

Minutes

Confidential

Meeting: Appointments Board

Location: Virtual - Zoom

Date: 20 April 2023, 10:00 am – 12:35 pm

PRESENT:

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

IN ATTENDANCE:

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

OBSERVER:

ACCA Secretary (Andrew Steele).

APOLOGIES:

An apology was received from Akbar Khan.

1. MINUTES:

The Board approved the minutes of the meeting held on 7 February 2023.

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 held in February 2023.

4. COMMITTEE MEMBER PERFORMANCE

The Board noted the committee member performance paper.

5. APPOINTMENTS BOARD WORK PLAN

The Board requested the addition to the July 2023 meeting of a presentation on ACCA's approach to anti-money laundering (AML) together with an update in relation to the sourcing of additional Panel Members. The Board agreed that the review of the consent order process should, on an on-going basis, be included in the annual review of Appointments Board forms and policies undertaken by the Board at their October/November meetings. The Board approved the work plan on that basis for the Council year 2022/23.

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. PANEL MEMBER & ASSESSOR CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2023 – 31 MARCH 2023

The Board noted the paper and considered the update provided.

8. PANEL MEMBER RECRUITMENT

The Board further discussed the the extent to which further Panel Member recruitment is likely to be required during 2023.

9. EQUALITY AND DIVERSITY

The Board noted the paper and the update provided on Equality and Diversity.

12. DATA PROTECTION

The Board noted the new password for protecting sensitive documents.

13. DATES FOR FUTURE MEETINGS

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

- 20 July 2023
- 31 October 2023 (in-person meeting)