

Minutes

Confidential

Meeting: Appointments Board
Location: Virtual meeting - Zoom
Date: 21 July 2022, 10.00 am – 12:40 pm

PRESENT:

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

IN ATTENDANCE:

Director – Professional Conduct (Joe Johnson), Chair of ACCA's Regulatory Board (Lucy Winskell), Secretariat - Officer (Jo Burns) and Secretariat - Officer (Fountain Shiu).

APOLOGIES:

Akbar Khan.

1. MINUTES:

The Board approved the minutes of the meeting held on 7 April 2022.

The Board approved the Action Log after ACCA confirmed that the code of conduct and assessment forms were circulated to panel members when the last bulletin was distributed.

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 the conclusion of the recruitment of Legal Advisers and the observation of hearings.

4. ACCA REGULATORY BOARD

The Board received an update from the Chair of ACCA's Regulatory Board.

5. COMMITTEE MEMBER PERFORMANCE

The Board noted the committee member performance paper.

6. APPOINTMENTS BOARD WORK PLAN

The Board approved the Work Plan having agreed to consider the timing of the 'Good Practice Review' at each meeting (having regard for the timing of likely recruitment activity).

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 a report by ACCA under the terms of the Code of Conduct.

8. PANEL MEMBER & ASSESSOR CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2022 – 30 JUNE 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.

9. QUALITY ASSURANCE OF APPOINTMENTS BOARD ASSESSMENTS OF PANEL MEMBERS – DATA FOR THE PERIOD 1 JULY 2021 – 30 JUNE 2022 (QA PERIOD)

The Board noted the paper provided and thanked ACCA for the useful report.

10. RECRUITMENT

The Board noted that the recruitment for Legal Advisers had now concluded and also noted that there is no requirement to recruit for Audit Monitoring Committee (AMC).

11. EQUALITY AND DIVERSITY

The Board noted 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:

- 3 November 2022 – in person. The arrangements are to be confirmed in due course.