



Architects Registration Board (ARB) Lay Board Member (x2)

Information Pack for Candidates

Closing date: 11:00am on 23 December 2024



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Dear Candidate

Thank you for your interest in this vacancy on the Architects Registration Board.

Architects play a crucial role in creating a built environment that is safe and sustainable, and where everyone can live well. The Architects Registration Board (ARB) is the independent professional regulator of the architects' profession. Established by Parliament as a statutory body through the Architects Act in 1997, we are accountable to government. We work to ensure that good standards within the profession are consistently maintained for the benefit of the public.

It is an important and exciting time for ARB. We are currently in the process of delivering an ambitious five-year corporate strategy which sets our vision and programme of work to modernise and improve the regulation of architects. Our Board is committed to approaching regulation in a positive and purposeful way so that we play the fullest part we can in responding to key challenges including climate change, sustainability and fire and life safety design.

In line with our strategy, and following a significant period of engagement and consultation, the Board has been modernising the way that architects are educated and trained; the recently approved requirements constitute the most significant changes to architectural education and training in 50 years. We have also recently introduced a new mandatory model for continuing professional development of architects, underpinned by legislation in the Building Safety Act 2022. This was a key recommendation emerging from Dame Judith Hackitt's report, Building a Safer Future.

We are also undertaking an organisational transformation to modernise outdated systems, processes and information technology so that we can deliver our statutory functions in a more effective and efficient way and make our organisation more accessible to the public and to architects.

We are looking to appoint two Lay Members to the Board. As a Board member you will play a vital role in helping to shape and approve ARB's strategy and policies and hold the executive team to account for the delivering of its statutory functions. Being a Board member is a stimulating and fulfilling public service role which provides the opportunity to shape the future of the architects' profession and enable the profession to maximise its impact in shaping the built environment. The role is ideally suited to those who can bring the expertise and experience set out in the accompanying role description. ARB is an inclusive organisation and we actively promote equality of opportunity for everybody who works with us. We hope to receive applications from a wide range of individuals and would particularly welcome candidates from a Black, Asian or Minority Ethnic (BAME) background.

Full details of the role, responsibilities and commitments are set out in this document, and I hope you will decide to apply.

Information about the Board can be found on [Home - Architects Registration Board \(arb.org.uk\)](https://arb.org.uk)

Welcome



**Alan Kershaw,
Chair
Architects
Registration Board**

Welcome



**Hugh Simpson,
Chief Executive
& Registrar,
Architects
Registration
Board**

Although ARB is a relatively small organisation, we are ambitious about delivering high quality regulation that makes a genuine difference to the Built Environment and in particular the users of services of the architects we regulate.

The Board has set out its ambitions in the ARB Corporate Strategy 2022-26. This document provides clarity about the outcomes we wish to deliver from purposeful regulation. It has also provided a clear strategic focus to guide our work and allocation of resources.

The Strategy sets out ARB's vision for regulation and our approach to delivering our statutory functions. It also provides details on the five priority areas the Board has identified which, if we deliver, we believe will truly make a difference to the profession of architects, to the education and training of architects, and through them, the public.

At the heart of our vision is to drive significant improvements in the operational delivery of our statutory functions (covering registration, accreditation, professional standards as well as our governance and international function).

The Board has made a commitment to modernise the initial education and training of architects. We are midway through a process which has seen the publication of new competency or learning outcomes, updating competencies of those wishing to register in areas such as fire and life safety design and the environment and sustainability.

In 2022 we embarked on an ambitious programme of work to transform our IT infrastructure. We want to deliver major improvements for registrants and how they interact with ARB; we want to address the inefficiencies which come with running on out-of-date infrastructure and legacy systems; and we want to ensure that as a regulator we are providing insight into the many policy and structural issues within the sector.

We passionately believe that at the heart of successful regulatory policy development is meaningful engagement. For ARB that means involving architects at the very beginning of our policy development process and ensuring we test ideas and proposals with as wide an audience as possible. Our engagement around the new statutory CPD model is one such example.

