

Draft Board Minutes (Open)

Meeting:
Board meeting

Time:
11.00 – 15.30

Date:
18/05/2010

Location:
Board Room, Griffin House

Attendees:
Dr Bob Chilton, Chair
Prof Judy Simons, Deputy Chair
Cllr Shirley Flint
Elizabeth Hall
Cllr Stephen Knight

Apologies:
Lizzie Abderrahim
Cllr Sir Ron Watson
Paul Gott
Cllr Mehboob Khan

In attendance:
Glenys Stacey
Steve Barrow
Dave Gray
Paul Hoey
Vivienne Horton
Tim Leslie
Freda Sharkey
Maggie Yates (Items 50-61)
Richard Broom (Items 62, 69, 70)

Minutes:
Caroline Matthews

Item No.	Subject	Action
10/50	<p>Apologies</p> <p>Apologies were given from Lizzie Abderrahim, Cllr Sir Ron Watson, Paul Gott, Cllr Mehboob Khan.</p>	
10/51	<p>Board to resolve which papers are open and closed</p> <p>The classification for all items was <u>agreed</u> as stated on the agenda.</p>	
10/52	<p>Minutes of the Meeting Held on 23 March 2010 (open session)</p> <p>The minutes were <u>agreed</u> as a correct record and signed by the Chair.</p>	

10/53	<p>Matters arising</p> <p>Item 10/34: The Chair confirmed that the Board appointment process was continuing, and that proposals will go before ministers in June 2010.</p> <p>Paul Hoey presented his report of ongoing Board actions. VH <u>agreed</u> to update the report with progress on her action around writing to chief executives.</p> <p>The report was <u>received</u>.</p>	VH
10/54	<p>Declarations of Board member interests</p> <p>There were none.</p>	
10/55	<p>Chair's report (oral)</p> <p>The Chair informed the Board that invitations to the SfE dinner at the LGA Conference would be sent shortly.</p> <p>The Chair proposed that involvement at party conferences this year should be through attendance rather than hosting stands, and this was <u>agreed</u>.</p> <p>The Board <u>noted</u> the new CLG ministers are: Eric Pickles, Secretary of State for CLG, Grant Shapps, Greg Clark, Bob Neill, Andrew Stunnell and Baroness Hanham.</p> <p>PH circulated proposed Board meeting dates for 2011 and confirmed that these dates had been aligned with the reporting cycle. PH <u>noted</u> that Board members found the format of having dinner with a guest speaker useful at previous Board awaydays.</p> <p>The Chair expressed his thanks to Caroline Matthews, who will be starting maternity leave soon, and Dave Gray, who will shortly be leaving due to relocating.</p>	
10/56	<p>Board members' feedback (oral)</p> <p>SF reported that she had been a judge for the awards for most improved parish council, where she had met Michael Chater. PH informed the Board that SfE had been invited by Michael Chater to speak at the launch of the NALC manifesto on 14 June 2010, and the Chair confirmed that he would welcome this.</p>	

