

# Minutes

## *Confidential*

**Meeting:** Appointments Board  
**Location:** Virtual, Zoom  
**Date:** 25 April 2024, 09:30 - 12:15

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## **PRESENT:**

The Chair (Bill Matthews), Jackie Alexander, Alan Clamp and Joy Julien.

## **IN ATTENDANCE:**

Director, Professional Conduct (Joe Johnson), Head of Strategy Development and Alignment (Scott Ashworth, for item 10 only), Secretariat – Manager (Edel Quinn) and Secretariat – Officer (Jo Burns).

## **APOLOGIES:-**

No apologies for absence were received.

### **1. WELCOME AND MINUTES:**

The Chair welcomed Alan Clamp to the Board.

The Board approved the minutes of the meeting held on 8 February 2024.

The Board approved the Actions Log.

### **2. CONFLICTS OF INTEREST**

All members of the Board confirmed that they were not aware of any actual or potential conflicts of interest and/or other duty required to be notified to ACCA.

### **3. CHAIR'S REPORT**

The Board noted an oral update from the Chair on developments since the last meeting, including topics discussed at the last Regulatory Board held in February 2024.

### **4. PANEL MEMBER PERFORMANCE**

The Board noted the panel member performance paper.

### **5. APPOINTMENTS BOARD WORK PLAN**

The Board approved the work plan for the Council year 2023-24.

**6. REPORT BY ACCA UNDER THE ACCA CODE OF CONDUCT FOR COMMITTEE MEMBERS, ASSESSORS, REGULATORY ASSESSORS AND LEGAL ADVISERS (CODE OF CONDUCT)**

The Board received details of reports by ACCA under the terms of the Code of Conduct.

**7. EQUALITY, DIVERSITY, AND INCLUSION (EDI)**

The Board noted the paper and considered the update provided. A further note is set out in Appendix 5.

**8. PANEL MEMBER AND ASSESSOR CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2023 – 31 DECEMBER 2023 (PERIOD)**

The Board noted the paper and considered the update provided.

**9. ACCA WIDE DEVELOPMENTS – STRATEGY**

The Board received an update on ACCA's Strategy from the Head of Strategy Development and Alignment.

**10. DATES FOR FUTURE MEETINGS**

The Board noted the future meeting dates of the Appointments Board:

- 18 July 2024 (virtual)
- 29 October 2024 (in-person)