

Update on Actions agreed at last meeting, 11 September 2018 (and those carried forward from previous meetings), if not appearing on 29 November 2018 Agenda

Action	Update
<p>Report to the Board: Review the organisation's Key Performance Indicator bandings – to include benchmarking against other organisations and input from Internal Auditors.</p>	<p>This has been included within the scope of the Internal Audit on Management Information due to start late November 2018.</p>
<p>Communications Annual report to the Board: Consider ways to improve and develop the annual Communications Report to the Board; as part of this, consider ARB's strategy and approach when communicating with Professional Bodies and how to better define the 'users of architectural services'.</p>	<p>This will be reviewed by the staff team and the format revised as appropriate. A Communications Report for 2018 will be presented to the Board in December.</p>
<p>Pass list project: Once the pass list project is complete, interrogate data and report on how many individuals might be eligible for registration but don't apply.</p>	<p>Work on the pass list portal continues and an update is provided in the operational activities report.</p>
<p>Consultation list: Circulate ARB's consultation list following and Board members to provide suggestions of groups for ARB to contact, and to potentially be added to the consultee list.</p>	<p>Complete. We will be reviewing and acting on responses received.</p>
<p>Section 14 Review: In relation to the recommendation that no in-house lawyer should be employed to prepare and/or present Professional Conduct Committee reports, the Executive should give further consideration as to whether an in-house lawyer should be employed in a wider role. That consideration should be undertaken in conjunction with the Investigations Oversight Committee and the Audit Committee and brought back to the Board.</p>	<p>Work on a scoping exercise has yet to begin, but is planned for 2019, in advance of legal service tenders.</p>
<p>Scheme of Decision Making: Audit Committee should discuss the sign off requirements for the Registrar and Chair's expenses with input from Grant Thornton.</p>	<p>This was discussed at the October Audit Committee meeting and it was agreed that the Scheme of Decision Making should be amended to allow for the Chair's expenses to be signed by the Chair of the Audit Committee and vice versa. This amendment will be incorporated in any upcoming changes to the Scheme of Decision Making.</p>
<p>Board member, Committee member, Panel member and Adviser Attendance Allowance and Travel and Subsistence Policy: Remuneration Committee should consider the policy in respect of carers allowance at its next meeting and recommendations brought back to the Board in February 2019.</p>	<p>This will be discussed at the December 2018 Remuneration Committee meeting.</p>

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<p>Report to the Board on Statistics, Trends and Performance Indicators: consideration should be given to the following:</p> <ul style="list-style-type: none"> • The threshold at which title regulation cases are prosecuted • Whether a benchmarking exercise could be undertaken to find more effective ways of moving cases through the disciplinary process • Consider whether a report to track the nature of complaints should be prepared and provided to the Board every two years (had been envisaged to provide this every five years). 	<p>The threshold at which title regulation cases are prosecuted should remain the same – the passing of the evidential and public interest test.</p> <p>A benchmarking exercise was undertaken as part of the Section 14 review. The recommendations arising from that review are being considered by the Board under a separate paper.</p> <p>A biennial report on the nature of complaints was provided to the Investigations Oversight Committee. Those findings will be shared with the Board via the IOC's annual report in 2019.</p>
<p>Hackitt Review Report Recommendations – The three areas set out in the paper should be taken forward to the Board meeting in September to help develop ARB's strategy in relation to the competence of architects. Namely to:</p> <ul style="list-style-type: none"> • Provide the Board with a report on the work of WG7 • Provide the Board with a paper on the ARB-specific Hackitt proposal relating to competence • Consider what research we may need to inform discussions on the Board's strategic approach to the maintenance of competence 	<p>The ongoing work of ARB in response to the recommendations in the Hackitt Review is reported within the Confidential Registrar's Report.</p>
<p>Board Effectiveness Survey: Consider testing future Board Effectiveness survey questions to ensure compliance with equality and diversity legislation.</p>	<p>This will be considered for future effectiveness surveys.</p>
<p>Chairs Report (September 2018 action)</p> <p>The Chair to share notes of the ARB/RIBA meetings with the Board</p>	<p>The note from the RIBA Liaison meeting held on 16 August 2018 has now been circulated.</p>
<p>Any other business (September 2018)</p> <p>The Investigations Oversight Committee to consider implications for ARB (if any) following the Professional Standards Authority's Lessons Learned Review of May 2018.</p>	<p>The implications of the report were considered by the Investigations Oversight Committee at its September 2018 meeting; the view reached was that ARB had taken the recommendations into account.</p>

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