

PROFESSIONAL CONDUCT COMMITTEE LEGALLY QUALIFIED MEMBER

The Architects Registration Board is the statutory regulator of architects in the UK, under the terms of the Architects Act 1997. The Professional Conduct Committee (PCC) is a standing committee of ARB, and considers allegations of unacceptable professional conduct and serious professional incompetence against registered persons, imposing penalties as appropriate.

Under the Act, each Panel of the PCC that considers the conduct or competence of an architect must include a legally qualified Committee member (who will usually Chair the proceedings), an architect, and a non-architect.

The Role of the Legally Qualified Member

- To chair Professional Conduct Committee hearings
- Issuing pre-trial directions, including the chairing of case-management meetings
- Checking that before proceedings commence that all those involved have the correct information
- Ensuring that all parties understand the process, and that the proceedings are conducted fairly and in accordance with the Professional Conduct Committee Rules
- Providing legal advice to the Panel, and where appropriate sharing that legal advice with the parties involved
- Ensuring that all those appearing before the Committee engage with the process as effectively as possible, and that cultural and other extraneous factors are taken into consideration
- Supporting Committee members to understand the issues under consideration and to arrive at decisions that are fair, accurate and legally sound
- Drafting and announcing the decisions of the Professional Conduct Committee, usually on the day of the hearing, giving full reasons for the decision

Specific aspects of the role include

- A qualified solicitor or barrister (or advocate in Scotland), with experience in dealing with the law relating to professional regulation
- Experience of chairing tribunal or conduct committee proceedings
- Working with stakeholders to ensure that committee proceedings are fair, economic, efficient and effective, reaching clear outcomes that are understood by all
- Working with stakeholders to ensure that each case is given appropriate and timely consideration
- Upholding the Nolan Principles – the seven ethical principles of public life

Qualities required for the role

Competence	Attributes
Understanding and commitment to the statutory role of ARB	<ul style="list-style-type: none"> • Demonstrates a clear understanding of the role and purpose of ARB • Understands the need for public protection to be at the forefront of decision making • Demonstrates an appropriate motivation for undertaking the role • Familiarity with the legal and regulatory framework and demonstrates application of law and procedure within decision making

Working effectively as a team member	<ul style="list-style-type: none"> • Listens to and shows respect for the opinions of others • Contributes constructively and effectively without dominating • Simplifies complexity, communicating clearly with all parties so they understand key principles • Respects the need to maintain confidentiality • Uses expert communication skills to deliver the right outcomes
Assessing evidence and making decisions	<ul style="list-style-type: none"> • Assimilates, considers and assesses voluminous documentation with ease • Applies highly developed analytical skills • Presents arguments clearly and explains reasons for them • Exercises independent judgement to support balanced, evidence-based decisions • Can work under pressure to reach the right decisions
Chairmanship	<ul style="list-style-type: none"> • Runs the committee in a firm, fair, professional and inclusive manner, to time and purpose • Manages unexpected developments effectively to ensure proceedings remain fair • Distills the essence of all contributions, ensuring that all relevant factors are considered and encouraging others to focus on essential issues • Builds understanding and strives for consensus where possible; identifies and manages conflict appropriately • Enables clear decisions to be reached that are understood by all • Drafts clear, accurate and structured decisions that are understood and legally sound • Addresses under-performance among team members
Demonstrates fairness	<ul style="list-style-type: none"> • Uses evidence to support opinions • Demonstrates understanding and commitment to equality and diversity • Demonstrates an understanding of multiple points of view • Shows commitment to the principles underpinning the work of ARB • Understands and upholds the importance of acting in the public interest • Role model of ethics and integrity, upholding the Nolan principles
Developing skills	<ul style="list-style-type: none"> • Demonstrates commitment to personal development and continuous improvement • Responds constructively to feedback from others • Makes the most of opportunities to expand knowledge and capability

Time commitment

- Available for at least 30 days a year

Organisational Values

ARB looks to its employees and Committee members to demonstrate the following qualities:

- Openness
- Integrity
- Professionalism
- Mutual respect and teamwork