

THE STANDARDS BOARD FOR ENGLAND
Board Meeting

Board Room
1st Floor, Cottons Centre
Cottons Lane, London SE1 2QG
21 July 2004
10.00am – 12.50pm

Meeting Minutes

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

Apologies: Margaret Pratt

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, Senior Ethical Standards Officer
Natalie Birtle, Ethical Standards Officer (Item 04/140 only)

Observers: Eva Antao
Kylie Faulkner, Investigator
Nicholas Irwin, Investigator
Graham Lee (items 04/130 – 04/136 only)
Anne Rehill, Senior Policy Advisor

ACTION

04/130 Apologies
Margaret Pratt

04/131 Minutes of Board Meeting held on 23 June 2004 (Open Session)
The minutes of the meeting held on 23 June were approved and signed by the Chair.

04/132 Matters Arising
None.

04/133 Declaration of Board Member interests and forthcoming engagements
The Deputy Chair declared that she has done a piece of work for SOLACE in Wolverhampton.

04/134 Team Briefing
The Board noted the report.

04/135 Revising the Referrals Criteria
The Board adopted the revised referrals criteria set out in Appendix 2. They also agreed with Roger Taylor's suggestion that a 4th category should be included in paragraph 10. This is with regard to referrals which form a pattern of complaints

	about a particular authority indicating that the council is not functioning effectively.	HLS
04/136	Private Capacity Allegations The Board <u>approved</u> the adoption of a policy that means that private capacity allegations will be assessed on their individual merits by referral staff. However, the general policy will be that such allegations will only be referred for investigation where the private conduct is such as to be likely to reduce significantly public confidence in the member's ability to carry out official duties or otherwise call into question the member's fitness for office. This approval will take into account the comments made by John Bowers with regard to paragraph 14.	HLS
04/137	Progress on Guidance for Members – Lobbying and Related Matters The Board noted the consultation summary paper and approved the proposed amendments to the guidance subject to their comments. They also noted that Saravan Peacock, Policy Adviser, is leaving the Standards Board and asked for their thanks to be passed to him for his work on this project.	
04/138	Chief Executive's Report The Board <u>received</u> the Chief Executive's Report. They noted that the Board has been recalled to the Graham Committee on 9 September 2004.	
04/139	Referrals Unit Report The Board noted the report and expressed their pleasure that the figures are moving towards target.	
04/140	SESO Report The Board noted the report and the verbal update from Natalie Birtle, ESO for Holding Bay Team.	
04/141	Minutes of 23 June 2004 Audit Committee Meeting The Board noted the minutes and the verbal update given by Paul Sabapathy, Chair of the Audit Committee. The Chief Executive advised that he is meeting with Erica Mason from the NAO on Thursday, 22 July 2004.	
04/142	Finance Report The Board noted the report.	
04/143	Human Resources Report The Board noted the report.	
04/144	Information Technology Report The Board noted the report.	
04/145	Code Review The Board noted the areas suggested and made some further suggestions. It was also noted that the Deputy Chair will be speaking on this topic at the Annual Conference and that Board members must be given the opportunity to see this speech in advance.	HP&G
04/146	Freedom of Information Act The Board noted the report and the further work proposed to ensure compliance with the two Codes of Practice by January 2005.	HLS
04/147	Communications Update The Board noted the report. They also discussed the issues arising from the LGA Conference, and asked for a report on 'B' findings at the September Board Meeting.	HLS

It was also noted that Board members wish to discuss, later in the year, their role and the difficulties encountered when attending events on behalf of the Board.

04/148 Research Update

The Board agreed that they will extend the time of the Board Meeting on 20 October 2004 and will discuss the issues raised in this paper then.

HP&G

04/149 Closed Items

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

04/154

The next meeting will be held on Wednesday, 8 September 2004 at 10.00am

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Chair