

Minutes

Confidential

Meeting: Appointments Board
Location: Virtual meeting - Zoom
Date: 7 April, 10.00 am – 12:45 pm

PRESENT:

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

IN ATTENDANCE:

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

OBSERVERS:

Head of Assessment and Investigations (Ayo Sosanya) and Interim Head of Adjudication (Jamie Doyle).

APOLOGIES:

No apologies for absence were received.

1. MINUTES:

The Board approved the minutes of the meeting held on 27 January 2022 and noted the update to the post meeting note in relation to the AMC recruitment.

The Board approved the Action Log after ACCA confirmed that the code of conduct and assessment forms will be circulated to panel members when the next bulletin is distributed.

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 an oral update from the Chair on developments since the last meeting, including the on-going recruitment of Legal Advisers and matters of note discussed at the last Regulatory Board meeting.

4. COMMITTEE MEMBER PERFORMANCE

The Board noted the committee member performance paper.

5. WORK PLAN

The Board approved the Work Plan.

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

The Chair of Appointments Board confirmed that the report made by ACCA under the terms of the Code of Conduct which related to work undertaken by a Disciplinary Assessor, has now been concluded.

7. PANEL MEMBER & ASSESSOR CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2022 – 23 MARCH 2022

The Board noted the paper and the update provided and having regard for current case load, noted that (subject to the recruitment of additional Disciplinary Assessors and Legal Advisers), Panel Member and Assessor capacity is considered to be adequate.

8. EQUALITY & DIVERSITY DATA AND APPROPRIATE BENCHMARKS

The Board noted the paper provided and confirmed that equality and diversity should be a standing item on the work plan for Appointments Board.

9. RECRUITMENT

The Board noted the update to the recruitment to Legal Advisers and discussed the capacity on Audit Monitoring Committee (AMC).

10. PANEL MEMBER COMMUNICATION

The Board noted the update from the Chair of Appointments Board for the next bulletin and ACCA confirmed that it intended to distribute the bulletin before Easter 2022.

11. ACCA CODE OF CONDUCT FOR COMMITTEE MEMBERS, ASSESSORS, REGULATORY ASSESSORS AND LEGAL ADVISERS (CODE OF CONDUCT) – UPDATE ON FEES PAYABLE FOR REFERRALS

The Board approved the proposed fee structure for fees payable for referrals under the Code of Conduct. It was noted that fees would be agreed on a case-by-case basis should any exceptional circumstances arise.

11. DATA PROTECTION

The Board noted the new password for protecting sensitive documents.

12. DATES FOR FUTURE MEETINGS

The Board noted the future meeting dates of the Appointments Board. ACCA advised that each Public Interest Oversight Board (PIOB) will be permitted one face to face meeting per year, to be held at the London offices of ACCA. The Board agreed to discuss their preference outside of the meeting and inform ACCA of their decision in due course:

- 21 July 2022
- 3 November 2022