

Minutes

Confidential

Meeting: Appointments Board
Location: Virtual, Zoom
Date: 18 July 2024, 09:00 - 11:45

PRESENT:

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

IN ATTENDANCE:

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

APOLOGIES:-

No apologies for absence were received.

1. WELCOME AND MINUTES:

The Board approved the minutes of the meeting held on 25 April 2024.

The Board approved the Actions Log.

2. CONFLICTS OF INTEREST

The Chair advised that he had a potential conflict of interest. All other 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 May 2024.

4. PANEL MEMBER PERFORMANCE

The Board noted the panel member performance paper.

5. 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.

6. PANEL MEMBER AND ASSESSOR RESOURCING AND CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2024 – 30 JUNE 2024 (PERIOD)

The Board noted the paper and considered the update provided.

7. EQUALITY, DIVERSITY, AND INCLUSION (EDI)

The Board noted the paper and considered the update provided.

8. QUALITY ASSURANCE OF APPOINTMENTS BOARD ASSESSMENTS OF PANEL MEMBERS

The Board noted the annual quality assurance review of the Appointment Board's observations and/or assessment of Panel Members and asked ACCA to consider scheduling observations for different types of committees, such as Appeals and Admissions & Licensing Committees.

9. PANEL MEMBER FEEDBACK

The Board reviewed and noted a synopsis of feedback from Panel Members during the previous year.

10. APPOINTMENTS BOARD WORK PLAN

The Board approved the work plan for the Council year 2023-24.

11. DATES FOR FUTURE MEETINGS

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

- 29 October 2024 (in-person)