

# Board Minutes

Meeting: Board meeting	Time: 13.30 – 15.00
Date: 23/3/2010	Location: City Inn, Manchester
Attendees: Dr Bob Chilton, Chair Professor Judy Simons, Deputy Chair Lizzie Abderrahim Councillor Shirley Flint Paul Gott Elizabeth Hall Councillor Mehboob Khan Councillor Stephen Knight Councillor Sir Ron Watson	Apologies:  In attendance: Glenys Stacey Steve Barrow Dave Gray Paul Hoey Vivienne Horton Tim Leslie Freda Sharkey
	Minutes: Caroline Matthews

Item No.	Subject	Action
10/29	<b>Apologies</b>	
	There were none.	
10/30	<b>Board to resolve which papers are open and closed</b>	
	It was <u>agreed</u> that the Item 10/46 Report from Audit Committee Meeting be considered in the open session. Classification for all other items was <u>agreed</u> as stated on the agenda.	
10/31	<b>Minutes of the Meeting Held on 26 January 2010 (open session)</b>	
	The minutes were <u>agreed</u> as a correct record and signed by the Chair.	
10/32	<b>Matters arising</b>	
	There were no matters arising.	

Paul Hoey presented his report of ongoing Board actions. The Chair requested that any outstanding actions for Richard Scott be reassigned, and that the report be updated.

PH

The report was received.

**10/33      Declarations of Board member interests**

There were none.

**10/34      Chair's report (oral)**

The Chair informed the Board that the winners of the LGC Awards would be announced at the event in London on Wednesday 24 March 2010.

The Chair reported that the Board appointment process was continuing, and interviews would be taking place on 30 March 2010.

**10/35      Board members' feedback (oral)**

There was none.

**10/36      Chief Executive's report**

The Chief Executive introduced her report to the Board, and confirmed that the format for presenting corporate risks to the Board would be considered at the May 2010 meeting.

The Chair requested that objectives be presented in bold on future papers, and confirmed that he was content with the style of the report.

GS

EH requested that Board member's involvement in the 2010 Annual Assembly be considered at the May 2010 meeting.

PH

PG noted the low absence rate, as reported on the Performance Dashboard, and GS suggested this reflected the strong holiday and flexible working package offered to staff.

EH commended the organisation on the improved ratio between front line and support staff following the Organisation Design project.

JS queried the impact of the Organisation Design project

on staff morale. GS confirmed that most of the recent leavers were as a result of Organisation Design, and that Phase 2 involved strong links with the union and no compulsory redundancies. She confirmed that the staff survey was planned for April 2010, and that results would be reported to the Board. She confirmed that morale would be monitored following the introduction of the simplified pay arrangements in April 2010.

LA sought clarification on the process for those facing possible redundancy. GS confirmed that cabinet office protocols were followed, including the ring fencing of jobs, liaison with the union and voluntary redundancy options.

The Chair encouraged any Board members wishing to gain a greater contextual understanding of staff issues to spend some time in the office, meeting staff and learning about their roles. GS confirmed this would be welcome.

LA queried whether quarterly reporting of diversity on the Performance Dashboard would be more useful for the analysis of trends, and this was considered by the Board. It was noted that the dashboard is also used by senior management and that the HR report provides further analysis of this area, and that therefore the current format should remain.

The Board requested that consideration be given to rewording Section 8A of the dashboard, to clarify that this figure includes those authorities without a chair in post at present. VH

SK expressed concerns regarding the number of local investigations over nine months, and the Chief Executive gave assurance that this was being monitored.

The Chair confirmed he was content with the information reported in the Risk Register.

The Board agreed that Risk 14: Loss of Information be considered at the May 2010 meeting. SB

The report was received.

## **10/37 International Standards Conference**

SB presented the report detailing progress since the January 2010 meeting. He updated the Board on translation services, confirming that GLA have experience in this area, and may be able to translate at

nil cost.

The Board noted progress on the development of the 2011 international conference.

The Board considered the cost of underwriting the event, and RW expressed concerns about the cost per delegate, and lack of clarity around expectations that the event would be expected to break even. It was agreed that SB should look at rewording this. SB

JS requested that the Board's reservations around costs and expectations that sponsorship be achieved be noted.

With note of these concerns, the Board agreed to Standards for England's support of the event by underwriting the international conference to a maximum of £35,000, but in the expectation that actual costs would be significantly less.

It was agreed that GS should report back to CLG regarding our expectations around costs. GS

The Chair queried who would hold the intellectual property rights for the book, and SB confirmed this would be held by the publishers.

The Board agreed to Standards for England's support of the event by providing in-house administrative resources to help organise and run the event.

The report was received.

#### **10/38 ICT Strategy**

DG presented the paper and confirmed that the draft ICT Strategy has been approved by senior management with minor changes. He invited comments from the Board.

The Chair sought assurance regarding information security, and DG confirmed that our systems are fully compliant in this area.

The Board agreed to finance the investment in our ICT systems from our overall budget as defined in section 3.2 of the paper.

The report was received.

#### **10/46 Report from Audit Committee Meeting (oral)**

The Board now considered Item 10/46.

JS reported that the Audit Committee met on 1 February 2010, and that this was her first as Chair of the committee. She thanked RW for his work as the outgoing Chair.

JS confirmed that the areas of audit focus for the year ahead were agreed as: Contract Management; Procurement and Commissioning; Expenses; Human Resources; and Risk Management and Governance.

JS reported that the level of assurance that the Committee provides to the Board was discussed by the Audit Committee. It was agreed that a paper would be brought to the May 2010 Board meeting regarding this.

GS

The Chair noted that our Statement of Internal Control should make reference to controls and the reporting role of the Audit Committee. It was agreed that the Audit Committee should report back the Board on this at the May 2010 Board meeting.

PH/JS

**10/39 Organisational Design Business Case Update**

GS presented the paper and highlighted the minor changes to ongoing employment costs and voluntary redundancy payments.

The Board reviewed and endorsed the revisions to the business case and noted progress.

The report was received.

**10/40 Decisions Following Board Awayday**

VH circulated paper 10/40 Engaging with Authorities, produced following discussions at the awayday, for consideration by the Board.

The Board agreed to approve the proposed risk model as a basis for consultation with authorities.

The Board agreed that the consultation should run for twelve weeks from 1 June 2010, subject to review post-election at the May 2010 Board meeting.

The Board agreed that the risk model should be the subject of proof of concept testing from 1 April 2010 until the end of the consultation period.

The report was received.

**10/41 Single Equality Scheme**

FS presented the paper and final version of the Single Equality Scheme. She reported that the government have recently produced a policy statement on this area, and that she would keep the Board informed of progress over the next 18 months.

The Board noted and endorsed the Single Equality Scheme.

The report was received.

JS left the meeting.

**10/42 HR Report**

GS presented the report, compiled by Eleanor Drabble, and confirmed that priorities for 2010/11 would include work on the new pay structure, learning and development and diversity.

LA requested further information on impact assessments and it was agreed that this would be included in future HR reports. GS

LA asked whether the results of impact assessments are made available on the website, and FS confirmed that work is currently progressing on this.

The Board noted progress made.

The report was received.

The Board went into closed session.

**10/49 Any Other Business**

The Chair expressed thanks to Richard Scott for his valued contribution to the organisation, on behalf of the Board.

**The Board closed.**

The next meeting will be held on Tuesday 18 May 2010.

  
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Chair