Finally, we have put the development of a great organisational culture at the heart of what we do. When an organisation has a clear purpose and strategy, with the right organisational culture, it will have a highly motivated and productive workforce.

We have made great strides in 2023 and look forward to successful delivery of the Board's strategic objectives in 2024 and beyond.

Architects Registration Board

The Architects Registration Board (ARB) was established in 1997 by the Architects Act and regulates over 40,000 architects. ARB employs 62 staff, led by a Chief Executive and Registrar who is also ARB's Accounting Officer, and has an annual budget of circa £9 million. ARB is based in London.

Under the Act, ARB's responsibilities are to:

- To ensure only those who are suitably competent are allowed to practise as architects. We do this by approving the architecture qualifications required to join the Register of architects.
- We maintain a publicly available Register of architects so anyone using the services of an architect can be confident that they are suitably qualified and are fit to practise.
- We set the standards of conduct and practice the profession must meet and take action when any architect falls below the required standards of conduct or competence.
- We set requirements for and monitor the continuous professional development that architects must undertake, to provide assurance to the public about the continuing competence of the profession.
- We protect the legally restricted title 'architect' and take action against those who use the title but are not registered with ARB.

Architects play a vital role in creating a built environment that is safe, sustainable and where everyone in society can live well. There are many challenges to achieving those goals. We know from Dame Judith Hackitt's report, [Building a Safer Future](#), that there is much to be done to truly embed a culture of safety not just in architecture but across all the professions and organisations involved in building and construction. We know from overwhelming scientific evidence the existential challenge society faces in relation to the climate emergency and the need to embed sustainability in all that we do. We know wider challenges faced by society in relation to public health, not just in relation to Covid-19, and the importance that communities and the built environment. We know that a strong and vibrant architecture profession is important for cultural, economic and social reasons.

ARB is in the process of delivering of a bold and ambitious [five-year strategy](#). It sets out how the ARB intends to respond to these and other challenges, playing a crucial role in areas such as initial education and training of architects. We are committed to improving the way we work with the sector, the profession and the public as we build a regulatory model which makes a positive contribution and helps the profession to maximise its potential. ARB is also making significant investment to develop its systems, processes and technology so that our core regulatory functions are working effectively and efficiently.

About the role

The ARB Board: The Board's powers are derived from the 1997 Architects Act and its work is governed by the General Rules. As well as the powers to make rules and establish committees, the Board is responsible for:

- providing strategic leadership and direction to ARB
- agreeing its strategy and setting cost-effective plans to implement that strategy
- ensuring that appropriate schemes for delegating and reporting procedures are in place
- reviewing its own performance and effectiveness
- accounting for its actions in appropriate ways, as required by law and good practice

Information about the current Board can be found at <https://arb.org.uk/about-arb/arbs-board-committees/>.

ARB Committees:

The Audit and Risk Assurance Committee is responsible for carrying out the duties set out in the Committee's terms of reference. Subject to any restrictions prescribed by the Act or the Rules of ARB, the Committee is authorised by the Board to determine any matters within its terms of reference. The Committee supports the Board and ARB's Accounting Officer in their responsibilities for risk management, control and governance by reviewing and challenging the comprehensiveness, reliability and integrity of assurances.

The Accreditation Committee is a newly established Committee and has delegated authority from the ARB Board to accredit the qualifications ARB requires prospective architects to hold in order to apply to join the Register.

The People Committee is accountable to the Board for the duties set out in the terms of reference. Subject to any restrictions prescribed by the Act or the Rules of ARB, the Committee is authorised by the Board to determine any matters within its terms of reference. The People Committee provides advice and recommendations on strategic human resource issues.

Whilst ARB is an independent statutory regulator, the Ministry of Housing, Communities & Local Government (MHCLG) is ARB's sponsoring Government Department. ARB and the MHCLG have a [Framework Agreement](#) which sets out the relationship between the two organisations and responsibilities of each in this context. Information about Board Governance and the role of non-executives can be found in the Cabinet Office's guidance at [Public Bodies Non-Executive Directors: Principles and Standards](#).

