



**Subject**                                **Scheme of Delegation (previously referred to as the Scheme of Decision Making)**

**Purpose**                                    **To consider amendments to the Scheme of Delegation**

**From**                                      **Audit and Risk Assurance Committee**

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## 1. Summary

For the Board to agree the suggested amendments to the Scheme of Delegation.

## 3. Open Session

## 4. Contribution to the Board's Purpose and Objectives

Protect the users and potential users of architects' services and to support architects through regulation. The Scheme provides the Board and stakeholders with concise understanding of who has the authority to make decisions. Having in place an effective corporate governance structure supports and enables ARB to deliver its objectives. Undertaking a review of the Scheme ensures that the Scheme remains fit for purpose and follows best practice.

## 5. Key Points

### i. History

At least every two years the Scheme of Delegation (previously referred to as the Scheme of Decision Making) is reviewed by the Audit and Risk Assurance Committee, with the Committee then recommending any suggested amendments to the Board for approval as appropriate. The purpose of regular reviews is to ensure the Scheme of Delegation (SoD) remains fit for purpose and follows best practice. The last periodical review of the Scheme took place in 2018, which incorporated amendments following the SoD being the subject of internal audit.

Temporary changes have been made to the SoD whilst the Head of Finance and Resources is acting as the Chief Executive Officer and Registrar. During this period, the duties of the Head of Finance and Resources have transferred to the Head of Qualifications and Governance. Those temporary changes were approved by the Board at its meeting held on 28 May 2020. To confirm, as they are temporary, those changes have not been incorporated in the proposed amended version attached at Annex A.

ii. **Proposed Amendments and Additions**

The first change is the proposal to amend the document title from 'Scheme of Decision Making' to 'Scheme of Delegation', a title which better reflects the function of the document and is how such Schemes are more commonly referred to.

Another area that has been updated is historically, the Head of Finance and Resources has had few signing powers due to a limited segregation of duties. We have now introduced further segregation, with payroll now being administered by the HR Officer and invoices being processed by the Operations Manager and Team Administrator. This has resulted in allowing the Head of Finance and Resources to have more ability to provide authorisation under the SoD.

In addition, over the last year there have been various changes to the organisation which need to be reflected in the current Scheme. These include:

- Changes to the Terms of Reference of the Prescription Committee, Audit and Risk Assurance Committee and the Remuneration and Appointments Committee
- Amendments to the Architects Act 1997
- Amendments to the Board's General Rules
- The Operational Management Group has now become the Senior Leadership Group

The Scheme has also been re-ordered in an effort to improve the flow and logic of the document.

The above changes have been factored into the amended Scheme of Delegation as attached at [Annex A](#), and attached at [Annex B](#) is the existing Scheme of Decision Making for the reference.

iii. **Further Considerations**

The Audit and Risk Assurance Committee discussed whether further temporary adjustments should be implemented whilst remote working makes it difficult to obtain wet signatures. For example, arrangements for stating and storing the audit trails of email approvals or e signatures. This was not deemed necessary at present but will be kept under review. The staff team will also be reminded of the importance of seeking and storing approval at the appropriate level of authority, as required under the Scheme of Delegation.

The Board may wish to note that the Board's Solicitor, Bates Wells Braithwaite (BWB) will also be considering the Scheme of Delegation and may have further suggested changes. It hasn't been possible for BWB to review the document prior to making Board papers available but, if any further amendments are proposed by BWB, the Board will be informed accordingly.

None identified.

**7. Risk Implications**

Not having a clear Scheme of Delegation may lead to decisions being made without authority and without the relevant understanding of the action being taken.

**8. Communication**

Having in place an effective Scheme of Delegation enables the organisation to demonstrate transparent decision making. The Scheme also ensures there are clear lines of delegation and accountability in line with the organisations internal controls.

**9. Equality and Diversity Implications**

None identified.

**10. Further Actions**

If the Board approves the amended Scheme of Delegation, the following actions will be taken:

- It will be updated on the ARB website, the ARB document log and the Board Member Handbook.
- It will be circulated to all staff, with a reminder of the importance of seeking and storing approval, at the appropriate level of authority as required under the Scheme of Delegation, particularly important while working from home.