

THE STANDARDS BOARD FOR ENGLAND

Board Meeting

Board Room
1st Floor, Cottons Centre
Cottons Lane, London SE1 2QG
23 June 2004
9.30am – 12.10pm

Meeting Minutes

- Present: Sir Anthony Holland, Chair
Patricia Hughes, CBE, Deputy Chair
John Bowers QC
Cllr Celia Cameron, CBE
Cllr Peter Chalke, CBE (from item 04/94)
Professor Alan Doig
Margaret Pratt
Roger Taylor
- Apologies: 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, Senior Ethical Standards Officer
Natalie Birtle, Ethical Standards Officer (part-time)
- Observers: James Elliott, Investigations Manager
Anne Rehill, Senior Policy Advisor

ACTION

The Chair opened the meeting by recording the Board's congratulations to Paul Sabapathy on being advanced to a CBE.

Apologies

Paul Sabapathy

04/105 Minutes of Board Meeting held on 12 May 2004 (Open Session)

The minutes of the meeting held on 12 May were approved and signed by the Chair.

04/106 Matters Arising

None.

04/107 Declaration of Board Member interests and forthcoming engagements

None.

04/108 Team Briefing

The Board noted the report. The Chair asked for congratulations to be passed to the Communications Team for the organisation of the Staff Conference on Tuesday, 22 June 2004 which the Board agreed was a very successful day.

04/109 Corporate Plan and Awayday Follow-up

Comments from the Board on targets were noted and that the Board had asked for the measurement of indicators under Objective 3 to be reviewed. The Board agreed the proposed priorities and performance measures, subject to the specific revisions

	made by the Board, and <u>further agreed</u> the in year changes required to the Corporate Plan.	HP&G
04/110	Revising the Referrals Criteria Moved to the Closed session.	
04/111	Private Capacity Allegations The Board <u>approved</u> the proposed raising of the referral threshold for private capacity cases as an interim arrangement, pending further discussion at the Board meeting on 21 July 2004 in conjunction with s66 criteria and the revision of the Referrals criteria. The Board will devote substantial time to this item on 21 July 2004.	HLS
04/112	Assessing Written Allegations The Board noted the commencement of the pilot scheme.	
04/113	Annual Report and Accounts 2003-04 and the Letter of Representation The Board <u>approved</u> the content of the Annual Report and Accounts 2003-04 and the re-drafted Letter of Representation, which was circulated at the meeting, subject to the subsequent agreement later that day of the Audit Committee who are responsible for detailed scrutiny of the Accounts. The Board congratulated the Head of Corporate Services on the progress made over the year.	HCS
04/114	Revision of the Expenses Policy The Board <u>approved</u> the adoption of the policy.	
04/115	Chief Executive's Report The Board <u>received</u> the Chief Executive's Report. They noted the update given on the s66 consultation results and that, due to time constraints, the Head of Policy and Guidance will consult with the Deputy Chair on the guidance which will then be circulated to Board members for their information.	HP&G
	With regard to Board Panels, Board members were asked to advise the EA to the Board of their availability.	Board/EA
04/116	Referrals Unit Report The Board noted the report.	
04/117	SESO Report The Board noted the report. The SESO asked Board members to note an error in the figures on Appendix A, Table 1 which should have reported that 100 cases were closed in May, not 99.	
04/118	Finance Report The Board noted the report.	
04/119	Human Resources Report The Board noted the report.	
04/120	Information Technology Report The Board noted the report and asked for confirmation at the July Board meeting that Communications and Policy & Guidance have access to the CMS.	HCS
04/121	Clearing the Holding Bay - update Natalie Birtle, Ethical Standards Officer, joined the meeting. The Board noted the report. They further noted that the proposed outsourcing is being tendered and asked that the result of this be brought back to the July Board meeting. Their concerns about the training of these outsourced staff, their location and the effect on the morale of in-house staff, and the suggestion of other firms to approach, were noted	SESO

04/122 Investigations – update on procedural changes

The Board noted the contents of the report.

04/123 Annual Assembly Update

The Board noted the report.

04/124 Corporate Risk Register

The Board noted the contents of the report and agreed that the Risk Register should be monitored by the Audit Committee at each of their meetings and reported to the Board annually.

HCS

04/125 Closed Items

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

04/128

The next meeting will be held on Wednesday, 21 July 2004 at 10.00am

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Chair