

BOARD MINUTES

Meeting: Board meeting
Date: Wednesday 21 May 2008
Time: 10.30 – 14.00
Location: Board Room, Griffin House, Lever Street, Manchester

Attendees: Sir Anthony Holland, Chair
Patricia Hughes CBE, Deputy Chair
Councillor Shirley Flint
Paul Gott
Elizabeth Hall
Councillor Mehboob Khan
Professor Judy Simons
Councillor Sir Ron Watson CBE

Apologies: Anne Rehill, Advice and Guidance Manager

In attendance: Glenys Stacey, Chief Executive
Richard Scott, Head of Communications
Kathy Farrand, Head of Referrals
Navin Gokool, Head of Governance and Client Services
Paul Hoey, Director of Strategy and Guidance
Hazel Salisbury, Director of Casework
Sara Goodwin, Head of Legal

Observer: Dr Robert Chilton

Minutes: Caroline Matthews

The Chair welcomed Robert Chilton, who will be taking up the post of Chair in July, who was observing the meeting, and Richard Scott, the new Head of Communications.

Item No.	Subject	Action
08/44	Apologies	

Apologies were given by Anne Rehill.

5 Minutes of March Meeting (open session)

The minutes were approved and will be signed by the Chair.

6 Matters Arising

08/26 Elizabeth Hall expressed her hope that the team briefing system will continue.

08/30 Richard Scott confirmed that Board Members are welcome to attend the staff conference on 10 July 2008, and he will circulate further details. RS

7 Declaration of Board member interests and forthcoming engagements

The Chair asked each Board member to declare all their interests or attendance at events.

- Shirley Flint
 - Will be speaking at a NALC event on 22 May 2008.
 - Judy Simons
 - Has been appointed as a Governor of Lady Manors Comprehensive School in Bakewell.
 - Paul Gott
 - Will be meeting with CLG on 23 May 2008, and will give any necessary feedback to Glenys Stacey. PG
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8 Team Briefing System

The Board noted the content of the report.

9 Scheme of Delegation

The Board considered the proposed changes to the Scheme of Delegation necessary following the commencement of the relevant sections of the Local Government and Public Improvement in Health Act 2007 and the Standards Committee (England) Regulations 2008 which came into effect on 8 May 2008.

It was agreed that the four proposed changes to the Scheme of Delegation should be made. SG

0 Guidance Issued by the Board to Ethical Standards Officers

The Board noted the content of the report.

It was agreed that this item should also be brought to the July Board Meeting. SG

The Board considered and discussed the draft protocol, which is also currently being reviewed by the Board of the Audit Commission. Glenys Stacey will be liaising with the Audit Commission in order to foster good working relations with them.

It was suggested that more content on actual processes would be useful. It was also suggested that the Standards Board receive feedback from the Audit Commission's roundtables.

It was agreed that the memorandum of understanding should be reviewed by the Board after six months. PH

It was noted that the memorandum of understanding still needs formal sign off from the Chair. PH

08/52 2008/09 Budget

The Board noted the content of the report.

08/53 Referrals Department Closure Report

The Board noted the content of the report.

The Board thanked Kathy Farrand for her work to ensure the smooth closure of the Referrals Department

08/54 Implementation of the Strategic Framework

The Board noted that instructions on completing the computer returns, and answers for the most frequently asked questions are currently being produced.

It was agreed that initial feedback on the first quarterly returns should be given at the July 2008 Board meeting. PH

It was agreed that demonstrations of the online systems should be offered by Board members. GH

It was agreed that the timing of Regulatory and Monitoring Panel meetings should be assessed, and perhaps brought in line with quarterly return dates. GS

It was agreed that this item should remain on the Board agenda as a standing item for now. PH

08/55 Chief Executive's Report

The Board noted the report and that the format of these reports may change, dependent on the new Chair.

08/56 Client Services Report

The Board noted the content of the report, and the fact that the auditors

are currently visiting, and have yet to report anything significant.

The Chair expressed his thanks to SMT for their leadership.

7 Service Complaints Annual Report

The Board noted the report and the figures showing a reduction in service complaints in recent years.

It was agreed that details of the one upheld complaint should be given at the July Board meeting. PH

8 The Board then went into closed session.

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next meeting will be held on Wednesday 16 July 2008 in Manchester from 11.00 – 14.00.



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