

ROYAL INSTITUTION OF CHARTERED SURVEYORS ('RICS')

**INDEPENDENT EXTERNAL REVIEW IN RESPECT OF THE ISSUES RAISED AT
RICS**

**IN 2018 AND 2019 FOLLOWING THE COMMISSIONING BY
THE RICS AUDIT COMMITTEE OF A TREASURY MANAGEMENT AUDIT**

QUESTIONNAIRE

IMPORTANT NOTICE:

RICS will have no access to responses to these questions

1. Your name (if you are prepared to tell us)
2. Your occupation (if you are prepared to say)
3. The organisation or group to which you belong
4. If you have told us your name, would you like your identity to be kept confidential?
5. If we wanted to ask some follow-up questions, may we contact you? If we may, please give us an email address or a telephone number.

We would like to hear what you have to say about the following issues. Please give as much detail as you can and send evidence (such as documents) if you have any. It would be really helpful if you could tell us whether you are speaking from your personal knowledge or whether it is something you have been told by others (or have learnt from some other source). Please do not feel bound by the questions below; if you would like to tell us about something in your own words please feel free to do so, but please remember that we can only take account of issues which are within the Terms of Reference for the Independent Review.

- 1) Do you know anything about why the internal Audit report into Treasury Management issues was commissioned?

- 2) Do you know anything about *the way in which* the internal Audit report into Treasury Management issues was commissioned?
- 3) Do you have any concerns about the commissioning of the Audit report? If so, what are they?
- 4) Do you have any observations about when, how and on what basis the Audit was undertaken and completed?
- 5) Do you have any observations about the internal reporting of the progress and the outcome of the Audit to the RICS Management Board?
- 6) Do you have any observations about the internal reporting and progress of the outcome of the Audit to the Governing Council?
- 7) Are you aware of whether any reporting and escalation procedures existed?
- 8) Were any such reporting and escalation procedures sufficiently clear?
- 9) Were any such reporting and escalation procedures acted upon properly or at all?
- 10) Do you have knowledge of the nature of any concerns raised within RICS about the Audit?
- 11) Do you have any observations on the steps taken in response to any concerns raised about the Audit (in particular the Internal Governance Review of 20th September 2019)?
- 12) Do you have any knowledge of the background to and circumstances surrounding the Management Board meeting of 25th September 2019?
- 13) Do you have any knowledge of the concerns raised in relation to what happened at this Board meeting?
- 14) Do you have any knowledge of the response to those concerns?
- 15) Do you have any observations to make about the circumstances in which Messrs. Atkar, Hardwick, McAra and Williams were removed as non-executive directors of the Management Board?
- 16) Do you have any observations to make about the timing of Messrs. Atkar, Hardwick, McAra and Williams being removed as non-executive directors of the Management Board?
- 17) Do you have any observations about the governance and oversight arrangements in place at RICS in relation to the removal of non-executive directors? In particular,
 - a. Do you believe these were adhered to?
 - b. Do you believe that the arrangements were adequate?

- 18) Do you have any observations to make about the nature and accuracy of subsequent briefing internally and externally on the departure of the non-executive directors?
- 19) Do you believe that there have been failures of governance? If so, what are they?
- 20) Do you have any recommendations for how things might be done better in the future?
- 21) Is there anyone you think we should speak to or anything else you think we should read?
- 22) Is there anything further you would like to add?

Alison Levitt QC

Christopher Foulkes

The Independent Review Team

27 April 2021