

Minutes

Confidential

Meeting: Appointments Board
Location: Virtual meeting - Zoom
Date: 27 January, 10.00 am – 14:00 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).

APOLOGIES:

No apologies for absence were received.

1. MINUTES:

The Board approved the minutes of the meeting held on 4 November 2021.

The Board reviewed and after a discussion in relation to a matter raised at the last Appointments Board, approved the Action Log.

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 the conclusion of the recruitment of Disciplinary Assessors and matters of note discussed at the last Regulatory Board meeting.

4. COMMITTEE MEMBER PERFORMANCE

The Board noted the committee member performance paper.

5. WORKPLAN

The Board discussed the workplan and agreed to add equality and diversity as a standing item. It also agreed to recommend further items for consideration during the next year by the Board for the Workplan, outside of the Board meeting. It was agreed

that the Workplan would be circulated again to the Board by the Regulation Officer, after the meeting.

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

The Board reviewed two separate reports made by ACCA under the terms of the Code of Conduct which related to work undertaken by a Disciplinary Assessor and an Accountant Panel Member.

7. PANEL MEMBER & ASSESSOR CAPACITY – DATA FOR THE PERIOD 1 NOVEMBER 2021 – 31 DECEMBER 2021

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

8. EQUALITY & DIVERSITY DATA AND APPROPRIATE BENCHMARKS

The Board noted the paper provided, which outlined the work that ACCA are undertaking to ensure equality and diversity.

9. RECRUITMENT

The Board noted the update to the recruitment to Disciplinary Assessors (DAs). Regarding the impending recruitment of Legal Advisers, the Board agreed to work with ACCA to ensure that any lessons learned from the DA recruitment are adhered to.

10. APPROACH TO PANEL MEMBER COMMUNICATION

The Board discussed the importance of regular communication with members and agreed that the Chair would continue to provide an update to each bulletin, with the next one due to be circulated in March 2022.

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:

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