Generic information about the role of non-executives in Government is provided in the Cabinet Office's [Code of Practice on Corporate Governance in Central Government departments](#).

Role Description 1/2

Key responsibilities

1. Plays a key role in the development of the organisation's strategic direction in line with its statutory objectives and functions.
2. Actively contributes to the Board's decision-making process, taking appropriate account of the Architects Act 1997, ARB's governance requirements, and any guidance provided by the relevant government departments.
3. Ensures that the Board operates and exercises its functions in accordance with the highest standards of conduct and probity.
4. Contributes to identifying and measuring the impact of the work of the Board.
5. Demonstrates and maintains good practice in decision making and that this is appropriately and effectively reviewed to deliver high standards of regularity and propriety.
6. Ensures that the collective work of the Board is reviewed and is working effectively.
7. Displays and follows the Code of Practice for Board members which is consistent with the Cabinet Office Model Code.

Role Description 2/2

Individual duties

1. Prepares for and attends all Board meetings, making an active contribution to discussions and decision making.
2. In the event of unavoidable absence from a meeting, provides comments and questions in advance on the relevant papers to the meeting Chair.
3. Upholds, models, and promotes the values behaviours, core policies, objectives and vision of the organisation.
4. Provides leadership on equality, diversity and inclusion matters ensuring that this is reflected in all that ARB does.
5. Provides leadership on ethical matters, upholding governance standards and respecting confidentiality.
6. Ensures the organisation delivers against its Corporate Strategy.
7. Participates fully in reviews of the Board's performance, including individual.
8. collective, Chair and peer assessment.
9. Participates in annual review processes and attends learning and development opportunities in addition to completing e-learning programmes.
10. Establishes and builds effective and constructive working relationships with the Executive, holding them to account for delivering agreed strategic objectives.
11. Supports the Executive, whilst respecting the boundaries which exist between executive and non-executive roles.
12. Maintains regular contact with the Chair and develops and maintains open and supportive relationships.

ARB Lay Board Member Selection Criteria

All candidates must demonstrate, in their CV and supporting letter, how they meet the selection criteria for the roles, through their knowledge, skills and experience.

Essential Criteria:

1. Experience of working within Committee or governance processes that include setting strategy and policy development. This could include operating in private sector board and committee environments but could also include operating within other parts of the built environment, education governor roles, or public sector or charity trustee boards, as well as other governance arrangements which involve holding organisations to account.
2. Applying knowledge and experience of the UK regulatory environment.
3. Experience of working with an executive team to challenge, support and hold them to account for the delivery of the organisation's strategic aims and objectives;
4. Experience of being able to develop strategies in complex environments as well as cross regulatory/business experience.
5. Extensive skills in:
 - a. working in a fast-paced changing environment
 - b. expertise in implementing large scale change and transformation in a dynamic, people-focused organisation.
6. Strong commitment to good governance, upholding the Seven Principles of Public Life, and a commitment to equality, diversity and inclusion.

Outline Terms and Conditions

Remuneration: The remuneration for this role is £8,778 per annum. This remuneration is treated as employment income and will be subject to tax and National Insurance contributions, both of which will be deducted at source under PAYE before you are paid.

Time Commitment: Your time commitment is expected to be **circa 20 days per annum**. Board member's duties include preparing for and attending Board meetings, preparing for and attending committee meetings (where appointed to a committee), participating in reviews of performance and relevant briefing sessions. Whilst most meetings will take place during normal office hours there will be occasions where some duties need to be carried out more flexibly.

Term: Appointments are made by the Privy Council on the Minister's recommendation for a period of up to four years.

Location: The ARB's offices are based in London at 70 Grays Inn Road, London, WC1X 8NH. However, meetings may take place in other locations around the UK or via video conferencing. This position requires the postholder to undertake some travel across the UK and to work unsocial hours on occasion (including some weekend and overnight stays).

