



Subject	Board member, Committee member, Panel member and Adviser Attendance Allowance Payments, Travel and Subsistence Rates 2016		
Status	Open		
Purpose	For Decision		
From	Remuneration Committee		
History	Parent Committee	First Submitted	Revision Number
	Remuneration Committee	22/06/2015	1

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1. Purpose

To review and determine the attendance allowance for Board members, Committee members, Panel members and Advisers, including travel and subsistence payments.

2. Recommendations

It is recommended by the Remuneration Committee that the Board agrees:

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

3. Terms of Reference

The Board considers and determines the remuneration of Board members, panel members and advisers, including travel and subsistence payments on an annual basis.

4. Open

5. Contribution to the Board's Purpose and Objectives

The appropriate remuneration of Board, Committee, Panel members and Advisers assists ARB in meeting its purpose and objectives to protect the users of architects' services and to support architects through regulation. The level of attendance allowance should demonstrate that ARB is effective and prudent, whilst attracting the right calibre of individual to support the Board in all areas of its work.

6. Key Points

- i. At its June 2015 meeting, the Remuneration Committee, took the decision to defer making a recommendation to the Board until November 2015, or until such time as further information may be available in relation to the Periodic Review; whichever was sooner.
- ii. Further research was undertaken by the staff during August 2015. This demonstrated that most regulators and professional bodies have held their rates for a number of years now. However, there remains sufficient evidence to suggest that ARB's daily rates are below the average market rate. The attendance allowance for ARB was last increased in January 2008, when the rate for Board members and a number of others was increased from £250 to £275 per day or part thereof. However, in 2010, the Board took the decision that the rate for Board members would be reduced to £250 during the economic crisis.
- iii. Data has been collected from a wide range of regulators and public bodies and the results can be found in [Annex A](#). However, the staff identified a number of bodies that they work more closely with and used this knowledge to select those bodies that are most like ARB (based on Board role requirements) and these are listed in [Annex B](#).
- iv. This exercise highlighted that the attendance allowance currently paid of £250 to Board members is considerably lower than the attendance allowance paid in other similar bodies. Other bodies' daily rates range from £218 to £353, averaging around £300.
- v. No further information on the outcome of the Periodic Review has been made available by Government, so in effect the position has not changed since the Board took the decision to not make any changes to the current rates or structure of payments in November 2014.
- vi. At the Board's Budget Briefing session, the Board were concerned that as the Periodic Review outcome had been delayed, further consideration should be given to the current attendance allowance position, in particular the inequality of payments made within the current arrangements. The Boards current rates can be found in [Annex C](#), however the Committee felt it was not in a position to recommend a change to the allowances at this juncture.
- vii. The Committee did consider, at its October meeting, the Committee considered increasing the Board member and Investigations Panel rate to £275, however the Committee are recommending that no amendments to allowances are made until the outcome of the Periodic Review is known, if appropriate, a pay and job specification review be undertaken for all ARB roles (non-staff).

- viii. The Committee also started to consider the possibility of introducing Dependant Carers Allowances to ensure that people with carer's responsibilities are not being deterred from applying to become Board, Committee, Panel members or Advisers. It was acknowledged that a full equality and diversity impact assessment should be undertaken as part of the review.

7. Resource Implications

Additional funds may be required in order to carry out a review and benchmarking exercise. However, at such time funds are required, a paper will be provided to the Board for a decision on resourcing to be taken.

8. Risk Implications

It is important that we continue to attract and retain high quality individuals from a diverse range of knowledge and expertise who can deliver key roles, in the most efficient and effective manner. Paying lower than other bodies undertaking the same or similar roles, raises the risk of ARB not being able to attract and retain high quality individuals.

9. Communication

The Board has decided not to make any changes to the attendance allowances paid until the outcome of the Periodic Review is known. The travel and subsistence arrangements will remain the same for 2016.

10. Growth Duty Considerations

There is no impact on the growth duty as no decision on the Board members, Committee members, Panel members and Advisers attendance allowance, including travel and subsistence payments are being taken at this stage. Any increase over what has been budgeted for in 2016 could have an impact on further fee levels.

11. Equality and Diversity Implications

These are considered within the above paper as the attendance allowance must ensure that all appropriately qualified people can participate whatever their income or circumstances. Those with caring responsibilities may, for example, face an additional burden in seeking to contribute to ARB's work; however, ARB continues to pay an attendance allowance to assist those wishing to participate. As part of the proposed pay and jobs specification review, a full equality and diversity impact assessment should be undertaken.