



Ministry of Housing,
Communities &
Local Government



Architects Registration Board

Recruitment of 2 Board Members

Closing date: 17 April 2020

Welcome



As a statutory regulator and as an arms-length body of government the [Architects Registration Board](#) serves a vital dual function of protecting users and potential users of architects' services, and supporting architects through regulation.

The ARB is an inclusive organisation and we actively promote equality of opportunity for everybody who has dealings with us. I would like to encourage you to consider applying to become a member of the ARB Board to help us to deal with the exciting opportunities and challenges we face as we transition out of the European Union and ensure that the high standard we expect of architects on our Register is maintained and developed. As a Board member you will play a vital role in shaping the way in which ARB delivers its statutory functions.

Being a Board member is a stimulating and fulfilling role which provides the opportunity to make a positive difference and is ideally suited to someone who can bring the expertise and experience set out in the accompanying [job description](#). Full details of the [roles](#), responsibilities and commitments are set out in this document and I very much hope you will decide to apply.

Alison White, ARB Chair

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About the Architects Registration Board

The Secretary of State for the Ministry of Housing, Communities and Local Government (MHCLG) is seeking to appoint 2 non-executive members to the Architects Registration Board.

ARB was established in 1997 by the Architects Act and regulates over 42,000 architects. The Act defines the ARB's role, the primary features of which are:

- Prescribing – or ‘recognising’ – the qualifications needed to become an architect
- Keeping the UK Register of Architects
- Ensuring that architects meet our standards for conduct and practice
- Investigating complaints about an architect's conduct or competence
- Making sure that only people on our Register offer their services as an architect.
- Acting as the UK's Competent Authority for architects

Whilst ARB is an independent statutory regulator, the MHCLG is ARB's sponsoring Government Department. The ARB and MHCLG have drawn up a [Framework Agreement](#) which sets out the relationship between the two organisations and responsibilities of each in this context.

Information about the organisation, Board members, and more can be found on the ARB website: <http://www.arb.org.uk/>

About the Board

The Board comprises a Chair and ten members. It includes members with a diverse range of experience and skills and current members have expertise in the built environment and construction industry from across the sector, and/or consumer protection. The Board also has members with expertise in finance and risk who support the Audit and Risk Assurance Committee, and members with expertise in higher education quality assurance who support the Board's Prescription Committee.

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 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

[Aims and Objectives of the ARB](#)

The Board has developed a [Purpose & Objectives](#) document that informs its approach to ARB's work and sets the strategy for ARB. It identifies ARB's primary purpose as delivering the 1997 Architects Act, and from that Act, two key objectives have been formulated to underpin all of ARB's work. These are:

- Protect the users and potential users of architects' services
- Support architects through regulation

About the Role

Board members have a responsibility to:

- contribute to the Board's overall strategic direction in line with its statutory objectives and functions;
- establish and build effective and constructive working relationships with the Executive, as they are held to account for delivering agreed strategic objectives;
- support the Executive, whilst respecting the boundaries which exist between the roles;
- contribute to the Board's decision making process, taking proper account of the Architects Act 1997, ARB's governance requirements, as well as any relevant guidance provided by the responsible government department;
- contribute to ensuring that the Board operates and exercises its functions in accordance with the highest standards of conduct and probity, and established good practice in decision making and that this is appropriately and effectively reviewed;
- deliver high standards of regularity and propriety;
- model the values and inclusive culture of the ARB;
- maintain regular contact with the Chair and develop and maintain open and supportive relationships with them;
- contribute to ensuring that the work of the Board and its members is reviewed and is working effectively;
- abide by the Code of Practice for Board members which is consistent with the Cabinet Office Model Code; and
- participate in appropriate reviews of their performance, relevant training and development and in the development of their own objectives.



Selection Criteria

Essential Criteria:

1. A proven understanding and experience of supporting confidence in public services and a commitment to consumer protection
2. The ability to work effectively with the Executive to challenge, support and hold the Executive to account for the delivery of the organisation's strategic aims and objectives
3. The ability to contribute constructively to collective decision-making processes, respecting and listening to others and earning the respect of colleagues; and
4. A strong commitment to good governance, and of upholding the recognised principles of public life, and a commitment to equality, diversity and inclusion
5. For the **architect vacancy**, applicants must be registered on the ARB Register. They must be actively engaged in practice.
6. For the **lay vacancy**, applicants must have experience of the development and implementation of strategy in complex environments, as well as cross regulatory/business experience.