<p>10/57</p>	<p>Chief Executive's report</p> <p>The Chief Executive introduced her report, and progress was <u>noted</u> by the Board.</p> <p>With regard to planning and the budget for 2010-11, she reported that she is awaiting clarification from CLG regarding the definition of consultancy, and the current position around recruiting to current vacancies. She confirmed that she had attended a meeting at CLG on 11 May 2010, and that PH would be attending a meeting at CLG for finance directors on the 19 May 2010.</p> <p>The Chief Executive presented the draft Business Plan for 2010-11 and invited comment from the Board.</p> <p>EH suggested that more work was needed around local authority awareness of the cost savings the framework provided, including at the Annual Assembly and this was supported by the Chair and Deputy Chair. TL confirmed that the additional questions in the 2010 Annual Return provide further information on costs than previously. It was <u>noted</u> that the session Prevention Better than Cure at the Annual Assembly should cover this area.</p> <p>The Chief Executive reported that the revised pay structure is now in place and that there were a small number of appeals. She confirmed that results of the 2010 staff survey would be presented to the July 2010 Board meeting.</p> <p>The Board reviewed the performance dashboard and <u>noted</u> progress.</p> <p>In relation to section 7B Number of local investigations over 9 months old, EH suggested a positive contribution by SfE was needed here, and the Chief Executive confirmed that she would bring information on this to the July 2010 Board meeting.</p> <p>In relation to section 5A, SK queried the increase in referrals to SfE, and TL confirmed this related to a number of connected cases, and was being monitored closely, with capacity expected to improve in June/July 2010.</p> <p>The Board reviewed the corporate risk register and <u>noted</u> that Risk 10 was likely to move position before the July 2010 Board meeting. The Board <u>agreed</u> that Risk 10: Significant Cost Reductions Required should be considered at the July 2010 meeting.</p>	<p></p> <p>SB</p> <p>GS</p> <p>PH</p>
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	<p>The Board <u>agreed</u> the delegation arrangements for formal intervention powers for a further six month period.</p> <p>The report was <u>received</u>.</p>	
10/58	<p>Consultation on the Engagement Model</p> <p>VH presented the paper and circulated the draft consultation document A Risk Based Approach to Engagement with Authorities. She confirmed that responses to the consultation questions would be discussed at the September 2010 Board awayday and would feed into the 2010 Annual Assembly.</p> <p>The Board considered page 12 of the document, and the types of authorities listed as medium level due to governance arrangements or circumstance.</p> <p>SK and JS suggested Mayor and Cabinet model be given a less prominent position on the list and this was <u>noted</u> by VH. The Board considered whether additional wording could provide context, such as 'non standard governance, including mayor and cabinet model' or reference be made to the high profile of elected mayors.</p> <p>SF suggested contextual information around the inclusion of authorities with a significant number of parish councils could also be added.</p> <p>It was <u>agreed</u> that VH would add some additional contextual information to this section and reword the sentence '...which we know experience...'. VH <u>requested</u> that any further comments be sent to her via email.</p> <p>The Board <u>agreed</u> that SfE should consult on its proposals for an engagement model and <u>noted</u> that the consultation was now due to commence on 7 June 2010.</p> <p>GS reported that the recruitment process was continuing for two vacancies in the Risk Directorate and the Chair confirmed he was content with this approach.</p> <p>The report was <u>received</u>.</p>	<p>VH</p> <p>VH</p>

<p>10/59</p>	<p>LGC Standards and Ethics Award</p> <p>PH presented the report for consideration by the Board.</p> <p>SK suggested that the award would provide an opportunity to gain national press coverage, and this was <u>noted</u> by PH.</p> <p>The Board <u>noted</u> the report on the 2010 award and <u>agreed</u> SfE should sponsor the 2011 award.</p> <p>The report was <u>received</u>.</p>	
<p>10/60</p>	<p>Annual Assembly 2010 Update</p> <p>PH presented the report and confirmed that bookings are progressing in line with 2009. The Board <u>noted</u> progress on the development of the 2010 Annual Assembly</p> <p>The Board <u>noted</u> suggestions for their involvement in the event and <u>agreed</u> to consider sessions they would be interested in chairing or attending.</p> <p>The Board considered the plan to have a drinks reception, rather than dinner on the Sunday evening, and <u>noted</u> the need for formally greet those arriving on Sunday. It was <u>agreed</u> that individual meet ups would be preferable to a formal drinks reception for all speakers, and that these should be arranged with the involvement of the Board where necessary.</p> <p>EH queried whether the Annual Assembly would cover the topic of value for money, and the Chair confirmed that his talk would touch on this.</p>	<p>PH</p>
<p>10/61</p>	<p>Approach to Training for Local Authorities</p> <p>TL presented the report, which summarises the approach discussed at the March 2010 Board Awayday.</p> <p>JS queried the use of the word 'syllabus' at para. 3.5.3 of the report, and it was <u>agreed</u> that TL would reword this to state that SfE should develop a 'framework'.</p> <p>The Board <u>approved</u> the approach to training of local authorities as set out in the paper.</p> <p>The Board <u>agreed</u> to the programme of work to implement this programme as set out in the paper.</p> <p>Maggie Yates left the meeting.</p>	<p>TL</p>

	The Board closed.	
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The next meeting will be held on Tuesday 20 July 2010.

A handwritten signature in black ink, appearing to read 'R. White', written over a horizontal line.

Chair