

THE STANDARDS BOARD FOR ENGLAND
Board Meeting

Board Room
1st Floor, Cottons Centre
Cottons Lane, London SE1 2QG
31 March 2004
9.30am – 12.30pm

Meeting Minutes

- Present: Sir Anthony Holland, Chair
Patricia Hughes, CBE, Deputy Chair
Margaret Pratt
Paul Sabapathy, OBE
- Apologies: John Bowers QC
Cllr Celia Cameron, CBE
Cllr Peter Chalke, CBE
Professor Alan Doig
Roger Taylor
- In attendance: John Edwards OBE, Interim Chief Executive
David Prince, Chief Executive
David Abrahams, Legal Adviser
Tim Bailey, Head of Referrals (part-time)
Tim Bogan, Communications Manager
Allister Duncan, Head of Corporate Services
Paul Hoey, Head of Policy and Guidance
Lisa Klein, Senior Ethical Standards Officer
Bryan Wiggins, IT Manager (part-time)

ACTION

The Chair opened the meeting by expressing the board's sadness at the news of Steve Kingston's bereavement and asked for their deepest condolences to be passed to him.

- 04/49 Apologies**
John Bowers, Celia Cameron, Peter Chalke, Alan Doig and Roger Taylor
- 04/50 Minutes of Board Meeting held on 18 February 2004 (Open Session)**
The minutes of the meeting held on 18 February were approved and signed by the Chair.
- 04/51 Matters Arising**
None.
- 04/52 Declaration of Board Member interests and forthcoming engagements**
None
- 04/53 Team Briefing**
The Board noted the report.
- 04/54 Budget 2004/05**
The board expressed their concern at the continued delays in receiving confirmation of the additional funding of £0.94million from the ODPM, but, on the assurance received that these funds have been identified, and conscious of the need to address the outstanding workload, the board approved the previously considered revenue budget of £9.579 and a capital expenditure budget of

£113,000.

04/55	Risk Management Plan The board <u>adopted</u> the policy and strategy and asked the Head of Corporate Services to pay particular attention to reputational risks within the review by the Management Team. It was noted that the matter will be taken to the Audit Committee at their June meeting and that reputational risk will be reviewed as a separate item.	HoCS
04/56	Board Panels The board <u>agreed</u> to the proposed composition of panels and to the recommended frequency of meetings. However, the dates were not suitable and it was <u>agreed</u> that the EA to the CE and board will consult board members on more suitable days and reschedule taking into account the availability of the majority of panel members.	EA
04/57	Submission on ODPM Consultation: Local Investigation of Allegations of Misconduct The board <u>agreed</u> to respond on the issues as set out in the paper.	HP&G
04/58	Board Away Day 11 May 2004 The board <u>agreed</u> to spend some of the day discussing long-term strategy; but also want to go through two closed cases to enable further consideration of roles and responsibilities. They also <u>agreed</u> that the meeting will be held offsite.	HP&G
04/59	Corporate Planning Implementation The board noted the mechanisms used for involving staff in the development of strategic objectives and will be reflecting on existing mission, strategic objectives and targets during the 11 May away day.	HP&G
04/60	Preparation for the Annual Report and Annual Review The board agreed that a sub-group should be nominated and suggested Celia Cameron, Margaret Pratt and Roger Taylor. The Head of Policy and Guidance will advise them of the timetable.	HP&G
04/61	Case Summary Expiration Policy The board <u>agreed</u> with the recommendation that, as of 31 August 2004, case summaries will be removed from the website two years after the date of the issue of a final report (in cases which conclude either that there is no breach of the Code or no further action to be taken) and two years following the end of any sanction for cases which are referred to standards committees or the Adjudication Panel for England. Where there is either no finding of a breach by one of the latter two bodies, or a sanction that does not include either a disqualification or suspension, the summary will remain on the site for two years after the date of the relevant hearing. However, the board asked for the two-year period to be reviewed after one year.	Comms.Mgr
04/62	Annual Assembly Update The board noted the report and <u>agreed</u> the roles as described. They also noted that there will be a dinner at the Crowne Plaza Hotel on Sunday, 12 September for board members, speakers and staff speakers.	
04/63	Fringe Events at Conferences The board <u>agreed</u> the proposed event outlines.	Comms.Mgr
04/64	Chief Executive's Report The board received the report and <u>resolved</u> to appoint David Prince as Accounting Officer from 1 April 2004. They also noted the ODPM letter of 16 March 2004 regarding the Corporate Plan and <u>confirmed</u> their agreement to complete by July 2004 an initial assessment of a business case for relocation, taking into account the	CE/HoCS

specified criteria.

04/65 Referrals Unit Report

The board noted the report and approved the proposal for the future presentation of statistics.

04/66 SESO Report

The board noted the report. The SESO thanked those staff who worked on the relocation of the department over the previous weekend. She confirmed that recruitment of Investigators is ongoing with a mix of permanent and fixed term contracts to form a pool of Investigators.

The board noted that there had been an informal report from the Deputy LGO and asked for this to be forwarded to them.

SESO

The board also noted the proposal for minimal investigations for less serious matters. They were happy to proceed on this basis provided that legal advice supported the proposal. The board asked to be kept advised on this matter.

SESO

04/67 Finance Report

The board noted the report.

04/68 Human Resources Report

The board noted the report.

04/69 IT Report

The board noted the report. The Head of Corporate Services reported that the IT Manager, Bryan Wiggins, has resigned and the board expressed their regret.

04/70 Minutes of the Audit Committee held on 18 February 2004

The board noted the minutes.

04/71 Satisfaction with the Investigative Process

Gary Hickey, Research Adviser, joined the meeting to present the report. The board were pleased with the results although they noted that the survey was limited to just (a) and (b) findings.

04/72 Mediation

The board agreed that discussion on this item would be deferred to the May board meeting. A copy of Counsel's Opinion is to be sent to John Bowers.

HLS

04/73 Any Other Business

Staff Conference – the board noted that 22 June 2004 is now confirmed.

04/74 – Closed Items

04/81 The Board then went into closed session to consider confidential matters.

The next meeting will be held on Wednesday, 12 May at 10.00am

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Chair