Desirable Criteria:

1. Non-executive director experience and/or experience of chairing a committee
2. Experience of contributing to an organisation operating in a political/legislative environment

Following updated Government advice to protect people from the threat posed to public health by the Coronavirus (COVID-19), the ARB information session planned for prospective Board member applicants on **19 March 2020** has been cancelled.

The ARB have prepared a pack of information for anyone interested in applying for the advertised roles and are also offering the opportunity for a conversation about any aspects of the Board member vacancies. To receive the information pack or to arrange a conversation please contact: corporate@arb.org.uk.



Outline of the Terms and Conditions

Remuneration: This post will attract a remuneration of £375 per day (or pro rata).

Time Commitment: Your time commitment is expected to be a minimum of 20 days per annum.

Term: Appointments, are made by the Privy Council on recommendation by the Secretary of State, for a period of up to 4 years. The length of terms will vary according to the length of the specific Board Member role.

Location: The position is based in London with Board meetings normally held in London.

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

Conduct: If appointed, members will be expected to act in accordance with the Cabinet Office [Code of Conduct for Board Members of Public Bodies](#), and both MHCLG and ARB policies.

Conflicts of interest: If appointed, members should avoid situations in which their ARB duties and private interests conflict or where there could be a suspicion of conflict. You must declare any personal or business interests which may, or may be perceived to, influence your judgements in performing your functions.

Political Activity: If appointed, members should advise the Secretary of State if they intend to accept a prominent position in any political party and understand that the appointment to the ARB may be terminated early, if it is felt that the positions are incompatible.

Annual Appraisal: The Chair of the ARB will conduct annual appraisals of Board members. Board members will not be eligible for re-appointment unless they have performed satisfactorily during their current term.

How to Apply

To apply for this role please supply the following materials by **17:00 pm on 17 April 2020**.

Part 1: Curriculum Vitae – *max. 3 pages*.

Part 2: Covering Letter – Explaining how you meet the Selection Criteria – *max. 3 pages*.

Part 3:

Further Information Form:

includes, Diversity Monitoring and Disability Confident - Offering an Interview to Disabled People forms.

Supporting Information Form:

includes, Political Activity, Conflict of Interest and Other Relevant Information Declaration forms.

Guidance that will assist with the completion of the Conflicts of Interest declaration will be posted alongside this Application Pack.

We cannot accept information and forms submitted with previous applications because your circumstances may have changed. Please email your completed application to the MHCLG Public Appointments Team at: PublicAppointments@communities.gov.uk by **17:00 pm on 17 April 2020**. Please include the reference “**ARB Architect Member**” or “**ARB Lay Member**” in the subject of your email to indicate the role you are applying for. Your application will be acknowledged by the Public Appointments Team. We are unable to accept any applications submitted after the closing date.

An Advisory Assessment Panel will provide Ministers with advice on your suitability for the role against the [selection criteria](#), using initially only the evidence you have provided in your covering letter and CV, and then should you be invited, the information that you provide at interview.

Public appointments are made on the basis of merit, in accordance with the Cabinet Office Governance Code on Public Appointments.

Assessment Process

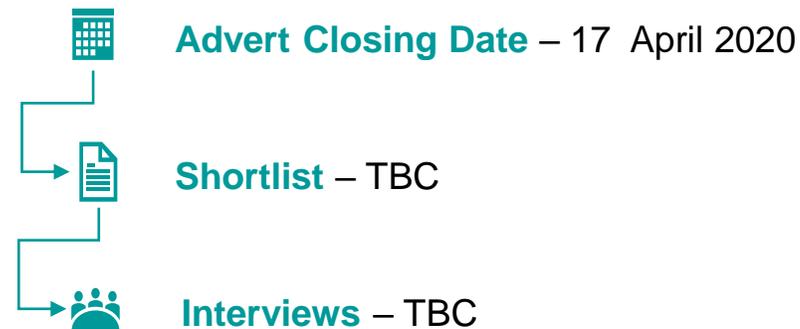
Timeline

Interview

Post-interview

The decision on who to appoint to a role is made by Ministers, who receive advice from the Advisory Assessment Panel on the suitability of candidates against the published [selection criteria](#).

