

# THE STANDARDS BOARD FOR ENGLAND

## Board Meeting

Board Room  
1<sup>st</sup> Floor, Cottons Centre  
Cottons Lane, London SE1 2QG  
19 January 2005  
10.30am – 1.00pm

### Meeting Minutes

- Present: Sir Anthony Holland, Chair  
Cllr Louise Bloom  
John Bowers QC  
Cllr Celia Cameron, CBE  
Cllr Peter Chalke, CBE  
Margaret Pratt  
Roger Taylor
- Apologies: Patricia Hughes, CBE, Deputy Chair  
Professor Alan Doig  
Paul Sabapathy, CBE
- 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

- 05/01 Apologies**  
Patricia Hughes, Alan Doig and Paul Sabapathy.
- 05/02 Minutes of Board Meeting held on 8 December 2004 (Open Session)**  
Minute 04/222 - Margaret Pratt asked for it to be noted that at his meeting with the Chair on 12 January 2005, the Minister had indicated that the allocation requested for the 2004/05 year would be available. The minutes of the meeting held on were approved and signed by the Chair.
- 05/03 Matters Arising**  
None.
- The Open session was then suspended until 12pm to go into Closed session. Item 05/18 (Select Committee Hearing and the Graham Committee) was moved to Closed items.
- 05/04 Declaration of Board Member interests and forthcoming engagements**  
**Roger Taylor** declared that he is currently a short-term, co-opted, non-remunerated member of Ouseby Parish Council.
- 05/05 Team Briefing**  
The Board noted the report and also agreed that team briefings should take place on a monthly basis with the senior management team setting the core brief when no Board meeting is available to do this.
- 05/06 Code Review Consultation Paper**  
The Board made various suggestions about the content of the draft document and asked for the questions relating to private conduct and public interest defence to be

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|              | re-drafted (recommendations i and iii). They <u>agreed</u> with the recommendations regarding 'whistleblowing and declarations of interests (recommendations ii and iv respectively).   | HP&G    |
|              | The Head of Policy and Guidance confirmed that a summary document would be sent to the Leaders and Chief Executives of all authorities with an option to download the full document or request a copy. Board members asked for a covering letter to be included suggesting that it is discussed in Cabinet or as a non-delegated item.  | HP&G    |
| <b>05/07</b> | <b>Procurement Strategy</b><br>The Board <u>adopted</u> the strategy after agreeing that the wording under item 3 "Improving the environment" should omit the phrase "wherever it is reasonable to do so". They <u>agreed</u> that future strategy should show that account has been given to the principles of the Gershon report.   | HCS     |
| <b>05/08</b> | <b>Authorisation Levels</b><br>The Board <u>approved</u> the revised authorisation levels.  |         |
| <b>05/09</b> | <b>Referrals Unit – Completion of re-structure</b><br>The Board <u>approved</u> the recommendation for delegation of sign-off to the Principal Referrals Case Manager.<br><br>They also noted:- <ul style="list-style-type: none"> <li>• The proposal that from mid January a selection of cases will not automatically be passed through for Legal sign off; and</li> <li>• The work plan for the Unit over the next six months.</li> </ul> The Board also asked for formal thanks to be minuted in respect of the excellent job done by the Head of Referrals, Kathy Farrand, in improving the performance of the department. |         |
| <b>05/10</b> | <b>Studentship</b><br>The Board <u>agreed</u> to the studentship.   |         |
| <b>05/11</b> | <b>Chief Executive's Report</b><br>The Board <u>approved</u> the amended Terms of Reference of the Board Panel for Quality and Strategy.<br><br>The Board also <u>approved</u> the draft Away Day programme in principle although some adjustments are required. The Board <u>agreed</u> that a Board dinner would be held on Wednesday, 16 March in a private room at the Athenaeum.   | CE/HP&G |
| <b>05/12</b> | <b>Referrals Unit Report</b><br>The Board noted the report.   |         |
| <b>05/13</b> | <b>Investigations Report</b><br>The Board noted the report and requested that in future the 20 oldest cases table gives explanation of the reason for the delay.  | Hol     |
| <b>05/14</b> | <b>Finance Report</b><br>The Board noted the report.  |         |
| <b>05/15</b> | <b>Human Resources Report</b><br>The Board noted the report.  |         |
| <b>05/16</b> | <b>Information Technology Report</b><br>The Board noted the report.   |         |
| <b>05/17</b> | <b>Implementing the regulations for local investigation</b>   |         |

The Board noted the advice set out in the paper and endorsed the changes proposed.

**05/18 – Closed Items**

**05/23** The Board then went into closed session to consider confidential matters.

**The next meeting will be held on Thursday, 17 March 2005 at 9.30am**

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Chair