

**THE STANDARDS BOARD FOR ENGLAND**  
Board Meeting

Board Room  
1<sup>st</sup> Floor, Cottons Centre  
Cottons Lane, London SE1 2QG  
17 May 2006  
10.10am – 12.45pm

**Meeting Minutes**

Present: Sir Anthony Holland, Chair  
Patricia Hughes, CBE, Deputy Chair  
Paul Gott  
Paul Sabapathy, CBE  
Professor Judith Simons  
Roger Taylor

Apologies: Elizabeth Hall

In attendance: David Prince, Chief Executive  
Tim Bogan, Communications Manager  
Chris Boothman, Head of Legal Services  
Allister Duncan, Head of Corporate Services  
Kathy Farrand, Head of Referrals Unit  
Paul Hoey, Head of Policy and Guidance  
Lisa Klein, Head of Investigations

**ACTION**

**06/46 Apologies**  
Elizabeth Hall

**06/47 Minutes of Board Meeting held on 16 March 2006 (Open Session)**  
The minutes were approved and signed by the Chair.

**06/48 Matters Arising**  
**06/41 – Operational Plan 2006-07** – the Chair advised Board members that his term of office finishes in February 2007 and for that reason he wishes to hold a Board meeting on Tuesday, 6 February. He will have served as Chair for six years which, under public appointments guidelines, is the maximum term. He has already approached the Department for Communities and Local Government to remind them that this is when his appointment finishes and to seek assurance that the recruitment process will start soon.

**06/49 Declaration of Board Member interests and forthcoming engagements**  
The Chair advised of the following meetings: -

- Met with Andrew Stunell MP on 16 May 2006 together with the Chief Executive.
- Meeting with the All Party Parliamentary Local Government Group on 24 May 2006, accompanied by the Chief Executive and Head of Policy and Guidance.
- Meeting with the President and Vice President of the Adjudication Panel for England on 18 May 2006

**06/50 Team Briefing**  
The Board noted the report. The Chair agreed to take on the role of champion for Team Briefing on a temporary basis but will approach Elizabeth Hall to take it over

permanently.

**06/51 Developing the Strategic Framework**

The Board thanked the cross-departmental teams for their contributions to this project. They asked the Head of Policy and Guidance to continue working with the Department for Communities and Local Government on the new framework. The Deputy Chair confirmed that the aim should be to attempt to implement the proposals put forward by the Committee on Standards in Public Life.

HP&G

The Board had detailed discussion on the various appendices and the queries raised by officers.

It was agreed that the Chair would write to the Minister setting out the Board's position.

HP&G

**06/52 Guidance on new Code of Conduct – production update**

The Head of Policy and Guidance advised that instructions to counsel have been drafted by DCLG. DCLG are still planning to consult in July and have something in place in May next year.

The Board noted the recommendations. They asked for the guidance around bullying to be re-drafted and a paper taken to the next meeting of the Board Transition Panel.

HP&G

**06/53 Board Procedural Rules**

The Board agreed:-

- That the length of notice required to call a meeting is five working days
- To continue with the current quorum of three but two for decisions on referral of cases.
- That they do not wish the public to be admitted to meetings but that papers and reports, unless covered by Freedom of Information or other legislation, will be available for access by the public. This decision is primarily because of the lack of security available.
- That panel and committee meetings will not be open to the public and that the rules of procedure detailed in paragraph 19.1 will apply.

**06/54 Year end key performance indicators 2005/06**

The Board noted the performance against the key performance indicators and agreed that these figures will be reported in the Annual Report. They also wished to record their thanks to staff for their efforts.

**06/55 Shared services**

The Board agreed to proceed on the basis of Option III, i.e. that any further work on this project is suspended until after the proposed relocation to Manchester in April 2007. There will then be a full appraisal of all of the options once the alternatives are clear.

HoCS

**06/56 Amendment to Records Management**

The Board approved the proposed amendment to the existing Records Management policy.

**06/57 Adjudication Panel for England Recommendations Annual Report**

The Board:-

- Noted the paper;
- Agreed that this paper be provided to the Adjudication Panel for England for its consideration and comment;
- Did not have any further comments on the 'recommendations of note' paragraph
- Agreed to the proposed further research project focusing on the effectiveness of the Adjudication Panel for England's recommendations.

**06/58 Chief Executive's Report**

The Board received the report.

- **CIPFA/SOLACE Working Party on Corporate Governance Framework** – the Board agreed that the Standards Board for England should endorse this framework subject to considering the consultation drafts.
- **Lyons Inquiry** – the Board agreed that the Chief Executive should write to Sir Michael Lyons following the publication of his report *National prosperity, local choice and civic engagement* re-emphasising the evidence already submitted for stronger ethical underpinning.
- **Annual Assembly** – Judy Simons was thanked for her agreement to chair a session at the Annual Assembly. The Board agreed with the Chair's suggestion to invite former Board members, Celia Cameron, Peter Chalke and Louise Bloom to participate in this year's event.

CE

**06/59 Performance against the Operational Plan – Annual (2005/06)**

The Board noted the report.

**06/60 Corporate Services Report**

The Board noted the report. It was agreed that video conferencing training will take place at the end of the July Board meeting.

HoCS

**06/61 Service Complaints Annual Report**

The Board noted the report.

**The next meeting will be held on Wednesday, 12 July at 10.00am**

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Chair