

**THE STANDARDS BOARD FOR ENGLAND**  
Board Meeting

Board Room  
1<sup>st</sup> Floor, Cottons Centre  
Cottons Lane, London SE1 2QG  
22 September 2005  
9.30am – 11.30am

**Meeting Minutes**

- Present: Sir Anthony Holland, Chair  
Cllr Louise Bloom  
Celia Cameron, CBE  
Peter Chalke, CBE  
Roger Taylor
- Apologies: Patricia Hughes, CBE, Deputy Chair  
Margaret Pratt  
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  
Paul Hoey, Head of Policy and Guidance  
Lisa Klein, Head of Investigations  
Lucy Nickless, Principal Referrals Case Manager  
John Bowers QC

John Bowers was attending at the invitation of the Chair.

The Chair opened the meeting by thanking John Bowers for his contribution to the work of the Standards Board for England during his time as a Board member and wished him well. Alan Doig had attended the Board Away Day the previous day and had been similarly thanked.

**ACTION**

- 05/101 Apologies**  
Patricia Hughes, Margaret Pratt and Paul Sabapathy
- 05/102 Minutes of Board Meeting held on 22 July 2005 (Open Session)**  
The Board noted the amended draft minutes circulated at the meeting which contained changes to the minute for item 05/83 "Code Review Consultation". The minutes were approved and signed by the Chair.
- 05/103 Matters Arising**  
None.
- 05/104 Declaration of Board Member interests and forthcoming engagements**  
**The Chair** advised that he is attending the Labour and Conservative Party Conferences. He is addressing the South West Independent Members Forum on 29 September and South West Monitoring Officers on 4 November.  
**Louise Bloom** will be attending the AGM of the Hampshire Association of Parish and Town Councils as a Hampshire parish councillor.  
**Celia Cameron** is attending the Labour Party Conference.  
**Peter Chalke** will be attending the NALC Conference to assist on the Standards Board for England's stand.  
**Roger Taylor** declared that he is doing some work for Norwich City Council. He also represented the Standards Board for England at a fringe event during the Liberal Democrat Party Conference, will be speaking at the NALC conference and is taking part in a SOLACE workshop in Edinburgh on ethical leadership.

**John Bowers** advised that he is advising Leicester City Council on equal pay issues not related to the Standards Board for England.

**05/105 Team Briefing**

The Board noted the report.

**05/106 Issues arising from the Board Away day (21 September)**

The Board received an oral update from the Chief Executive and noted the following actions:-

1. The Head of Legal Services will investigate the situation regarding primary legislation and report back to the Board. **HLS**
2. An "issues, solutions and implementations" paper will be prepared for submission to the Minister and circulated to the Board for comment around 7 October. **HP&G**
3. The Chair will be writing to the Minister advising that this document is being prepared. **HP&G**
4. Planning assumptions to be included in draft Corporate Plan 2006-09 which will be discussed by the Board at their November meeting. **HP&G**
5. Governance handbook – paper to be taken to November Board including proposed induction programme for new Board members. **HoCS**
6. Work to continue on the diagnostic at the February Board Away Day. **HP&G**

**05/107 Records Management – Retention, Disposal and Disposition Scheduling**

The Board agreed:

1. the adoption of the Records Retention, Disposal and Disposition Schedule;
2. that the adopted schedule be disseminated amongst and publicised to the staff of the Standards Board for England to assist best practice in records' retention, disposal and disposition and generally to promote records' management practice throughout the organisation; and
3. the adoption of the Policy for the Retention of the records maintained in Investigations and Referrals (Semi-current Records).

**HP&G**

**HoCS**

The Board requested that this policy should be included in the discussion about the Board Governance Handbook at the November board meeting.

**05/108 Code Review**

The Head of Policy and Guidance advised the Board that a cross departmental group is working on this review. It is planned to make a submission to the Office of the Deputy Prime Minister in the last week of September/first week of October. Board members agreed that they wished to see this document before submission.

**HP&G**

**05/109 Board Meetings, Away Days and Panels 2006**

The Board adopted the schedule of dates proposed for meetings during 2006. They also agreed that an extra meeting may be required during October 2005 once the ministerial decision is known and also to discuss the Code Review and the EA to the Board was asked to find suitable dates. The Board also agreed that some of the time allocated to the February Away Day could be used for a Board Meeting.

**EA**

**Audit Committee**

It was noted that the Audit Committee will be losing two of its members during 2006 and it was agreed that membership of this committee will be discussed at the January 2006 Board meeting.

**05/110 Chief Executive's Report**

The Board:

1. received the report;
2. agreed that the Standards Board for England should abstain from the BID vote;
3. agreed that the Standards Board for England should respond to the Reform

**HoCS**

- of Public Sector Ombudsmen consultation; and
4. authorised the Chair to take the necessary steps in consultation with the Chair of the Audit Committee to appoint an independent non-executive to the Audit Committee.

HP&G

HoCS

**05/111 Performance against the Operational Plan**

The Board noted the report. It was agreed that performance measures OP3 and OP3.1 (in respect of success with sanctions) should be discussed with the Investigations Panel.

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**05/112 Corporate Services Report**

The Board noted the report.

**05/113 Feedback from the Annual Assembly**

The Board noted the report tabled by the Communications Manager and congratulated all those involved on a very successful event.

**05/114 Service Complaints Update**

The Board noted the paper.

**05/115 Closed Items**

– The Board then went into closed session to consider confidential matters.

**05/119**

**The next meeting will be held on Wednesday, 16 November 2005 at 10.00am**

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Chair