

Essential Competencies

Independent Non Executives

Policy Committee

The purpose of this Committee is to scrutinise and challenge the Executive's proposals in terms of the development of regulatory policy to ensure that the regulatory model is proportionate and effective. The Committee will also advise the Executive on emerging issues and matters, as well as better regulation principles, which might impact on future policy development. It will additionally ensure that policy development has been informed by effective stakeholder engagement. The full terms of reference for the Committee can be found at Annex A.

Core Competencies

- Understanding and commitment to the statutory role of the Architects Registration Board
 - Demonstrates a clear understanding of the statutory role, purpose, and the principles underpinning the work of the Architects Registration Board
 - Understands the need to put the protection of the users and potential users of architectural services at the fore in all decision making
 - Demonstrates an appropriate motivation for undertaking the role.
- Working effectively as part of a team
 - Listens to and shows respect for the opinions of others
 - Contributes effectively without dominating
 - Is able to reach consensus and support collective decisions
 - Respects the need to maintain confidentiality.
- Assimilating evidence, critical analysis and proportionate decision-making
 - Assimilates and engages with the detail of significant quantities of complex written material, assimilating information quickly and accurately
 - Is able to present an argument and articulate reasons for reaching decisions
 - Exercises independent judgement and ability to use information to make balanced, evidence-based decisions
 - Demonstrates a strong understanding of risk and how this impacts on policy development
 - Demonstrably adds value by contributing external expertise with clarity that enhances decision-making processes

- Demonstrating fairness and an ethical approach
 - Demonstrates an understanding and commitment to equality and diversity
 - Demonstrates a commitment to the principles enshrined in the Standards of Public Life
 - Has an understanding of the importance of acting in the public interest.

- Personal Development
 - Shows a commitment to personal reflection and the process of performance review
 - Actively seeks and responds positively to feedback from others
 - Makes the most of opportunities to expand their knowledge and skills.

Essential knowledge and experience for members of the Policy Committee

Candidates, one architect, who must be registered with the ARB, and one lay member, will be sought with knowledge and experience of one or more of the following areas of relevance to the Policy Committee:

- a. Wider built environment
- b. Regulation of professionals
- c. Policy development in a regulatory environment
- d. Policy development or other aspects of professional education and training, professional practice, and/or standards of competence.

In making these external appointments, we will seek to ensure that the composition of the Committee provides an appropriate balance of different skills and backgrounds and we are keen to increase the diversity on the Committee. The appointment of external members is designed to ensure that the Committee benefits from a wide range of expertise in addition to that from within the organisation.

Additional Information

Term of Office

Committee members will be appointed for a period of up to four years in the first instance. The appointment may be renewed for a further period of four years subject to satisfactory performance. The term of office will commence on a date to be agreed by the ARB Board. Committee members carrying out this specific role may be appointed for a maximum period of two consecutive terms, e.g., eight years, in line with the Board's policy in this area.

Time commitment

The total commitment is likely to be equivalent of up to 12 days a year (subject to change), including relevant Committee meetings, usually held at ARB offices, briefing sessions and preparation time for meetings.

Expenses

The Committee member will be entitled to claim £300 per day (or part thereof), (subject to forthcoming review) for their attendance at the above mentioned meetings as well as expenses for travel and subsistence, in accordance with ARB's Guidance, expenses for travel and subsistence. These payments are subject to tax and National Insurance contributions, and the deductions are made at source.

Annex A

Policy Committee

Terms of Reference

Purpose

The purpose of this Committee is to scrutinise and challenge the Executive's proposals in terms of the development of regulatory policy to ensure that the regulatory model is proportionate and effective.

Duties

The Committee will:

- Review proposals and advise the Executive on draft rules, regulations and consultations and impact assessments relating to regulatory reform and development, including our compliance with the public sector equality duty;
- Advise the Executive on the development of ARB policy and to provide assurance that it is evidence based and informed by sufficient engagement and consultation, takes account of our commitment to diversity and the principles of better regulation, and that plans are in place for appropriate evaluation;
- Advise the Executive on emerging issues, internal and external factors which might affect future policy development; and
- Ensure that policy development has been informed by effective engagement with the full range of the ARB's stakeholders.

Membership

The members of the Committee shall be appointed by the Board and shall consist of the following:

- Three Board members
- Two independent policy experts

Two lay Board members and one architect Board member should sit on the Committee. One of the independent policy experts should be an architect, the other a lay member.

The Board may also appoint an additional external member to supplement the Committee's skills base and/or provide an additional independent perspective.

A member of the Executive should act as secretary to the Committee.

Other regular attendees at the Committee are:

- Registrar and Chief Executive
- Relevant members of the Operational Management Group

The Committee may ask any other member of staff, or such others as may be appropriate, to attend to assist it with its discussions on any particular matter.

Quorum

The quorum of the Policy Committee should not be less than half the number of members of the Committee, one of whom must be a lay member of the Committee and one of whom must be an architect member of the Committee.

Meetings and Procedures

The Committee will meet at least four times per year.

Reporting Requirements

The minute taker, who will be a member of the Executive, will circulate the minutes to the next Board meeting. The Chair will provide an annual report on the Committee's work to the Board.

Papers and Agendas

The Executive shall circulate the agenda and papers five working days before each meeting. The minute taker will circulate the minutes of all meetings to both the members and attendees of the Committee, once they have been approved by the Chair.

Conflicts of Interest

Any member or attendee of the Committee who becomes aware of a potential conflict of interest relating to matters being discussed by the Committee should give prior notification to the Chair and the Registrar and Chief Executive or if this is not possible, declare this at the meeting and, where necessary, withdraw during the discussion of the relevant agenda item.