



**Subject** Business Plan 2018  
**Purpose** For Decision  
**From** Karen Holmes, Registrar & Chief Executive

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### 1. Summary

To agree a Business Plan through to the end of June 2018.

### 2. Recommendations

It is recommended that the Board:

- i) Agree the attached Business Plan (**Annex A**).

### 3. Open

### 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 support architects through regulation. These objectives are then reflected within the priorities and Business Plan set for each year. The Business Plan sets the programme of work for the year in order to achieve ARB's objectives and the review of performance against the Business Plan enables the Board to provide effective oversight.

### 5. Key Points

- i. At the July Board meeting, the Board agreed in principle to extend the 2017 Business Plan to incorporate new items up to July 2018. The rationale behind extending the 2017 Business Plan is to support the additional priorities and work to be undertaken during 2017. This approach also allows new items for 2018 to be added, acknowledging that the new governance arrangements will be in place during the first half of 2018. The extended Business Plan facilitates the smooth transition of the new governance arrangements and the efficient delivery of the identified priorities for the next nine months.
- ii. As part of the discussion in July, a number of items were highlighted for deferral to 2018, with a number of other areas added for delivery in 2018. Attached at **Annex A** is the incorporated version of the Business Plan. Areas of work that have already been delivered during 2017 have been removed, leaving the outstanding items for delivery before the end of June 2018. The new areas have been highlighted in

yellow throughout the plan.

- iii. As undertaken in other years as part of the budget setting process, we have costed the areas we need additional resources for. The resources required have been factored in to the budget and retention fee setting paper (item 10 on the Agenda).
- iv. When identifying areas to be included in the 2017/2018 Business Plan, consideration has been taken into account of the Board's agreed Statement of Priorities for 2017-2020, this is attached as **Annex B**. The areas identified for delivery before the end of June 2018, support and progress the delivery of those priorities.
- v. It is recommended that once the newly constituted Board is in place during 2018, it undertakes a full review of the Statement of Priorities as one of its first strategic discussions.
- vi. Once the Business Plan has been agreed by the Board, staff will consider how best to progress the areas of work through operational plans and internal work groups.
- vii. In addition to the Business Plan, a number of informal discussions on areas of the ARB's statutory functions will be scheduled into the pre and post Board meeting sessions, where the Board can discuss a specific statutory function, how that area of work is currently being delivered, and how it could be best delivered in future. These sessions are intended to enable the Board and the Executive to discuss the future strategic direction of the organisation.

## 6. Resource implications

All items identified on within the Business Plan have been costed and factored into the 2018 budget.

## 7. Risk Implications

A failure to deliver the organisation's statutory functions, Business Plan and the additional expectations ARB is currently faced with, could adversely impact its stakeholders and ARB's reputation.

## 8. Communication

ARB establishes an annual business plan, which outlines the work needed during the year to support and deliver ARB's objectives, and underpin its priorities. The Board has decided to extend its 2017 annual plan to cover the period up to the end of June 2018. The decision to extend the timeline for delivery has been taken to enable the Organisation to deliver the additional demands the outcomes of the Periodic Review have placed on it, alongside the introduction of the apprenticeship route and the facilitation of the UK's exit from the EU. Regular reviews of ARB's Business Plan, core work and additional expectation will take place to ensure ARB is able to deliver effectively, utilising its resources appropriately.

## 9. Equality and Diversity Implications

None identified over and above the relevant sections of the Business Plan.