



ICAEW REGULATORY BOARD

Role Profile for IRB member (accountant/lay)

The ICAEW Regulatory Board has vacancies for two lay members and one accountant member to join the board from January 2021.

Our role as an improvement regulator

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.

Serving on the IRB

The IRB is currently looking to appoint two lay members and one ICAEW member to join the board. A key criteria is the ability to commit the time needed to attend IRB meetings and fulfil the commitments of the role.

As the IRB has a role in areas of reserved legal services and some existing board members are legally qualified, all applicants for the lay vacancies should be neither accountants nor legally qualified so they are also lay for legal services matters (please refer to Appendix 1).

The board already has significant audit experience amongst its membership. Therefore, new accountant members with experience in other practice areas such as insolvency, investment business, professional indemnity insurance, or general practice, would be very welcome, but this is not an essential requirement. We would also welcome applications from members in small or medium sized practices.

Lay members receive a meeting fee of £350 per meeting, with pro rata payments for other commitments. Expenses are reimbursed in line with ICAEW policy.

For ICAEW members, the role is unremunerated, but expenses are reimbursed in line with ICAEW policy.

Members of the IRB benefit from training and development opportunities and may be eligible to apply for appointment as Alternate or Vice Chair, when the opportunity arises.

We are committed to diversity in the Chartered Accountancy profession and at ICAEW. We believe the profession, and our own organisation, does best when it reflects the society we serve. Find out more about diversity at ICAEW [here](#).

Purpose of the role	<ul style="list-style-type: none"> - To participate in discussions to help promote sound governance and the strategic direction of ICAEW's Professional Standards Department (PSD). - As part of the board, work closely and effectively with the Executive Director and his senior team, providing support and constructive challenge. - To help evaluate and approve the Executive Director's strategic proposals and KPIs set out in the Professional Standards operational plan and budget and to review and monitor progress. - To help develop and approve policy and regulations in the Professional Standards area.
Essential criteria	<ul style="list-style-type: none"> - Accountant members must be a current ICAEW member. <p>All board members:</p> <ul style="list-style-type: none"> - Must not be a current employee of ICAEW, nor a current member of any ICAEW committee. - Must not have been a member of ICAEW Council since December 2019. - Must be able to manage and use technology as the primary mode of communication and as a means for reviewing documentation.¹ - Will have the ability to assess evidence and good analytical skills to make decisions.
Attributes sought	<ul style="list-style-type: none"> - The ability to demonstrate strategic vision, insight and sound judgement. - The ability to work collaboratively, offering constructive challenge and advice. - Experience of regulation, standard setting and/or disciplinary processes. - Being a user of the accountancy profession or having an understanding of the accountancy and legal professions, or another profession (lay applicants) - The ability to commit the time needed to attend and prepare for IRB meetings.
Time commitment	<ul style="list-style-type: none"> - IRB meets up to six times a year, currently by video conference, but physical meetings (if held) usually take place in London and generally from 10:00 a.m. – 3:00 p.m. - Members are also required to attend relevant training sessions and possibly an annual residential 'away day'. The IRB also operates via sub-groups for specific projects in which board members may be expected to participate. - All IRB members are expected to participate in the quality assurance of the Professional Standards committees which will involve attendance (remote or physical) at other committee meetings or tribunal hearings, which could involve up to two days additional time commitment. <p>You should expect to commit around 10 days a year to the role.</p>

¹ Competence and comfort with using technology is essential to the role, as the board supports paperless operations. Meeting packs are issued electronically via a secure platform. Members are provided with training, where needed.

Term of appointment	A first term of three years from January 2021 – December 2023, with the potential of reappointment for up to a further three years.						
Important dates and information	<p>Closing date for applications is 30 November 2020</p> <p>Shortlisted candidates will be informed by email by 4 December 2020</p> <p>Interviews with shortlisted candidates will be held in the w/c 7 December 2020</p> <p>IRB Meeting dates for 2021 are:</p> <table> <tr> <td>2 February</td> <td>8 April</td> <td>10 June</td> </tr> <tr> <td>10 August</td> <td>14 October</td> <td>9 December</td> </tr> </table>	2 February	8 April	10 June	10 August	14 October	9 December
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Application information	<p>Applications must be submitted using the form available on our website.</p> <p>Completed forms should be submitted by email to Tracy.Stanhope@icaew.com.</p> <p>More information on the IRB is available in its 2019 Annual Report.</p> <p>Interviews will be held by video conference.</p> <p>Candidates successful in the interview may be required to provide up to two references. Appointment will be confirmed subject to successful reference checks.</p> <p>Information on how we collect and processes personal data relating to job applicants is available here.</p>						
Contact	Tracy.Stanhope@icaew.com						

APPENDIX 1

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.