

# Minutes

## *Confidential*

**Meeting:** Appointments Board  
**Location:** Virtual meeting - Zoom  
**Date:** 03 November 2022, 10.00 am – 12:45 pm

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### **PRESENT:**

The Chair (Bill Matthews), Joy Julien, Akbar Khan and James Walker.

### **IN ATTENDANCE:**

Director – Professional Conduct (Joe Johnson) and Secretariat - Officer (Jo Burns).

### **APOLOGIES:**

No apologies for absence were received.

### **1. MINUTES:**

The Board approved the minutes of the meeting held on 21 July 2022.

The Board approved the Action 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 in September 2022. The Chair requested that a copy of the CPD presentation presented at the last Regulatory Board, be shared with the Appointments Board members for their information.

### **4. COMMITTEE MEMBER PERFORMANCE**

The Board noted the committee member performance paper.

### **6. APPOINTMENTS BOARD WORK PLAN**

The Board approved the Work Plan for Council year 2022/23.

**7. 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.

**8. ANNUAL REVIEW OF THE TERMS OF REFERENCE OF THE APPOINTMENTS BOARD (TOR)**

The Board approved the TOR, subject to all other approvals.

**9. ANNUAL REVIEW OF THE ASSESSMENT POLICY (POLICY) AND CORE COMPETENCY FRAMEWORK (FRAMEWORK)**

The Board reviewed the Policy and Framework and provided their feedback to ACCA.

**10. ANNUAL REVIEW OF ASSESSMENT FORMS (FORMS)**

The Board reviewed the Forms and provided their feedback to ACCA.

**11. ANNUAL REVIEW OF ACCA CODE OF CONDUCT FOR COMMITTEE MEMBERS, ASSESSORS, REGULATORY ASSESSORS AND LEGAL ADVISERS (CODE OF CONDUCT)**

The Board reviewed the Code of Conduct and provided their feedback to ACCA.

**12. PANEL MEMBER & ASSESSOR CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2022 – 30 JSEPTEMBER 2022**

The Board noted the paper and considered the update provided and having regard for current case load, noted that Panel Member and Assessor capacity is considered to be adequate.

**13. PANEL MEMBER ENQUIRY**

The Board considered an enquiry received from a Panel Member.

**14. EFFECTIVENESS REVIEW**

The Board considered and approved the proposals for the Appointments Board's effectiveness review.

**15. ITEMS FOR INCLUSION IN THE ANNUAL REPORT TO THE REGULATORY BOARD/COUNCIL**

The Board agreed to include items such as assessments, panel member recruitments and capacity requirements in the Annual Report to the Regulatory Board/Council. The Chair agreed to circulate a draft of the report to Appointments Board for their approval.

**16. EQUALITY AND DIVERSITY**

The Board noted the paper and the update provided on Equality and Diversity and in particular the supplementary information.

**17. DATA PROTECTION**

The Board noted the new password for protecting sensitive documents.

**18. DATES FOR FUTURE MEETINGS**

The Board noted the future meeting dates of the Appointments Board and agreed to explore the possibility of moving the October meeting date:

- 7 February 2023
- 20 April 2023
- 20 July 2023
- 31 October 2023

The Board noted that James Walker will be leaving ACCA and the Board at the end of November 2022 and thanked him for his valuable contribution and insight.