

THE STANDARDS BOARD FOR ENGLAND
Board Meeting

Board Room
1st Floor, Cottons Centre
Cottons Lane, London SE1 2QG
23 July 2003
10.00am – 12.30pm

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
Margaret Pratt
Paul Sabapathy, OBE
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
Allister Duncan, Head of Corporate Services
Matt Hammond, Finance Manager (part-time)
Paul Hoey, Head of Policy and Guidance
Lindy Petts, Head of Human Resources (part-time)
Bryan Wiggins, IT Manager (part-time)
Alex Wood, Acting Team Leader – Referrals Unit (part time)

Observers: Alexandra Szewczyk
Storm Westmaas
Neville Williams

ACTION

- 03/106 Apologies**
None
- 03/107 Minutes of Board Meeting held on 4 June 2003 (Open Session)**
The minutes of the meeting held on 4 June 2003 (open session) were approved and signed by the Chair.
- 03/108 Matters Arising**
None
- 03/109 Declaration of board member interests**
Margaret Pratt declared that she has been appointed a Governor of University College Northampton
Peter Chalke will shortly become a Council Tax payer in Westminster.
Roger Taylor declared that Pinnacle-psg group have taken on as clients Burnley Borough Council, Milton Keynes Council and Veredus Executive Resourcing

03/110	Team Briefing The Board noted the report.	
03/111	Approval of Accounts for the year ended 31 March 2003 The Board <u>approved</u> the Accounts for the year ended 31 March 2003 but noted that minor amendments may be required, mainly grammatical. The Chief Executive apprised the Board of the situation regarding disclosure of senior managers' salaries and other personal information. The Board <u>agreed</u> to accept the requirement to disclose this information although they recognised the rights of those affected to withhold their permission, as is their prerogative under data protection legislation.	HCS
	The Management Letter was discussed. The Chair had not been made aware of that letter. It was noted that it is still under discussion with the Auditors. It was also noted that an action plan has been drawn up which will be reviewed on a quarterly basis by the Audit Committee.	HCS
	The Board expressed their thanks to Matt Hammond, Finance Manager, whose leaving was being now reported and who will be leaving the Standards Board on Friday, 25 July 2003.	
03/112	Approval of Commitment to Office Move The Board asked for the situation regarding the OJEC process to be reviewed prior to approval being given to this recommendation.	CE
03/113	Influencing Strategy The Head of Policy and Guidance presented the paper and thanked Patricia Hughes and Michelle Witton, Senior Policy Adviser, for their contribution to the paper. The Board welcomed the paper but decided that they wished to discuss the issues raised in more depth at the 11 September Away Day.	HP&G
03/114	Strategic Plan – Quarterly Update The Head of Policy and Guidance presented the paper. Various amendments were suggested and the Board <u>approved</u> the list of targets within the Strategic Plan which were due for completion by the end of June and whether or not they had been met.	HP&G
03/115	Judicial Review and Decision of the APE Moved to Closed Items	
03/116	Board Away Day – 11 September 2003 The Head of Policy and Guidance presented the paper. The Board:- 1. <u>Agreed</u> to hold the away day “off site” 2. Did not agree to have an external facilitator 3. <u>Agreed</u> the following topics:- • Influencing Strategy • Referrals – delegation issue, lessons to be learnt and bullying • Presentation from Audit Commission	HP&G
	The Chief Executive reported that, owing to an oversight on his part, he would be on holiday at that time and therefore not able to attend.	

03/117	Chief Executive's Report The Board noted the Chief Executive's verbal report and also the written report on the Case Management System. It was <u>agreed</u> that the IT Manager will look into the amount of time set aside for training.	
03/118	Referrals Unit Report The Board noted the contents of the Report and asked the Head of the Referrals Unit to pass on their congratulations on the improved results.	HRU
03/119	SESO Report Before presenting her report, the SESO requested that Annex B should be moved to Closed Items which the Board agreed. The Board noted the report.	
03/120	Finance Report The Board noted the report.	
03/121	HR Report The Board noted the report and asked the Head of Human Resources to include information in forthcoming reports on staff turnover and reasons for leaving.	HHR
03/122	IT Report The Board noted the report.	
03/123	Impact of Elections on the level of Allegations The Board noted the report.	
03/124	Research Commissioning Update The Board noted the update.	
03/125	Learning and Development Strategy The Board noted the report and <u>agreed</u> that a strategy is required which pulls together requirements across the organisation and is then reported upon on an annual basis. Strategy to be placed before the Board at their November meeting.	HHR
03/126	Impact of the Corruption Act on the SBE The Board noted the report and asked the Chief Executive to bring this to the attention of the ODPM.	CE
03/127	Update on Service Complaints The Board noted the report and asked for a further report to come to the Board in August which incorporates the feedback from the LGA.	HLS
03/128	List of Consultants The Board noted the report.	
03/129	Quality Management System The Board noted the report and asked for a further report to come to the August Board Meeting which gives information on the aims, timescales and projected outcomes. The Deputy Chair and Alan Doig will work with the senior management team on this report.	SESO
03/130	Colleague Feedback The Board noted the report and the initiatives resulting from the consideration of feedback.	

03/131 FAQs

The Board noted the response developed and asked that the wording “in exceptional circumstances” be included in the final paragraph. They noted that this response will be placed on the website and in Bulletin 11.

HP&G

03/132 Communications Strategy Update

The Board noted the update and congratulated the Communications Manager and his team on the feedback from the Annual Assembly in Birmingham. With regard to the “Central London Event”, it was decided that this should be discussed further at the Board’s September Away Day.

HP&G

03/133 Closed Items

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

03/136

The next meeting will be held on Wednesday, 27 August 2003 at 10.00am

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Chair