Please note that as a consequence of this process, we can only provide an indicative timetable at this stage which 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.



The Advisory Assessment Panel will be:

- Rebecca Williams-Phelan, Deputy Director, Building Safety Programme – MHCLG Panel Chair
- Alison White, ARB Chair – ARB Representative
- Stephen Tetlow, Non-Executive Member of the PINS Board – Independent Panel Member

Assessment Process

Timeline

We aim to accommodate the availability of interviewees, but if they are unavailable for alternative dates that are offered we may have to disregard their application. A letter confirming the arrangements of date, time and venue will be sent to all short listed candidates. Copies of passports will be taken at interview to check candidates' identities and their right to work in the UK.

Interview

Interviews will usually be held at 2 Marsham Street, London, SW1P 4DF. Reasonable expenses will be payable for travel to and from the interview, in accordance with MHCLG guidelines. Please contact the Public Appointments Team in advance if you intend to claim travel expenses so full detail on permissible expenses can be provided (receipts/proof of purchase will be requested).

Post-interview

Candidates considered by the Advisory Assessment Panel to be appointable will be recommended to the appointing Minister for consideration. The Minister may choose to meet with these candidates before making a decision. If so, the Minister will meet all appointable candidates in the presence of the Panel Chair or their nominated representative. 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.

Assessment Process

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Following the Ministerial decision on appointment, letters will be sent to all shortlisted candidates with the result. The successful candidate will be sent a letter of appointment to sign and return. They will also be asked to provide a biography to accompany the press notice announcing their appointment to the Board.

Please note that due to the high volume of applications we can only provide feedback to candidates who reached the interview stage. The feedback can only be issued once the Minister has publicly announced the successful candidate.

Further Information

Seven principles of public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of Parliament and the public. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to the ARB, MHCLG or HM Government, or cause public confidence in the appointment to be jeopardised, it is important that you provide details of the issue(s) in your supporting letter and/or your declaration in the Conflict of Interest form and bring them to the attention of the Advisory Assessment Panel. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including on social media.

The Advisory Assessment Panel will explore potential conflicts of interest and any other issues during the interview 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.

The Seven Principles of Public Life

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.



Further Information

Diversity: MHCLG is committed to ensuring equality of opportunity and that all our systems and processes are fair, open and objective. We endeavour to promote this approach in those with whom we come into contact. We are responsible for ensuring that the highest principles of equal opportunities policy are put into effect.

MHCLG makes no distinction between people on grounds of their race, ethnic or national origin, age, religion or belief, sex, marital status, disability, part-time status or sexual orientation.

We hope to receive applications from a wide range of individuals and backgrounds.

Eligibility: Candidates must ensure that they are legally entitled to work in the UK.



Further Information

Contact Details for Queries

All applications will be acknowledged within 5 working days of receipt. If you have not received an acknowledgement within 7 working days of submitting your application, please email the Public Appointments Team at PublicAppointments@communities.gov.uk to ensure we have received your application. You can also contact us using these details if you would like further information on the role, the application process or the progress of your application.

Email: PublicAppointments@communities.gov.uk

Telephone: 0303 444 2159

Post: Public Appointments Team, Ministry of Housing, Communities and Local Government, 1st Floor NE, Fry Building, 2 Marsham Street, London, SW1P 4DF

Commissioner for Public Appointments and Compliance with GDPR

In accordance with the Public Appointments Order in Council 2017 2(2), 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 access will be restricted to those dealing with your application or involved in the recruitment process. The Commissioner for Public Appointments, may also request access as part of a complaint investigation or review of the recruitment process. Your data will be stored for up to two years and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. 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 at any time during the appointments procedure you have reason to question your treatment, you should first address your concerns to the administration team by email: PublicAppointments@communities.gov.uk or by post: Public Appointments Team, Ministry of Housing, Communities and Local Government, 1st Floor NE, Fry Building, 2 Marsham Street, London, SW1P 4DF.

If after investigation by the Department you remain dissatisfied, you may take your complaint to the Commissioner for Public Appointments. Details on how to make a complaint can be found on the [Commissioner's website](#). Complaints should be lodged within 12 months of the appointment being made.

