

THE STANDARDS BOARD FOR ENGLAND
Board Meeting

Board Room
1st Floor, Cottons Centre
Cottons Lane, London SE1 2QG
4 June 2003
9.30am – 12.15pm

Meeting Minutes

- Present: Tony Holland, Chair
Patricia Hughes, CBE, Deputy Chair
John Bowers QC
Professor Alan Doig
Margaret Pratt
Paul Sabapathy, OBE
- Apologies: Cllr Celia Cameron, CBE
Cllr Peter Chalke, CBE
Roger Taylor
- In attendance: Allan B Cairns, Chief Executive
Tim Bailey, Head of Referrals Unit (part-time)
Tim Bogan, Communications Manager
Chris Boothman, Head of Legal Services
Matt Hammond, Finance Manager (part-time)
Gary Hickey, Research Analyst (part-time)
Paul Hoey, Head of Policy and Guidance
Steven Kingston, Ethical Standards Officer
Lindy Petts, Head of Human Resources (part-time)
Bryan Wiggins, IT Manager (part-time)
Alex Wood, Acting Team Leader – Referrals Unit (part time)

- 03/80 Apologies**
Celia Cameron, Peter Chalke and Roger Taylor
- 03/81 Minutes of Board Meeting held on 23 April 2003**
The minutes of the meeting held on 23 April 2003 were approved and signed by the Chair.
- 03/82 Matters Arising from the minutes of the meeting held on 23 April 2003**
Item 03/55 (03/37 – Options for closer working with the Audit Commission) – the Head of Policy and Guidance reported that officers had met with the Audit Commission in March and indicators relating to standards had been built into the district CPA. He will be reporting in full to the July Board Meeting.
Item 03/55 (03/40 – Chief Executive’s Report) – the CE reported that Codes of Conduct and Terms of Reference have now been received from all principal authorities.
Item 03/64 – Hiring of a 4th Ethical Standards Officer – interviews will be held this month.

ACTION

HP&G

03/83	Declaration of board member interests None	
03/84	Team Briefing The Board noted the report.	
03/85	Audit and Accounts The Board <u>approved</u> the Strategy for Internal Audit 2003/2006 and noted the first draft of the 2002/2003 Accounts to be included in the Annual Report. It is currently envisaged that the Final Accounts will be discussed at an Audit Committee Meeting on 27 June for approval at the following week's Limited Agenda Board Meeting – this is necessary in view of the very tight timescale for inclusion in the printed Annual Report which has to be with the ODPM by 17 July. All board members will be sent a copy of the Final Accounts. The Board noted that the Audit Committee will be meeting quarterly to review progress against the Strategy for Internal Audit. The Finance Manager will contact Margaret Pratt to discuss issues raised on future employer pension contributions.	Finance Manager
03/86	Corporate Plan/Business Plan The Board noted that refinements to the Plan are required but <u>agreed</u> that the Plan can be submitted to the ODPM subject to further discussions between officials and the Deputy Chair.	HP&G
03/87	Review of Team Briefings The Board <u>agreed</u> that team briefings should continue to be used as a means of communication between the Board and staff. They also noted that other internal communications issues are being considered by the Senior Management Team and asked that the outcomes are reported back to the Board.	Comms.Mgr
03/88	Learning and Development Implementation Strategy Alan Doig gave a verbal report to the Board and commended a Strategy developed by Merseytravel where he is a board member. The Board <u>agreed</u> that the Head of Policy and Guidance will study this Strategy and report back to the July Board Meeting on its appropriateness for the SBE.	HP&G
03/89	Chief Executive's Report The CE commented that items will be covered elsewhere in the meeting and asked the Communications Manager to give an update on the forthcoming Annual Conference. The Board noted that a dinner with Board members, staff and steering committee members is being held on the Sunday evening and <u>agreed</u> that wine may be served.	
03/90	Report on the Referrals Process The Board noted the report and statistical summary. On behalf of the Board, the Chair thanked the Acting Team Leader, Alex Wood, for his hard work pending the appointment of the Head of the Referrals Unit, Tim Bailey, who takes up his role on 9 June.	
03/91	SESO Report and Investigations Productivity Report The Board noted the contents of the Report.	

- 03/92 Finance Report**
The Board noted the report.
- 03/93 Human Resources Report**
The Board noted the report and asked the Head of Human Resources to report further at the July Board Meeting on a strategy to reduce the number of contractors, specifically in Investigations, to below 10% by the end of the year. **Head of HR**
- 03/94 IT Report**
The Board noted the report.
- 03/95 Colleague Conference**
The Board noted the report in Annex A which gives colleague feedback on the conference. They also noted the issues arising from the focus groups on the Good, Better, Best exercise which are being considered by the Senior Management Team and asked for a report back to the Board. **Comms.Mgr**
- 03/96 Research Strategy Update**
The Board noted the report.
- 03/97 – Closed Minute**
03/105 The Board then went into closed session to consider confidential matters.

The next meeting will be held on Wednesday, 23 July 2003 at 10.00am

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Chair