

Minutes

Confidential

Meeting: Appointments Board
Location: Virtual meeting - Zoom
Date: 4 November 2021, 10.00 am – 14:00 pm

PRESENT:

The Chair (Nora Nanayakkara), Bill Matthews, Antony Townsend and James Walker.

IN ATTENDANCE:

Director – Professional Conduct (Joe Johnson), Director – Practice Regulation (Sundeep Takwani) and Regulation Officer (Jo Burns).

APOLOGIES:

No apologies for absence were received.

1. MINUTES:

The Board approved the minutes of the meeting held on 8 July 2021.

The Board reviewed the Action Log and approved it.

2. CONFLICTS OF INTEREST

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

3. CHAIR'S REPORT

The Board noted a verbal update from the Chair on developments since the last meeting, including matters of note discussed at the last Regulatory Board meeting.

4. COMMITTEE MEMBER PERFORMANCE

The Board noted the committee member performance information.

5. WORKPLAN AND TERMS OF REFERENCE

The Board noted and agreed the proposed revisions to the Work Plan.

Discussing the Terms of Reference (ToR), the Board requested that references to equality and diversity be added to the ToR and noted that ACCA has an on-going equality and diversity program which includes a review of some aspects of its approach to equality and diversity. The Board further noted that the ToR for the next

Council year had been approved by Council and agreed that its suggested reference to equality and diversity be deferred until the ToR is next reviewed.

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

The Board reviewed the proposed revisions to the Policy and Framework and subject to incorporation of the changes made by the Board, agreed the Policy and Framework. It was also agreed that ACCA should circulate the updated Policy and Framework to the new Chair of Appointments Board who was authorised to approve them on behalf of the Board.

7. ANNUAL REVIEW OF ASSESSMENT FORMS (FORMS)

The Board reviewed the proposed revisions to the Forms by ACCA and subject to incorporation of the changes made by the Board, agreed the Forms. It was also agreed that ACCA should circulate the updated Forms to the new Chair of Appointments Board who was authorised to approve them on behalf of the Board.

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

The Board reviewed the proposed revisions to the Code of Conduct by ACCA and agreed that a further review is carried out to ensure that the outcome of assessments enables the Board to manage this on a case-by-case basis. It was also agreed that ACCA should circulate the updated Code of Conduct to the new Chair of Appointments Board who was authorised to approve them on behalf of the Board.

9. REPORTING BY ACCA UNDER THE ACCA CODE OF CONDUCT FOR COMMITTEE MEMBERS, ASSESSORS, REGULATORY ASSESSORS AND LEGAL ADVISERS (CODE OF CONDUCT)

The Board reviewed and agreed the approach to facilitate reporting (by ACCA) of Panel member conduct to the Board under the terms of the Code of Conduct.

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

The Board reviewed a report made by ACCA under the terms of the Code of Conduct which related to work undertaken by a Disciplinary Assessor.

The Board agreed that the Disciplinary Assessor should not receive any further cases pending an investigation and that Bill Matthews should undertake that investigation.

11. PANEL MEMBER RESOURCING & CAPACITY – PROPOSED REPORTING

The Board reviewed and agreed the approach to reporting to Panel member resourcing and capacity information.

12. PANEL MEMBER & ASSESSOR CAPACITY – DATA FOR THE PERIOD 1 JULY 2021 – 27 OCTOBER 2021

The Board noted the update on Panel Member and Assessor Capacity resourcing data.

The Board further noted that additional legal adviser capacity is required and agreed that additional legal advisers should be recruited.

13. EQUALITY & DIVERSITY DATA AND APPROPRIATE BENCHMARKS

The Board noted the review of the equality and diversity data.

14. RECRUITMENT

The Board noted the paper and update regarding the recruitment of Disciplinary Assessors provided by the Regulation Officer. The Board confirmed that the interview stage had now finalised and that eight candidates had been identified as being suitable for the role and had approved the appointment of six Disciplinary Assessors. The Board also provided ACCA discretion to appoint a further two, if ACCA thought necessary.

15. REVISION OF ASSESSOR FEES

The Board noted an update on the revised assessor fees.

16. DESCRIPTION OF IT SKILLS REQUIRED BY PANEL MEMBERS

The Board noted the IT skills required by Panel members which ACCA consider necessary and requested the following competencies be added:

- File sharing via platforms such as Microsoft SharePoint
- Video conferencing such as screen sharing, chat box use, mute and video functionality
- Sufficient experience in the use of PDFs

17. DATA PROTECTION

The Board noted the new password for protecting sensitive documents.

18. DATES FOR FUTURE MEETING

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

- 27 January 2022
- 7 April 2022
- 21 July 2022
- 3 November 2022