

Minutes

Confidential

Meeting: Appointments Board

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

Date: 29 October 2024, 11:30 - 13:30

PRESENT:

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

IN ATTENDANCE:

Head of Adjudication (Adrianna McDonnell), Senior Subject Manager - Technology (Alistair Brisbane - for item 5 only), Secretariat Lead – Content (Hannah Clarke) and Secretariat – Officer (Jo Burns).

OBSERVERS:

Chair of ACCA Regulatory Board – Lucy Winskell

APOLOGIES:

No apologies for absence were received.

1. WELCOME AND MINUTES:

The Board approved the minutes of the meeting held on 18 July 2024.

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.

4. ACCA'S REGULATORY BOARD

The Board received a presentation from Lucy Winskell, Chair of ACCA's Regulatory Board.

5. ARTIFICIAL INTELLIGENCE (AI) AND THE IMPACT ON THE PROFESSION

The Board received a presentation on AI, detailing the impact on the profession and ACCA with a particular focus on ACCA's regulatory and disciplinary functions from the Senior Subject Manager - Technology.

6. PANEL MEMBER PERFORMANCE

The Board noted the panel member performance paper.

7. ANNUAL REVIEW OF THE APPOINTMENT BOARD'S TERMS OF REFERENCE (TOR)

The Board reviewed and agreed to work with ACCA to finalise the TOR.

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

The Board reviewed and agreed the Policy and Framework.

9. ANNUAL REVIEW OF ASSESSMENT FORMS (FORMS)

The Board and ACCA agreed to work together to finalise the Forms.

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

The Board reviewed and agreed the Code of Conduct.

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

The Board noted the paper and considered the update provided.

12. PANEL MEMBER SOURCING

The Board noted the update on this year's Panel Member sourcing process and agreed that it had been a success.

13. EXPIRING PANEL MEMBER CONTRACTS

The Board reviewed the overall performance of the Panel Members whose contracts are eligible for renewal.

14. EQUALITY, DIVERSITY, AND INCLUSION (EDI)

The Board noted the paper and considered the update provided.

15. EFFECTIVENESS REVIEW

The Board noted the proposals for the Appointments Board's effectiveness review.

16. APPOINTMENTS BOARD WORK PLAN

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

17. DATES OF FUTURE MEETINGS

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

- 6 February 2025 (virtual)
- 24 April 2025 (virtual)
- 17 July 2025 (virtual)
- 23 October 2025 (in-person at ACCA, The Adelphi, London)