



# ***Updating the IRB's quality assurance plan***

## **STATUS**

1. Confidential
2. The report itself is confidential as reference is made to the impact of BST. Alternatively, the report may be published subject to redaction (see highlighted text).
3. The appendices may be published.

## **EXECUTIVE SUMMARY**

4. Under its terms of reference, the IRB has responsibility for the quality assurance of the Professional Standards Committees.
5. At its meeting in October 2021, the IRB considered updates to the quality assurance plan originally devised in 2017. Copies of the updated plan (clean and tracked) are included as an appendix to this paper.
6. Two outstanding matters remain to be resolved – the approach to be taken to the review of the hearing committees and whether data should be produced to support the QA programme.
7. The IRB may wish to note the dates of the meetings of the committees which are to be subject to review in 2022.
8. A copy of the final plan (and the timetable for committee review), as approved by the IRB will be shared with the chairs of the Professional Standards committees to increase their awareness of the QA programme.

## **RECOMMENDATIONS**

9. That the IRB:
  - a) Agrees the proposals for the quality assurance of the hearing committees;
  - b) Approves the revised quality assurance plan, subject to any amendments necessary to include the proposals for the hearing committees;
  - c) Notes the meeting dates of the committees subject to review in 2022.

## BACKGROUND

10. Under its terms of reference, the IRB has responsibility for the quality assurance of the Professional Standards Committees. The IRB has delegated responsibility for dealing with all matters relating to the appointment, performance evaluations and remuneration of chairs and members of the ICAEW Regulatory Board and Professional Standards Committees and the Reviewer(s) of Complaints to the Regulatory and Conduct Appointments Committee (RACAC). Copies of the terms of reference for the IRB and RACAC are included at appendix 1 for reference.
11. Updates to the quality assurance plan devised by the IRB were approved at the IRB's meeting in October 2021. Copies of the updated plan (clean and tracked) are included at appendix 2 to this paper. Proposals specific to the hearing committees which if adopted could require minor amendments to the plan are included at appendix 3.
12. Dates for the meetings of the committees subject to review in 2022 are attached at appendix 4. Planning for the observation of the committees in 2022 was deliberately paused for a short period with the approval of the IRB chair, pending resolution of a strategy for the succession planning of the IRB members.

### Hearing committees

13. The methodology applied to reviewing the regulatory committees doesn't fit particularly well for reviews of the hearing committees, as the panel deliberations necessarily take place in private. Included at appendix 3 are proposed alternative routes by which the IRB may obtain information about the committee's performance.
14. The IRB is requested to consider the proposed alternative approach.

### Data collection

15. The original quality assurance plan had included a report on committee performance which has not as yet been produced. At its meeting in October 2021, the IRB discussed the merits of the production of such a report and whether the purpose of the report as set out in the plan was even appropriate. The plan has been amended simply to refer to the collection of data about the committees.
16. The proposals for the hearing committees referred to above include the collection of some high level data about the hearing committees.
17. The IRB may wish to consider what data may usefully inform the quality assurance programme.

[REDACTED]

## APPENDICES

	Appendix Name	For consideration or for reference
<b>Appendix 1</b>	<b>Terms of reference IRB and RACAC</b>	<b>Reference</b>
<b>Appendix 2</b>	<b>Updated QA plan (clean and tracked)</b>	<b>Reference</b>

<b>Appendix 3</b>	<b>QA proposals specific to the hearing committees</b>	<b>Consideration</b>
<b>Appendix 4</b>	<b>Committee meeting dates</b>	<b>Reference</b>

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