

Minutes

Confidential

Meeting: Appointments Board

Location: ACCA, The Adelphi, Cedar Room, 1-11 John Adam Street, London WC2N 6AU

Date: 31 October 2023, 11:30-14:00

PRESENT:

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

IN ATTENDANCE:

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

OBSERVERS:

The Chair of ACCA's Regulatory Board (Lucy Winskell).

APOLOGIES:

An apology was received from Akbar Khan.

1. MINUTES:

The Board approved the minutes of the meeting held on 20 July 2023.

The Board requested that action ID 209 be updated to reflect as completed. The Board approved the Actions 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 September 2023 and provided an update on the panel member sourcing process that had been recently concluded.

4. ACCA REGULATORY BOARD

The Board received an oral update from the Chair of Regulatory Board.

5. PANEL MEMBER PERFORMANCE

The Board noted the panel member performance paper.

6. APPOINTMENTS BOARD WORK PLAN

The Board approved the work plan for the Council year 2022-23.

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 reports by ACCA under the terms of the Code of Conduct.

8. ANNUAL REVIEW OF THE APPOINTMENTS BOARD'S TERMS OF REFERENCE (TOR)

The Board reviewed and approved the TOR.

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

The Board reviewed and approved the Policy and Framework (in each case as amended).

10. ANNUAL REVIEW OF ASSESSMENT FORMS (FORMS)

The Board reviewed and approved the Forms (as amended).

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

The Board reviewed and approved the Code of Conduct (as amended).

12. PANEL MEMBER AND ASSESSOR CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2023 – 30 SEPTEMBER 2023 (PERIOD)

The Board noted the paper and considered the update provided.

13. PANEL MEMBER SOURCING

The Board noted the paper provided on Panel Member sourcing.

14. EXPIRING PANEL MEMBER CONTRACTS

The Board discussed the performance of those Panel Members whose contracts are eligible for renewal and agreed which contracts should be renewed.

15. EQUALITY & DIVERSITY

The Board noted the update on matters related to equality and diversity.

16. DATA PROTECTION

The Board noted that ACCA's revised process for the issue of files.

17. DATES FOR FUTURE MEETINGS

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

- 14 February 2024 (virtual)
- 18 April 2024 (virtual)
- 18 July 2024 (virtual)
- 29 October 2024 (in-person)