sits alongside the work we have been doing to review and update our Publication Scheme, which included looking at what we publish on our website. Whilst the policy remains appropriate, it is recommended however, that some minor adjustments are made to bring the policy fully up to date.
- v. The Board is asked to consider and agree the proposed adjustments as outlined in the annexes. **Annex A** provides a tracked changes version of the proposed adjustments; **Annex B** sets out a clean copy of the amended policy.

7. Risk Implications

Failure to have a clear policy that sets out how the Board will conduct its business in open and confidential sessions of its meetings could create risks and lead to information being compromised, which could in turn lead to reputational damage. A clear and concise policy should mitigate against this from occurring.

8. Resource Implications

None at this stage.

9. Communication

The Board has a clear policy in terms of the way in which it conducts its meetings. The Board continues to be committed to ensuring it operates in a transparent manner.

10. Growth Duty Considerations

None.

11. Equality and Diversity Implications

See comments on Equality and Diversity within the responses and contained within the suggested actions. Further training for the Board and staff will be provided during 2015. The management team are also committed to embedding E & D further in to the day to day work and policy delivery of the organisation.