

**THE STANDARDS BOARD FOR ENGLAND**  
Board Meeting

Board Room  
Manchester Office  
7<sup>th</sup> Floor, Barnett House  
53 Fountain Street  
Manchester M2 2AN

Wednesday, 15 November 2006  
12.00pm – 2.20pm

**Meeting Minutes**

Present Sir Anthony Holland, Chair  
Patricia Hughes CBE, Deputy Chair  
Councillor Shirley Flint  
Councillor Beatrice Fraenkel  
Paul Gott  
Elizabeth Hall  
Councillor Mehboob Khan  
Paul Sabapathy CBE (item 06/116 onwards)  
Roger Taylor  
Councillor Sir Ron Watson CBE

Apologies: Professor Judith Simons

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  
Lisa Klein, Head of Investigations  
Lucy Morris, Head of Referrals Unit (Acting)

Observers: Jeanette Bateman, Investigations Manager  
Claire Causton, Publishing Editor  
Freda Sharkey, Principal Legal Officer  
Mark Jones, Principal Legal Officer  
Anne Rehill, Advice and Guidance Manager

**ACTION**

**06/112 Apologies**  
Professor Judith Simons

**06/113 Minutes of Board Meeting held on 21 September 2006 (Open Session)**  
The minutes were approved and signed by the Chair.

**06/114 Matters Arising**  
***Item 06/99: Draft letter to Sir Michael Lyons on his National prosperity, local choice and civic engagement report***  
The Chief Executive reported that a further letter had been sent to Sir Michael Lyons, in association with Ruth Hyde, Chief Executive of Broxtowe, following their presentations to the SOLACE fringe event at the Annual Assembly. A copy will be sent to Board members with the next Board bulletin.

**CE**

## 06/115 Declaration of Board Member interests and forthcoming engagements

The Chair asked Board members to declare all their interests for the benefit of new Board members

- **Chair**
  - Lay Member – Council of the RICS
  - Chair – Access Dispute Committee
  - Chair – Northern Ireland Legal Services Commission
  - Independent Complaints Commissioner – Financial Services Authority
- **Deputy Chair**
  - Currently undertaking a piece of work for the Borough of Telford and Wrekin
- **Councillor Shirley Flint**
  - Independent Councillor – North Kesteven District Council
  - Chair of Standards Committee (until May 2007) North Kesteven District Council
  - Chair of Skellingthorpe Parish Council
- **Councillor Beatrice Fraenkel**
  - Liberal Democrat member - Liverpool City Council
  - Chair - Renew North West
  - Chair – Cosmopolitan Housing Association
  - Director - City of Learning Limited
  - Charity Trustee - Centre for Excellence in Leadership
  - School Governor – King David High School, Liverpool
- **Paul Gott**
  - Barrister and Treasury Counsel. Has recently been doing some work for British Transport Police and also for Sussex County Council
- **Elizabeth Hall**
  - Works two days a week for the Financial Services Authority
  - Lay Chair - Church of England Charities in Tower Hamlets
  - School Governor – St Paul's Way Community School, Tower Hamlets
  - Member of Council - Queen Mary's University of London
- **Councillor Mehboob Khan**
  - Leader of Labour Group – Kirklees MBC
  - Leader of Labour Group – West Yorkshire Fire Authority
  - Member - Kirklees Primary Care Trust
  - Peer member - Improvement and Development Agency
  - Undertaking some work for the Audit Commission
- **Paul Sabapathy**
  - Not present for this item. Did not declare any interests on arrival.
- **Roger Taylor**
  - Currently doing some work for:-
  - Magistrates' Court in Bolton and Salford
  - Peterborough City Council in relation to education PFI
  - London Borough of Lewisham PFI
  - Yorkshire and Humberside Centre of Excellence
  - Connecting for Health
- **Councillor Sir Ron Watson**
  - Conservative member - Sefton MBC
  - Peer member - Improvement and Development Agency
  - Chair – Southport and Ormskirk NHS Hospital Trust
  - Lay member – Mental Health Review Tribunal
  - Alternate member of UK Delegation – EU Committee of the Regions
  - Board member – North West Training Council
  - Consultant – Barnetts Solicitors, Southport

The Chair reported that, together with the Chief Executive, he had met with the Leaders of the Local Government Association. Following this meeting, and at the request of the LGA, the Chair had written to the Chief Executive of the LGA enclosing a draft note on the expectations both ways of the links and information flows that the new political members of our Board should establish and maintain. Comments are awaited on this draft from the LGA.

**06/116 Team Briefing**

The Board noted the report. Paul Gott volunteered to liaise on behalf of Board members with the Head of Communications on the compilation of team brief.

**06/117 Closed item**

The Board went into closed session.

**06/118 Presentation by BMG on Culture and Values research**

The Board received a presentation from Dawn Hinds of BMG. It was agreed that the next meeting of the Quality and Strategy Panel would review the points raised and discuss ways of taking matters forward, particularly in relation to engaging with those parts of local government which are not the first audience of the Standards Board for England and also the public.

**HP&G**

**06/119 Referrals criteria and operational guidance**

The Board agreed that a change to the referrals criteria is required and this change is reflected in the revised internal operational guidance.

**06/120 Transition to the revised code**

The Board agreed to implement Option 1 – that the Standards Board for England applies the principles of the new code to cases from the date after which the new code can no longer be repealed, without further legislation, 40 days after the code is laid in Parliament.

**06/121 Corporate Plan 2007/10**

The Board agreed that the Corporate Plan 2007/10 should be submitted to the Department for Communities and Local Government subject to some minor amendments to be agreed by Policy and Guidance in consultation with the Head of Communications.

**HP&G  
HoC**

**06/122 Code of conduct for employees**

The Board agreed the new policy and that it should also apply to Board members.

**06/123 Board meetings, panel meetings and membership and roadshow dates**

The Board:-

1. Approved the dates, times and venues of meetings. The Quality and Strategy Panel will also be held in London and video-linked to the Manchester office. The dates for meetings of the Audit Committee will be agreed at their meeting on 1 December 2006;
2. Approved the proposed composition of the Panels and noted that Board members are free to attend whichever Panel meetings they wish and/or to receive papers for these meetings;
3. Confirmed the existing terms of reference of Panels and the Audit Committee; and
4. Noted the draft programme and dates for the 2007 roadshows. The Head of Communications advised that these arrangements are subject to change and he also noted preferences expressed by Board members for changes of venues.

The Board agreed that the next meeting of the Board Transition Panel will be on Wednesday, 17 January 2006. The meeting will be held in the London office and video-linked to Manchester.

**06/124 Chief Executive's Report**

The Board received the report.

- 06/125 Performance against the Operational Plan**  
The Board noted the report. The Board asked for their appreciation to be passed to staff.
- 06/126 Corporate Services Report**  
The Board noted the report.
- 06/127 Relocation update**  
The Board noted the report.
- 06/128 Annual Assembly feedback from 2006 and preparations for 2007**  
The Board received the report. The Deputy Chair, Councillor Shirley Flint and Elizabeth Hall volunteered to join the steering committee for the 2007 assembly.
- 06/129 Draft Operational Plan 2007/08**  
The Board noted the operational plan and the update on the corporate planning process generally.
- 06/130** The Board then went into Closed session.  
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- 06/132**

**The next meeting will be held on Tuesday, 6 February 2007  
in London from 10.00am – 2.30pm**

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Chair