

**THE STANDARDS BOARD FOR ENGLAND**  
Board Meeting

Board Room  
1<sup>st</sup> Floor, Cottons Centre  
Cottons Lane, London SE1 2QG  
21 September 2006  
9.30am – 11.45am

**Meeting Minutes**

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

In attendance: David Prince, Chief Executive  
Tim Bogan, Head of Communications  
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

Observers: Cara Afzal, Research Officer  
Hannah Pearson, Research Officer

**ACTION**

- 06/91 Apologies**  
None
- 06/92 Minutes of Board Meeting held on 12 July 2006 (Open Session)**  
The minutes were approved and signed by the Chair.
- 06/93 Matters Arising**  
None
- 06/94 Declaration of Board Member interests and forthcoming engagements**
- **Chair:** spoke to Chief Executives' Forum in Northern Ireland; met with Cllrs Margaret Eaton and Keith Ross of the Local Government Association; also met with Sheridan Westlake of Conservative Party Central Office. The G6 group will be meeting at the Standards Board in November. The Chair and the Chief Executive will be attending the Labour and Conservative Party Conferences.
  - **Elizabeth Hall:** has been appointed to Court of the St Katharine's Foundation. Will not be seeking re-appointment to the London Transport Users Committee when term comes to an end at the end of the year.
  - **Paul Sabapathy:** Resigning from the Eastern Birmingham Primary Care Trust as of 30 September 2006 and is taking up appointment as Chairman of Birmingham East and North Primary Care Trust.
  - **Roger Taylor:** Doing some work for LB Lewisham

<b>06/95</b>	<b>Team Briefing</b> The Board noted the report. The Head of Communications advised that colleagues' main concerns focused on the appointment of new Board members and also relocation and redundancy issues. The Chair advised that interviews for new (political) Board members would be taking place on 6 and 10 October. It is hoped that an announcement can be made by the time of the Annual Assembly.	
<b>06/96</b>	<b>Staff consultation and feedback – presentation by Staff Council and PCS</b> The Board noted the report. The Head of Corporate Services advised that representatives of the Staff Council and PCS would not be attending the Board meeting to make oral representations. The Board thanked the Head of Corporate Services and the Human Resources Manager for their efforts.	<b>HoCS</b>
<b>06/97</b>	<b>Matters arising from the Board Away Day</b> The Chief Executive gave an oral update on the proceedings of the Away Day. He advised that following these discussions amendments would be made to the Corporate Plan which would be taken to the next meeting of the Board Quality and Strategy Panel before being placed before the full Board at their November meeting.	<b>HP&amp;G</b>
<b>06/98</b>	<b>Scheme of delegation</b> The Board <u>agreed</u> to the changes proposed to the Scheme of Delegation and also that it should be reviewed on an annual basis. The Board also asked that the scheme be discussed at the next meeting of the Audit Committee.	<b>HoCS</b>
<b>06/99</b>	<b>Draft letter to Sir Michael Lyons on his <i>National prosperity, local choice and civic engagement report</i></b> The Board asked for various amendments to be made to this letter. They <u>agreed</u> that the Chair would sign the amended letter.	<b>HP&amp;G</b>
<b>06/100</b>	<b>Research update</b> The Board made various suggestions on the proposals outlined in this paper and asked for these to be reflected in the amended Corporate Plan. The Board <u>agreed</u> that a major piece of research is required on bullying.	<b>HP&amp;G</b>
<b>06/101</b>	<b>Customer charter for investigations</b> The Board asked for amendments to be made to the <i>Guide to Investigations</i> . The Board <u>agreed</u> that these amendments could be approved by the Chair and Deputy Chair, following which the website version would be updated.	<b>HoI HoC</b>
<b>06/102</b>	<b>Proposed addition to the referral criteria</b> The Board <u>approved</u> the addition to the referral criteria. The additional criterion allows for account to be taken of the time that has passed since the alleged conduct occurred.	<b>HoR</b>
<b>06/103</b>	<b>Chief Executive's Report</b> The Board received the report. Board members were advised that the next round of roadshows would take place in June 2007.	
<b>06/104</b>	<b>Performance against the Operational Plan</b> The Board noted the report.	
<b>06/105</b>	<b>Corporate Services Report</b> The Board noted the report.	
<b>06/106</b>	<b>Diversity issues</b> The Board noted the report.	
<b>06/107</b>	<b>Annual Risk Report</b> The Board noted the report.	

**06/108 Relocation update**  
The Board noted the report.

**06/109** The Board then went into Closed session.

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**06/111**

**The next meeting will be held on Wednesday, 15 November 2006  
in Manchester from 12noon – 3pm**

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Chair