



**Subject** Committee Membership 2017-2018  
**Purpose** For Decision  
**From** The Chair/Committee Chairs

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### 1. Summary

To agree the membership of the Board's committees until at least 31 March 2018.

### 2. Recommendations

It is recommended that the Board:

- i) Agrees the membership of the committees as shown in Annex A until at least 31 March 2018, subject to the outcomes of the election of Chair and Vice Chair, when further adjustments may be needed;
- ii) Agrees if any changes are needed to the membership of the committees as a result of the outcomes of the election of Chair and Vice Chair, proposals are circulated for agreement via write around shortly after the July Board meeting so that the committees can continue to function between the July and September Board meetings; and
- iii) Agrees to review the position at its February 2018 meeting should a new Board not be in place for 1 April 2018 onwards.

### 3. Open Session

### 4. Contribution to the Board's Purpose and Objectives

In delivering the Act, ARB's objectives are to protect the users and potential users of architects' services and to support architects through regulation. The Board's committees assist in the delivery of functions and in providing appropriate oversight and the Board populates the committees taking into account the skills and experience of Board members, equality and diversity considerations and the terms of reference of each committee.

### 5. Key Points

- i. The Board has a number of committees which are populated in May each year. The current committee structure and proposals for membership are shown in Annex A.
- ii. Appointments are usually for an annual term, although the Board may determine the length of the appointment. In view of the recommendations set out within the

Periodic Review and the timeframes within which the Department for Communities and Local Government wishes to appoint a new Board, i.e., a new Board will operate from 1 April 2018, the Board can therefore currently only appoint to its committees until 31 March 2018.

- iii. Notwithstanding this, a review of the Committee membership has been undertaken by the Chair and the existing committee chairs. Given that a number of new members have joined the Board, changes to the membership are required this year. In March/April 2017, Board members were asked to complete a skills form and a declaration of interests form. This information was collated and discussed by the Chair of the Board, the Chair of the Audit Committee and the Vice Chair. Annex A reflects the views of the meeting and discussions which took into account the following:

- The details shown on the skills forms;
- The details shown on the declaration of interests forms;
- The workload of each committee;
- Equality and diversity considerations; and
- The need for balance between continuity and refreshment of the membership.

- iv. **Additional Information**

#### **Professional Conduct Committee**

The Board has previously taken the view that Board members should not sit on a Professional Conduct Committee Panel. The Act currently provides that 7 members of the Board shall be on the Professional Conduct Committee (PCC) itself, but in practice, those members will not be selected to sit on a panel which hears a case. Membership of this Committee will therefore not require any time commitment.

#### **Prescription Committee**

The membership includes Peter Beacock, an ex-officio member of the Prescription Committee. The Committee's Terms of Reference state, subject to Board approval on 12 May 2017, that 'the Board may appoint an external individual to act as Chair of the Committee for a period of up to one year where the Board does not have the necessary skills base.' Following the Chairs' review of the material referred to above, it is recommended that the Board co-opts Alan Jago on to the Committee up to 30 November 2017 at the latest and that Alice Hynes shadows Mr Jago in this role, with a view to taking it over before the end of November. If Mr Jago and Ms Hynes decide that Ms Hynes is in a position to take over as Chair before the end of November, this will be reported to the Board.

### **Election of Chair and Vice Chair**

The Board is asked to note that the outcomes of the annual election for the Chair and Vice Chair may have an impact on the constitution of the committees. It may therefore be necessary to make some adjustments to the constitution of the committees after the election has taken place in July. Given this, the Board is asked to agree that proposals are circulated for agreement via write-around if necessary shortly after the July Board meeting, so that the committees can continue to function over the summer period and before the September Board meeting.

### **European Matters**

The Board has typically appointed two members to meet, discuss and keep up to date with European matters at least twice a year. Following a review of this area, the majority of European matters either relate to the notification of qualifications to the European Commission or relate to matters which are likely to be of interest to the Board as a whole. It is therefore recommended that this small group be disbanded and relevant qualifications-related matters be reported to the Prescription Committee, with all other matters being reported direct to the whole Board as they arise. Matters will be reported through the Operational Activities paper and/or more focussed papers at Board meetings on a regular basis. Staff members will continue to attend relevant meetings convened by the Architects Council of Europe.

#### **6. Resource implications**

All committee level expenditure is accounted for in the Board's budget.

#### **7. Risk Implications**

ARB's committees should be properly resourced with membership selected from those who have appropriate skills, expertise and experience to ensure that the committees meet their terms of reference.

#### **8. Communication**

The Board has reviewed its Committee membership and has made appointments which consider the skills of current Board members, the management of any potential conflicts of interest, along with the discharge of its statutory functions.

#### **9. Equality and Diversity Implications**

When populating committee membership, consideration is given to the gender balance of each Committee, along with due regard to the Board's appointed and elected corporate governance structure.

#### **10. Further Actions**

If the Board approves the recommendations set out in section 2 of this paper, the following

actions will be undertaken:

- Board members will be furnished with relevant meeting dates and any adjustments to meeting dates will be undertaken as required;
- Committee level inductions will be provided to new Board members;
- ARB's website will be updated accordingly;
- The Board will be informed at the point at which Ms Hynes takes over the role of Chair of the Prescription Committee; and
- If required, the Board will revisit the membership following the election of the Chair and Vice Chair and/or in February 2018 should a new Board not be in place to operate from 1 April 2018.