

THE STANDARDS BOARD FOR ENGLAND

Board Meeting

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

Meeting Minutes

Present: Sir Anthony Holland, Chair
Patricia Hughes, CBE, Deputy Chair
Cllr Celia Cameron, CBE
Professor Alan Doig
Paul Sabapathy, OBE
Roger Taylor

Apologies: John Bowers QC
Cllr Peter Chalke, CBE
Margaret Pratt

In attendance: Tim Bogan, Communications Manager
Allister Duncan, Head of Corporate Services
Paul Hoey, Head of Policy and Guidance
Storm Westmaas, Legal Advisor
Bryan Wiggins, IT Manager (part-time)
Alex Wood, Senior Referrals Officer – Referrals Unit (part time)

Observer: Rebecca Jones

ACTION

- 03/137 Apologies**
John Bowers, Peter Chalke and Margaret Pratt
- 03/138 Minutes of Board Meeting held on 23 July 2003 (Open Session)**
The Chair reported that John Bowers had requested that his declaration be moved to the Closed minutes. The Chair had undertaken to do this but it will be discussed again when John Bowers is present. The minutes of the meeting held on 23 July 2003 (open session) were approved and signed by the Chair.
- 03/139 Matters Arising**
Item 03/116 – Board Away Day – 11 September 2003 – the Chair reported that the Away Day will now be held in house due to financial considerations
- 03/140 Declaration of Board Member interests**
Paul Sabapathy reported that he has resigned from the Standards Committee of Birmingham City Council
- 03/141 Team Briefing**
The Board noted the report.
- 03/142 Annual Assembly of Standards Committees 2004**
The Board noted the report and agreed that it would not be appropriate to seek sponsorship for the event but that the Standards Board should subsidise the event at the level suggested in the report. The Board also agreed that the dates can be confirmed with the venue but that no financial commitment is to be made and the Communications Manager was asked to advise the Board of the cancellation terms.

Comms.Mgr

03/143	Disability Discrimination Act Compliance The Board <u>agreed</u> with the recommendations that: <ul style="list-style-type: none"> • Genus Group will undertake a premises audit • A separate disabled toilet facility will be constructed as part of the upcoming office renovation subject to approval from our direct landlord. 	HCoS
03/144	Chief Executive's Report No report.	
03/145	Referrals Unit Report The Board noted the contents of the Report and asked the Senior Referrals Officer to thank the team for their efforts.	SRO
03/146	SESO Report The Board noted the report.	
03/147	Finance Report The Board noted the report. The Head of Corporate Services advised the Board of the work being done on analysing this year's spending. A detailed forecast will be available for discussion at the Board Away Day on 11 September 2003.	HCoS
03/148	HR Report The Board noted the report. The Head of Corporate Services reported that he plans to bring to the October Board Meeting the recruitment plan for the next 6 months.	HCoS
03/149	IT Report The Board noted the report. The IT Manager was asked to notify the Deputy Chair of any issues that may cause a delay to the CMS.	ITM
03/150	Quality Management System – Process Update The Board noted the report.	
03/151	Feedback from Local Government Association Conference The Board noted the report.	
03/152	Discussion of Ethics and Standards The Board noted the report and gave their support, in principle, to the aims but asked for a further report to come back to the October Board containing more information about costs and benefits.	HP&G
03/153	Tendering The Board noted the report and that discussions are ongoing with ODPM. A further report will be made to the October Board Meeting.	HCoS
03/154	Closed Items	
–	The Board then went into closed session to consider confidential matters.	
03/155		

The next meeting will be held on Wednesday, 8 October 2003 at 10.00am

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Chair