



Subject Committee Membership 2018-2019
Purpose For Decision
From The Chair/Committee Chairs

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1. Summary

To agree the membership of the Board's committees until May 2019. To note that the committees will need to be reconstituted once a new Board has been appointed and that the new Board will need to prioritise decisions in relation to the membership of its committees at one of its first Board meetings.

2. Recommendations

It is recommended that the Board:

- i) Agrees the membership of the committees as shown in Annex A until May 2019 (or until a new Board has been appointed);
- 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, that these will be discussed and agreed at the July Board meeting (19 July 2018) so that the committees can continue to function between the July and September Board meetings; and
- iii) Notes that the committees will need to be reconstituted once a new Board has been appointed and that the new Board will need to prioritise decisions in relation to the membership of its committees at one of its first Board meetings.

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. Notwithstanding the Ministry of Housing, Communities and Local Government's (MHCLG) plans to create an all appointed Board during the Autumn 2018, it would be prudent for the Board to agree the appointments until May 2019, noting that the existing Committees will need to be disbanded and reconstituted should a new Board be appointed before this time. The new Board will need to appoint its committees as one of its first priorities.
- iii. Notwithstanding this, a review of the Committee membership has been undertaken by the Chair and the existing Committee chairs. In view of the circumstances, the Chairs have agreed that no changes should be made to the Committee membership to ensure continuity in the period leading up to the constitutional changes to the Board.
- 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 Committee has found input from one of its independent advisers to be extremely valuable in recent years. The membership therefore currently includes Peter Beacock, an ex-officio member of the Prescription Committee. Mr Beacock will complete his tenure as an independent adviser on 30 September 2018. The Board will be asked to approve the appointment of four new independent advisers in the confidential session on 11 May 2018. The Board will, at the same time, be asked to consider and agree Mr Beacock's successor. If agreed, the new independent adviser appointed to serve on the Prescription Committee should take up their post as a member of the Committee from 1 October 2018. All new independent advisers have been made aware that their positions may be subject to change once the constitution of the Board has been altered and/or once any changes have been made to the Prescription process following the business as usual review of the Procedures for the Prescription of Qualifications.

Architects Council of Europe (ACE)

Staff will continue to attend relevant ACE meetings and reports will be provided to the Board as a whole and the Prescription Committee where relevant to the Committee's work.

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 considered at its July meeting if needed, so that the committees can continue to function over the summer period and before the September Board meeting.

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;
- Subject to the appointment of the new independent adviser to serve the Prescription Committee, adjustments will be made to the website to reflect the appointment and an induction will be arranged for the relevant individual; and
- If required, the Board will revisit the membership of the committees at its meeting in July 2018.

