

# THE STANDARDS BOARD FOR ENGLAND

## Board Meeting

Board Room  
1<sup>st</sup> Floor, Cottons Centre  
Cottons Lane, London SE1 2QG  
19 November 2003  
9.30am– 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: John Edwards OBE, Interim Chief Executive  
Tim Bailey, Head of Referrals (part-time)  
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

- 03/189** The meeting was preceded by a presentation from MORI on their research into attitudes to SBE Guidance and also an indication of what guidance members and officers require in the future.
- 03/190 Apologies**  
None
- 03/191 Minutes of Board Meeting held on 8 October 2003 (Open Session)**  
The minutes of the meeting held on 8 October 2003 (open session) were approved and signed by the Chair.
- 03/192 Matters Arising**  
**Item 03/169 – Delegation of Referrals** – Board Referrals Group to meet late January.
- 03/193 Declaration of Board Member interests**  
Roger Taylor declared an interest in Doncaster MBC  
Patricia Hughes declared an interest in the London Borough of Ealing  
Both Board members have notified these interests in writing to the Chief Executive.
- 03/194 Team Briefing**  
The Board noted the report.
- 03/195 Update on Budget 03/04**  
The Board noted the report.

**ACTION**

**EA**

The Chair reported on his meeting with the Minister on 17 November during which it was confirmed that additional funding would be available for the current year but that the situation for next year will not be known until January. The Minister had also confirmed that the office expansion can proceed but it was agreed that written confirmation must be obtained before any commitments by the SBE are made.

The Board discussed the proposals of the Lyons Report for government departments to relocate outside London. It was agreed that this will be reviewed as part of the Corporate Plan but the board expressed its concern that this would mean the organisation losing the majority of its staff and therefore its "memory" at too early a stage in its development.

The Board agreed that the Recruitment Authorisation Panel can be disbanded and that recruitment decisions will be made by the Chief Executive with the exception of those posts which require referral to the Board.

**03/196 Budget 2004/05**

The Board noted the report and the financial risks and consequences and also noted that the Head of Corporate Services will be working with the management team to reduce the level of expenditure currently indicated.

HCS

**03/197 Corporate Plan 2004/07**

The Board approved the Corporate Plan for 2004/07 subject to a section being added, with the Chair's agreement, committing the Board to carry out a review of accommodation needs in response to the Lyons Report. The Board further agreed to carry out a review of the assumptions contained in the Corporate Plan, when appropriate.

**03/198 Pay Structure and Pay Management Guide**

Moved to closed items

**03/199 Communications Strategy**

The Board considered and approved the strategy with some amendments.

Comms.Mgr

**03/200 Draft Programme for 3<sup>rd</sup> Annual Assembly of Standards Committees**

The Board considered the draft programme and made suggestions for other areas to be covered and timing.

Comms.Mgr

**03/201 Guidance on Local Investigations**

Guidance still being drafted.

HP&G

**03/202 Guidance on Lobby Groups and related issues**

The Board noted that Counsel's Opinion is still awaited. The Board deferred consideration of the approach taken and noted that the Head of Policy and Guidance will continue working on this guidance with the Deputy Chair.

HP&G

**03/203 Review of Adjudication Panel Outcomes**

The Board noted the report and agreed with the suggested approach for the follow up of tribunal recommendations.

HP&G

The Chair will be meeting with the President of the Adjudication Panel early next year and will discuss this issue with him then.

EA

**03/204 Chief Executive's Report**

The Board received the report and noted that further reports will be submitted on business planning and management and on accountabilities and responsibilities to Board Meetings in January and February 2004.

CE

- 03/205 Referrals Unit Report**  
The Board noted the report and congratulated the team, particularly Nichole Clark who leaves the SBE next week, on reducing the backlog.
- 03/206 SESO Report**  
The Board noted the report.
- 03/207 Finance Report**  
The Board noted the report.
- 03/208 Human Resources Report**  
The Board noted the report.
- 03/209 IT Report**  
The Board noted the report and thanked the IT team for their work on the CMS project.
- 03/210 Strategic Plan – Quarterly Update**  
The Board noted the list of targets. The Head of Policy and Guidance will supply further information to Board members with regard to item A.2 – 2.4. **HP&G**
- 03/211 Compliance with Equality Legislation**  
The Board noted the report and also that progress will be reported in March 2004. **HLS**
- 03/212 Work with the Audit Commission.**  
The Board noted the report and commended the Senior Policy Adviser for a good piece of work.
- 03/213 Feedback from Party Conferences**  
The Board noted the report.
- 03/214 Any Other Business**  
  
**Delegation of Board Functions**  
The Board resolved to delegate, with immediate effect, its referrals function in accordance with its decision at its meeting of 8 October 2003, recorded in the Board’s minutes at 03/169.
- 03/198 Closed Items**  
+ The Board then went into closed session to consider confidential matters.
- 03/215**  
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- 03/217**

**The next meeting will be held on Thursday, 8 January 2004 at 9.30**

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Chair