

**THE STANDARDS BOARD FOR ENGLAND**  
Board Meeting

Board Room  
1<sup>st</sup> Floor, Cottons Centre  
Cottons Lane, London SE1 2QG  
18 February 2004  
10.00am – 12.30pm

**Meeting Minutes**

Present: Sir Anthony Holland, Chair  
John Bowers QC  
Cllr Celia Cameron, CBE  
Cllr Peter Chalke, CBE  
Professor Alan Doig  
Margaret Pratt  
Paul Sabapathy, OBE  
Roger Taylor

Apologies: Patricia Hughes, CBE, Deputy Chair

In attendance: John Edwards OBE, Interim Chief Executive  
Tim Bailey, Head of Referrals  
Tim Bogan, Communications Manager  
Chris Boothman, Head of Legal Services  
Allister Duncan, Head of Corporate Services  
Paul Hoey, Head of Policy and Guidance  
Bryan Wiggins, IT Manager (part-time)

Observers: Phillip Mears, Investigations Manager

**ACTION**

- 04/27 Apologies**  
Patricia Hughes
- 04/28 Minutes of Board Meeting held on 3 December 2003**  
The minutes of the meeting held on 3 December 2003 were approved and signed by the Chair.
- 04/29 Minutes of Board Meeting held on 8 January 2004 (Open Session)**  
The minutes of the meeting held on 8 January 2004 (open session) were approved and signed by the Chair.
- 04/30 Matters Arising**  
None.
- 04/31 Declaration of Board Member interests and forthcoming engagements**  
Roger Taylor declared that as Managing Director of Pinnacle Consulting he is leading a consortium which has been appointed by ODPM as one to be included in their framework agreement for Capacity Building in Local Government. RT will advise when and if they get work with individual local authorities.
- 04/32 Team Briefing**  
The Board noted the report.

<b>04/33</b>	<b>Committee on Standards in Public Life</b> The Board <u>agreed</u> that the Head of Policy and Guidance will draft a reply for the Chair for clearance at the March Board Meeting. This draft will be circulated to board members for their comment in good time in order that a more polished version is available for discussion at the March Board Meeting. They also <u>agreed</u> that the response would be made public in some way.	<b>HP&amp;G</b>
<b>04/34</b>	<b>2004/05 Budget</b> The Head of Corporate Services reported that he is still awaiting information from the ODPM. The Chair gave an update on the situation with the Lyons Report and said that we are awaiting criteria from the ODPM.	
<b>04/35</b>	<b>Board Panels</b> The Board <u>agreed</u> to the setting up of three Panels:- a Referrals Panel, an Investigations Panel and a Quality and Strategy Panel – in addition to the Audit Committee. With the exception of the Referrals Panel, which for the time being will meet on a monthly basis, it was <u>agreed</u> that the Panels will meet quarterly. There was agreement that the Investigations and the Referrals Panel would share a similar membership but Board members were asked to advise the Head of Policy and Guidance of their membership preferences.  The Board also <u>agreed</u> that they wish to discuss further the situation regarding Board Champions, possibly at the May Away Day.	<b>Board Members/ HP&amp;G</b>  <b>HP&amp;G</b>
<b>04/36</b>	<b>Signing of Contracts</b> The Board <u>agreed</u> to give specific authority to the Deputy Chair, the Chief Executive and such other designated members of the corporate management team as are deemed appropriate. The Head of Legal Services confirmed that NDPB's do not require the use of a Seal.	
<b>04/37</b>	<b>Communications Update</b> <ul style="list-style-type: none"> <li>• Recommendation 2.1: The Board were disappointed that the LGA had rejected the Standards Board's application for a fringe event at the LGA conference and Peter Chalke offered to make enquiries as to the reason. They did, however, <u>agree</u> the topic that had been suggested; The Board asked the Communications Manager to give further thought to, and circulate to the Board for comments, the topic for the Party conferences;</li> <li>• Recommendation 2.2: The Board <u>agreed</u> that case-specific information given to the media during the course of an investigation should not be changed;</li> <li>• Recommendation 2.3: The Board <u>agreed</u> the dates and venue for the 2005 and 2006 conferences;</li> <li>• Recommendation 2.4: The Board <u>agreed</u> to the Annual Report and Review content as proposed and stressed the importance of a document being ready for the Annual Conference;</li> <li>• Recommendation 2.5: The Board <u>agreed</u> to a consultant being used to audit internal communications activity;</li> <li>• Recommendation 2.6: The Head of Policy and Guidance gave an update of dates for County Association events and Board members advised their availability.</li> </ul> <p>Board members also confirmed that they wish to continue to receive the Media Digest attached to this meeting's paper.</p>	<b>Peter Chalke</b>  <b>Comms.Mgr</b>    <b>Comms.Mgr</b>    <b>HP&amp;G</b>

- 04/38 Chief Executive’s Report**  
 The Board received the report and noted that under item **vii Other Issues** the objective is to get 35 Investigators in post by 30 April 2004. Board members confirmed that they wish to see the final report of the ODPM audit on Board procurement. **CE**
- 04/39 Referrals Unit Report**  
 The Board noted the report.
- 04/40 SESO Report**  
 The Board noted the report. They asked the Senior Ethical Standards Officer to pass on their congratulations for the current reduction in the holding bay. **SESO**
- 04/41 Finance Report**  
 The Board noted the report.
- 04/42 Human Resources Report**  
 The Board noted the report.
- 04/43 IT Report**  
 The Board noted the report.
- 04/44 Any Other Business**  
 None.
- 04/45 – Closed Items**
- 04/48** The Board then went into closed session to consider confidential matters.

**The next meeting will be held on Wednesday, 31 March at 10.00am**

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 Chair