

Update on Actions agreed at last meeting, 19 December 2018 (and those carried forward from previous meetings), if not appearing on 1 April 2019 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>An Internal Audit on Management Information took place in late November 2018, which looked at the methodology and veracity of the KPIs produced. As part of the 2019 Business Plan there is a staff working group carrying out a project on how ARB measures and reports its impact, taking into account best practice from other organisations. Part of that review will be to look at whether the KPI bandings are appropriate, and whether we are measuring the right things. This review will be brought to the Board before the end of 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>The Communications Annual Report is included at item 11 of the agenda.</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 pass list 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 Effectiveness Survey (July 2018 action): 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>Prescription Committee Terms of Reference (December 2018 action): The Board decision of 19 December 2019 to be ratified by write round and noted at the February Board meeting.</p>	<p>Please refer to item 3 on this agenda.</p>

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<p>Board member, Committee member, Panel member and Adviser Attendance Allowance Policy (December 2018 action): The policy as agreed at the December 2018 meeting should be reviewed by the Board in 12 months' time.</p>	<p>This will be accounted for while agenda planning for 2019.</p>
<p>Operational Activities Report (December 2018 action): The Head of Registration to circulate summary note setting out the position in relation to the allocation of Tier 1 visas.</p>	<p>The summary note will be circulated when European issues are covered as part of the Board's induction plan.</p>