



Minutes.

Meeting: Appointments Board

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

Date: 23 October 2025, 11:30 - 14:30

PRESENT:

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

IN ATTENDANCE:

Director, Regulation and Conduct (Stefan Pegram), Interim Head of Adjudication (Revelyn Fairbrother), Secretariat – Officer (Jo Burns) and Secretariat – Officer (Catriona Calnan).

OBSERVERS:

Lucy Winskell (Chair of ACCA's Regulatory Board).

APOLOGIES:

No apologies were received.

1. WELCOME AND MINUTES

The Board approved the minutes of the meeting held on 17 July 2025.

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 the Chair of ACCA's Regulatory Board.

5. AN OVERVIEW OF THE CONDUCT FUNCTION

The Board received an overview of the Conduct function at ACCA from the Director, Regulation and Conduct.

6. PANEL MEMBER PERFORMANCE

i. Panel Member Performance

The Board noted panel members performance.

ii. Consistency of observation report writing across the Appointments Board

The Board viewed and considered each Board members observation reports, to ensure the observation report writing across the Board, is consistent.

The Board also considered agenda item 14 – Quality Assurance of Appointments Board Assessments of Panel Members, at this agenda item.

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

The Board reviewed and agreed the TOR.

8. ANNUAL REVIEW OF THE ASSESSMENT POLICY (POLICY) AND SERVICE STANDARDS FOR COMMITTEE MEMBERS, LEGAL ADVISERS, DISCIPLINARY AND REGULATORY ASSESSORS (SERVICE STANDARDS)

The Board reviewed the Policy and Service Standards.

9. ANNUAL REVIEW OF ASSESSMENT FORMS (FORMS)

The Board reviewed and agreed 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 RESOURCING & CAPACITY – DATA FOR THE PERIOD 1 JANUARY 2025 – 30 SEPTEMBER 2025 (PERIOD)

The Board noted the update on panel member resourcing and capacity.

12. PANEL MEMBER SOURCING

The Board noted the update on panel member sourcing.

13. EXPIRING PANEL MEMBER CONTRACTS

The Board reviewed the overall performance of those panel members whose contracts are eligible for renewal and determined that all contracts should be renewed.

14. QUALITY ASSURANCE OF APPOINTMENTS BOARD ASSESSMENTS OF PANEL MEMBERS

The Board reviewed and noted an annual quality assurance review of the Appointment Board's observation and/or assessment of panel members under agenda item 6.

15. EQUALITY, DIVERSITY, AND INCLUSION (EDI)

The Board noted the paper and considered the update provided.

16. APPOINTMENTS BOARD WORK PLAN

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

17. DATES OF FUTURE MEETINGS

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

- 5 February 2026 (virtual)
- 23 April 2026 (virtual)
- 16 July 2026 (virtual)
- 22 October 2026 (in-person at ACCA, The Adelphi, London. To be confirmed)