Expenses and Subsistence:

Reasonable travel and subsistence expenses incurred on ARB business will be reimbursed in accordance with ARB's policies.

Conduct:

Board Members will be expected to act in accordance with:

- The principles set out in the Cabinet Office's Code of Conduct for Board Members of Public Bodies. The Code sets out, clearly and openly, the standards expected from those who serve on the boards of UK public bodies and will form part of individual members' terms and conditions of appointment;
- The Seven Principles of Public Life; and
- The ARB Board Members' Code of Practice and Handbook.

Nationality:

You must have a right to work in the UK, there must be no employment restrictions, or limit on your permitted stay in the UK.

Annual Performance and Development Review and Reappointment:

Annual performance and development reviews are expected to be undertaken. Reappointments are not automatic and will only be considered subject to satisfactory performance reviews.

How to Apply

The new Public Appointment website is open for this vacancy and candidates will need to apply for this role using the [Public Appointments website](#):

To apply you will need to [create an account](#) or [sign in](#).

Once you are logged into your account, click on 'apply for this role' and follow the on-screen instructions. To apply, all candidates are required to provide:

- 1. Curriculum Vitae** (*maximum 2 pages*). Include your education, professional qualifications and full employment history.
- 2. Supporting Statement** (*maximum 2 pages*). Please tailor setting out your suitability for the role and how you meet the Selection Criteria. We suggest you use specific examples to demonstrate how you meet the Criteria. If you can offer the experience in more than one of the areas referenced above, please clearly reference and example those Criteria in a single supporting statement.
- 3. Equality Information** The information you provide will not be used as part of the selection process and will not be seen by the interview panel.
- 4. Information relating to any outside interests or reputational issues** You should declare any potential issues including conflicts of interest (perceived, potential or actual), this includes your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to Homes England, MHCLG or HM Government, or cause public confidence in the appointment to be jeopardised. The Panel will explore your declarations during the interview process. Failure to disclose such information could result in an appointment either not being made or being terminated.

Candidates should note that 'due diligence' will be carried out as part of the assessment process if you are called to interview and will be shared with the Panel and Ministers, this will include searches on social media, blogs and/or other publicly available information.

Diversity data will be treated in confidence and is used for data gathering information only and will not affect your application.

We will ask you to check and confirm your personal details to ensure your application is accurate.

You will have the opportunity to make a reasonable adjustment request or apply under the disability confident scheme before you submit your application.

Assessment Process: Overview

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments. The decision on who to appoint is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published selection criteria.

The timeline provided is indicative and could be subject to change. If you are unable to meet these timeframes, please let us know by contacting PublicAppointments@communities.gov.uk.

The Advisory Assessment Panel will be:

- Chandru Dissanayeke – MHCLG Director of Buildings Design and Construction, and Panel Chair
- Alan Kershaw – ARB Chair and ALB representative
- Eileen Mortby – Independent Panel Member

Due to the high volume of applications we receive, we only provide feedback to candidates who reach the interview stage and will only be provided once the campaign has concluded.

Assessment Process: Indicative Timeline

The timeline provided is indicative and could be subject to change, potentially at short notice. If you are unable to meet these timeframes, please let us know by contacting PublicAppointments@communities.gov.uk.



Information Sessions: Monday 9 December (12pm) and Thursday 12 December 2024 (12pm). These sessions will be held online and will be an opportunity to learn more about ARB and its work. Booking is essential. Contact Governance@arb.org.uk for further details and to book your place at one of the sessions.



Closing date: 23 December 2024



Shortlisting: w/c 20 January 2025 (tbc)



Panel interviews: w/c 3 February 2025 (tbc). Interviews may be conducted at the MHCLG offices at 2 Marsham Street, London SW1P 4DF or at ARB's offices at 70 Grays Inn Road, London, WC1X 8NH, or may be held remotely via Teams conferencing. Copies of passports will need to be provided prior to interview in order to check candidates' identity. Should interviews take place face-to-face, please let us know if you have any accessibility issues. The Minister may choose to meet with these candidates before making a decision.



