

**THE STANDARDS BOARD FOR ENGLAND**  
Board Meeting

Board Room  
4<sup>th</sup> Floor, Griffin House  
40 Lever Street, Manchester, M1 1BB

Wednesday, 19 September 2007  
9.00am – 11.00am

**Meeting Minutes**

- Present Sir Anthony Holland, Chair  
Councillor Shirley Flint  
Paul Gott  
Elizabeth Hall  
Professor Judy Simons
- Apologies: Councillor Beatrice Fraenkel  
Patricia Hughes CBE  
Councillor Mehboob Khan  
Roger Taylor  
Councillor Sir Ron Watson CBE
- In attendance: David Prince, Chief Executive  
Tim Bogan, Head of Communications  
Allister Duncan, Head of Corporate Services  
Kathy Farrand, Head of Referrals Unit  
Paul Hoey, Head of Policy and Guidance  
Hazel Salisbury, Director of Casework  
Sara Goodwin, Head of Legal
- Observers: John Williams, Monitoring, Audit & Policy Manager  
Karen Mellor, Monitoring, Audit & Policy Advisor  
Navin Gokool, Finance and Governance Services Manager

**ACTION**

- 07/79 Apologies**  
Patricia Hughes, Sir Ron Watson, Beatrice Fraenkel, Councillor Mehboob Khan,  
Roger Taylor
- 07/80 Minutes of Board Meeting held on 11 July 2007 (Open Session)**  
The minutes were approved.
- 07/81 Matters Arising**  
There were none.
- 07/82 Declaration of Board Member interests and forthcoming engagements**  
Elizabeth Hall – Queen Mary University London – Chair, Research and Ethics  
Committee  
Professor Judy Simons – stepped down from Higher Education Academy Board  
Councillor Shirley Flint – Speaking at the NALC conference on 6 October 2007

<b>07/83</b>	<b>Team Briefing System</b> The Board were informed by the Head of Communications that there had been no team briefings in August. The Board <u>noted</u> that a regular item relating to the transition to the strategic regulatory role will be included in future briefs.	TB
<b>07/84</b>	<b>Issues from Board Awayday</b> The Board <u>confirmed</u> the action as agreed at the end of the Awayday. A briefing note would be provided for members' use at the Assembly, summarising the key points emerging from the <u>referrals and other pilots</u> and discussions of the strategic framework. The content of Assembly presentations would reflect these. The chair and chief executive would press senior DCLG officials to ensure that the necessary regulations were issued for consultation as soon as possible to ensure implementation of the localised framework by April 2008. The Board noted the paper on the future shape of the organisation and agreed the recommendation and also to keep the matters under review at the 2008 Awaydays. All Board members would complete a revised governance questionnaire for consideration at the March 2008 Awayday. A paper working up Board members' suggestions on Panel structure would come to the November Board, together with the final draft of the strategic plan. So far as practicable the panel structure and remits should reflect the revised strategic priorities.	DP
<b>07/85</b>	<b>Training Function of the Board</b> The Board:-  1. <u>agreed</u> the recommendations in the report and to proceed with option (a) - to develop a training syllabus for standards committees and monitoring officers and make it widely available, leaving the delivery of it to providers chosen by authorities  2. <u>requested</u> that they be kept informed of progress, and wished to review the position after 12 months	PH  PH
<b>07/86</b>	<b>Board Meetings, Awaydays and Panels 2008</b> The Board :- 1. <u>agreed</u> to adopt the schedule of Board meeting dates  2. <u>agreed</u> to change the start time of Board meetings to 11.00 am  3. <u>requested</u> timings of Panel meetings be re-examined and the feasibility of using a video conference link for these meetings be looked into for when the Hays Lane office is no longer available  4. <u>agreed</u> to discuss the future structure of Panels at the November Board meeting. The Chief Executive was requested to prepare a paper for consideration reflecting the suggestions made at the Awayday.  5. the Board champions were discussed and it was <u>agreed</u> to rationalise these roles relative to the strategic plan and to revisit at the November Board	DP  DP  DP  DP
<b>07/87</b>	<b>Annual Assembly Update and Future Assembly Planning</b> The Head of Communications informed the meeting that the Annual Assembly for 2007 was completely sold out. The final programme was on the website.  It was noted that the Parliamentary Under Secretary, Parmjit Dhanda would be giving the keynote speech.  Future Assemblies were discussed and it was <u>agreed</u> to confirm the bookings of the	TB

proposed dates up to and including 2009, and to book provisionally the dates to 2011 to secure the venue at the negotiated rates.

Further consideration was to be given to the future format of the event in each year, and the Board requested further reports in light of the 2007 event.

Thanks were expressed to the Head of Communications.

**07/88 Update on implementation of the Strategic Framework and Pilot Projects**  
The Board noted the report.

**07/89 Chief Executive's Report**  
The Board:-

1. received the report
2. extended their appreciation to the Referrals Unit, noting that their performance against the Key Performance Indicators was currently 9.3 days following the upsurge in complaints received earlier in the year.

DP

**07/90 Key Performance Indicators**  
The Board noted the report, which showed most indicators being achieved.

**07/91 Corporate Services Report**  
The Board noted the report. The Board expressed their thanks to Allister Duncan, and Navin Gokool for all their hard work to ensure the completion of the accounts closure and audit over the period of relocation.

**07/92 Arrangements for using Counsel**  
The Board were pleased to note that value for money was being achieved.

SG

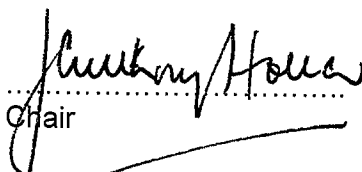
The Board noted the report

**07/93 Public perceptions of ethics**  
The Board noted the paper and agreed to publish a summary of the findings on the website.

PH

**07/94** – The Board then went into Closed session.  
**07/98**

**The next meeting will be held on 14 November 2007  
in Manchester from 11.00am – 2.30pm**

  
Chair