

Minutes

Confidential

Meeting: Appointments Board
Location: Virtual Zoom
Date: 6 February 2025, 10:00 - 11:30

PRESENT:

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

IN ATTENDANCE:

Head of Adjudication (Adrianna McDonnell), Secretariat Lead – Content (Hannah Clarke) and Secretariat – Officer (Jo Burns).

OBSERVERS:

ACCA Secretary – Andrew Steele.

APOLOGIES:

An apology was received from Joy Julien.

1. WELCOME AND MINUTES:

The Board approved the minutes of the meeting held on 23 October 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. PANEL MEMBER PERFORMANCE

The Board noted the panel member performance paper.

5. PANEL MEMBER RESOURCING AND CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2024 – 31 DECEMBER 2024 (PERIOD)

The Board noted the paper and considered the update provided.

6. EXPIRING PANEL MEMBER CONTRACTS

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. EFFECTIVENESS REVIEW RESULTS

The Board discussed their effectiveness review results.

9. APPOINTMENTS BOARD WORK PLAN

The Board discussed and approved the work plan for the Council year 2024-25.

10. DATES OF FUTURE MEETINGS

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

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