Provisional start date: 17 March 2025 (tbc)

Please note: The time taken between interview and a final appointment decision being made can sometimes take a number of weeks. Candidates who have been interviewed will be kept informed of progress.

Diversity and Equal Opportunities

MHCLG is committed to the principle of Public Appointments on merit with independent assessment, openness and fairness of the process and providing equal opportunities. Applications are welcome from all, we particularly encourage applications from women, people from ethnic background, people with disabilities and other under-represented groups.

We are very interested in receiving applications from those based outside the London/South East area. The ARB's offices are based in London however, meetings may take place in other locations around the UK or via video conferencing. This position requires the postholder to undertake some travel across the UK and to work unsocial hours on occasion (including some weekend and overnight stays).

If you believe you have the experience and qualities we are seeking, we look forward to receiving your application.

Disability Confident

As a Disability Confident employer, we will ensure that a fair and proportionate number of disabled applicants that meet the minimum criteria for this position will be offered an interview. By 'minimum criteria,' we mean that you must provide evidence in your application, which demonstrates that you meet the level of competence required under each of the essential criteria. If you wish to apply under this scheme, please complete the declaration in the on-line application form. It is not necessary to state your disability.

Reasonable Adjustments

If you would like a confidential discussion regarding any reasonable adjustments during the process, please indicate this in the email covering your application or contact PublicAppointments@communities.gov.uk. You do not need to apply under the Disability Confident Scheme to ask for a reasonable adjustment.

Further Information

Contact: For further information about the roles or application process please contact PublicAppointments@communities.gov.uk. Please put '**ARB Lay Member**' as the subject line of your email.

We aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact PublicAppointments@communities.gov.uk.

Complaints: If you feel this competition has not been conducted fairly and you wish to make a complaint, you should initially contact the Appointments Team at PublicAppointments@communities.gov.uk.

If after investigation by the Department you remain dissatisfied, you may take your complaint to the Commissioner for Public Appointments at publicappointments@csc.gov.uk details on how to make a complaint can be found on the Commissioner's website at: <https://publicappointmentscommissioner.independent.gov.uk/regulating-appointments/investigating-complaints/>

GDPR

We will process your application in accordance with the General Data Protection Regulations and Data Protection Act 2018. Your data will be held securely and processed for the purpose of the recruitment process. Access will be restricted to those dealing with your application or involved in the recruitment process, this will include Ministers and Special Advisers.

Data may also be shared with Cabinet Office, in order to comply with the Public Appointments Governance Code, article 3.1 of the Public Appointments Order in Council 2019. Data may also be shared with Cabinet Office and The Commissioner for Public Appointments in order to meet the public equality duty as set out in the Equality Act, s149. The Commissioner may also request access as part of a complaint investigation or review of the recruitment process.

Your data will be stored for 2 years, if appointed your data will be stored for the duration of your tenure and may be shared with the organisation that you are appointed too, unless specifically requested otherwise. Should you wish your data to be removed from our records, please contact PublicAppointments@communities.gov.uk.

Complaints:

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner who can be contacted at:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113 email: casework@ico.org.uk.

The data controller for Public Appointments is joint between MHCLG, OCPA and the Cabinet Office.

Seven Principles of Public Life

In 1995 the Committee on Standards in Public Life defined seven principles which should underpin all who serve the public. It is important that members of public bodies maintain the confidence of Parliament and the public. Consistent with the Governance Code, applicants will be assessed on merit, and all candidates will need to uphold the standards of conduct set out in these principles that will be tested during the selection process. Failure to disclose such information could result in an appointment either not being made or being terminated. Should you wish to speak to someone concerning a potential conflict of interest or other issues please contact a member of the Public Appointments team at PublicAppointments@communities.gov.uk in the first instance.

Selflessness Holders of public office should act solely in terms of the public interest.

Integrity Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships

Objectivity Holders of public office must act and take decisions impartially, fairly and on merit, using best evidence and without discrimination or bias.

Accountability Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

Honesty Holders of public office should be truthful.

Leadership Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.