



Role Profile for the chair of the Regulatory and Conduct Appointments Committee

The ICAEW Regulatory Board (IRB) is looking to appoint a chair of Regulatory and Conduct Appointments Committee.

ICAEW protects the public interest by making sure ICAEW's firms, members, students and affiliates maintain the highest standards of professional competency and conduct.

ICAEW's regulatory and disciplinary roles are separated from ICAEW's other activities so that we can monitor, support or take steps to ensure change if standards are not met. These roles are carried out by the Professional Standards Department and overseen by the ICAEW Regulatory Board (IRB).

The IRB is responsible for the regulatory and disciplinary functions of ICAEW. The public interest is at the forefront of everything that the IRB does. It also has regard to the objectives of the profession, as set out in ICAEW's Royal Charter.

The Regulatory and Conduct Appointments Committee was established by the IRB reporting formally to it (the IRB) for: the appointment of the IRB chair and members as and when they arise; to conduct their appraisals; to set their terms and conditions and remuneration, and to supervise other regulatory committee appointments.

It is essential that applicants are lay for all accountancy and legal services matters and therefore should not be a member of the accountancy or legal professions. In addition, the chair must not have any professional or commercial associations that could bring into question their independence or bring ICAEW into disrepute. Further information on what we mean by lay is included in Appendix 1.

The remuneration for this role is £10,000 pa, with a time commitment of around 10 days pa, for a three-year term. The chair of the Regulatory and Conduct Appointments Committee will have a contractual obligation to fulfil their role.

<p>Purpose of the role</p>	<p>The purpose of the role is to act as the chair of the Regulatory and Conduct Appointments Committee.</p> <p>The Regulatory and Conduct Appointments Committee is responsible for dealing with all matters relating to the appointment and performance evaluations of chairs and members of the IRB and Professional Standards Committees.</p> <p>In relation to the IRB, the committee will:</p> <ul style="list-style-type: none"> • Regularly review the structure, size and composition (including the skills, knowledge, experience and diversity) of the IRB and make recommendations to the IRB for any changes. • Ensure plans are in place for orderly succession to IRB positions.
----------------------------	--

	<ul style="list-style-type: none"> • Be responsible for appointing candidates, based on merit, to fill IRB vacancies as and when they arise, utilising a fair and inclusive recruitment process. <p>The Regulatory and Conduct Appointments Committee:</p> <ul style="list-style-type: none"> • Advises on best practice recruitment and selection methods for all appointments • Ensures the development process is adding value and supporting the purpose of the committees • Reviews the skills and diversity of committees and makes recommendations for improvements • Reviews and approves appointments and re-appointments • Sets remuneration levels.
Essential criteria	<ul style="list-style-type: none"> • Must be lay for all accountancy and legal services matters and therefore should not be a member of the accountancy or legal professions (see Appendix 1) • Must not have any professional or commercial associations that could question the chair's independence or bring ICAEW into disrepute • Knowledge and experience of governance and the operation of boards and committees • Experience of recruitment and appraisal methodologies • An understanding of equality, diversity and inclusion, especially in relation to board appointments • Experience in or a good practical understanding of professional standards • An understanding and appreciation of the concept of the public interest • An appreciation of the accountancy and legal professions and corporate governance • Experience of working in an environment where independence is required and boundaries are maintained • Must be able to manage and use technology as the primary mode of communication and as a means for reviewing documentation
Attributes sought	<ul style="list-style-type: none"> • The ability to demonstrate the skills of a competent chair enabling participation of all meeting attendees, preferably at board level or in a similar role • Sound judgement • The ability to contribute constructively and collaboratively and inspire confidence and respect with a wide range of stakeholders both in formal environments (such as board meetings) and in less formal environments • The ability to build relationships and work collaboratively whilst presenting an independent view • Insight into the subject matter of regulation • Able to commit the time to attend meetings both in person and remotely and prepare for meetings
Time commitment	A minimum time commitment of around 10 days a year.

Term of appointment	A first term of three years from July 2024.
Important dates and information	<p>Closing date for applications is 17th May 2024.</p> <p>We value diversity and encourage applications from a wide range of backgrounds and experiences.</p>
Application information	<p>Applications must be submitted using the form available on our website.</p> <p>Completed forms should be submitted by email to sophie.hooper@icaew.com.</p> <p>More information on the IRB and regulation is available in the IRB's annual report for 2023 and on the IRB's page on the ICAEW website.</p> <p>Interviews will be held remotely.</p> <p>Candidates successful in the interview may be required to provide up to two references and appointment will be confirmed subject to successful reference checks.</p>
Contact	sophie.hooper@icaew.com

What do we mean by lay?

'Lay' for non-legal services matters means someone who is not and never has been a member, affiliate or employee of the ICAEW or any other accountancy body and such further relevant restrictions as may be appropriate to enhance public confidence in the regulatory process.

'Lay' for legal services matters means someone who is not and never has been -

- (a) an authorised person in relation to an activity which is a reserved legal activity under the Legal Services Act 2007, for example, a solicitor or barrister
- (b) a person authorised to provide services which are regulated claims management services under the Compensation Act 2006
- (c) an advocate in Scotland;
- (d) a solicitor in Scotland;
- (e) a member of the Bar of Northern Ireland;
- (f) a solicitor of the Court of Judicature of Northern Ireland.