

Update on Actions agreed at last meeting, 29 November 2018 (and those carried forward from previous meetings), if not appearing on 19 December 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 was included within the scope of the Internal Audit on Management Information which took place in late November 2018. The audit report will be presented to Audit Committee once finalised and we will report further to the Board in early 2019.</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 early 2019.</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>The passlist portal is now live and active. We will consider how we use the data within the system in 2019.</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>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 was discussed at the December 2018 Remuneration Committee meeting and a paper is included at item 8 of this agenda.</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>ARB's Investments (November 2018 action) The Registrar, Head of Finance & Resources and the Board's Investment Broker should meet to reflect on the Board's 29 November 2018 discussions. An update should be provided to the Board at its December meeting.</p>	<p>An oral update will be provided.</p>

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<p>Hackitt Working Group 7 (November 2018 action) The Executive to obtain approval from the Industry Response Group that it is content for the current co-chairs of the Hackitt Working Group 7 (Nabila Zulfiqar and Richard Parnaby) to remain in post until 7 April 2019, even in the event they are no longer Board members after 6 January 2019.</p>	<p>We have written to the IRG to inform it of the Board's decision and seek agreement.</p>
<p>AOB (November 2018 action) The Registrar to write to MHCLG to register the Board's concern over the timetable for the recruitment process for the new Board, and the risks around no Board being in place on 7 January 2019.</p>	<p>The Registrar has written to MHCLG and will provide a verbal update at the meeting if appropriate.</p>
<p>Prescribed Examination – update</p>	<p>The pre-consultation exercise for the business as usual review of the Prescribed Examination has concluded, an interpretation of the results has been drafted and new procedures were prepared for decision at this meeting. Due to developments with the Criteria and Procedures review, a decision will now be deferred until further work has been undertaken on the Criteria and Procedures review.</p>