

# BOARD MINUTES

**Meeting:** Board meeting  
**Date:** Tuesday 24 March 2009  
**Time:** 13.00 – 15.30  
**Location:** The Lowry Centre, Salford Quays

**Attendees:** Dr Bob Chilton, Chair  
 Professor Judy Simons, Deputy Chair  
 Lizzie Abderrahim  
 Paul Gott  
 Elizabeth Hall  
 Councillor Mehboob Khan  
 Councillor Stephen Knight

**Apologies:** Councillor Sir Ron Watson  
 Councillor Shirley Flint  
 Mike Kendall (resigned)

**In attendance:** Glenys Stacey, Chief Executive  
 Richard Scott, Head of Communications  
 Paul Hoey, Director of Strategy and Guidance  
 Freda Sharkey, Acting Head of Legal  
 Anne Rehill, Advice and Guidance Manager

**Minutes:** Claire Chadwick, EA to the Board and Chief Executive

Item No.	Subject	Action
09/19	<b>Apologies</b>  Councillor Sir Ron Watson Councillor Shirley Flint Mike Kendall (resigned)	
09/20	<b>Minutes of the January 2009 Meeting (open session)</b>  The minutes were <u>approved</u> and signed by the Chair.	

Item No.	Subject	Action
09/21	<b>Matters Arising</b>	
	The Board <u>noted</u> that Mike Kendall had resigned and asked the Chair to write to him on their behalf expressing their thanks and very best wishes.	BC/GS
09/22	<b>Declaration of Board member interests</b>	
	The Chair asked each Board member to declare any interests.  ▪ None declared	
09/23	<b>Chair's report (oral)</b>	
	The Chair stated that he had covered the items he wanted to discuss at the away day held over the last few hours and thanked everyone for their participation.	
	He voiced his opinion on the annual appraisal system for Board members and suggested that as he had spoken at length to the majority of the Board following recent appointment and reappointment processes it was not timely to do so. With respect to the Board's appraisal of himself, he asked that members raise any issues and feedback via the Deputy Chair who could then assimilate and share with him. It was <u>agreed</u> that the Board would go down the formal appraisal route next year.	JS/GS
09/24	<b>Board members feedback</b>	
	Paul Gott reported that he had attended The Guardian Public Services Summit in February.	
	Elizabeth Hall attended the London Council's Conference in Westminster.	
	Steven Knight has been asked by his party leadership to speak about standards issues at a forthcoming youth conference.	
	Lizzie Abderrahim attended the Independent Members' Forum.	
09/25	<b>Chief Executive's report</b>	

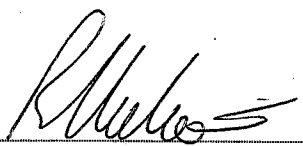
Item No.	Subject	Action
	<p>The Chief Executive introduced her report to the Board and presented the updated Corporate Scorecard, HR Dashboard and Risk graphic for review.</p> <p>The Board discussed the progress being made in internal governance and <u>noted</u> the overall picture in the March corporate scorecard was stable and improving in areas.</p> <p>The proposition for evaluation of the local standards framework was discussed and the Board <u>noted</u> that it had been agreed by the Department for Communities and Local Government. The sequence and timing of the three proposed reports was debated and the Board <u>determined</u> that the first review should be timed for publication shortly following the anniversary of the local arrangements, 8 May 2009.</p>	PH
	<p>Secondly, a more contextual report on the first year of the local arrangements was outlined which the Board <u>agreed</u> should be of specific interest to those in the standards community and in the wider regulated community. It was therefore <u>agreed</u> this should be timed to inform the Annual Assembly later this year.</p>	RS
	<p>Thirdly, the Board <u>agreed</u> a wider scope review of the standards framework should be commissioned for completion by December 2009.</p>	GS
	<p>The Board considered the February Risk Graphic. Risk eight (resources will not match requirements) and risk eleven (staff and skills mismatch) increased in February as the strategic regulation work increased, however the Board <u>noted</u> that these risks are now receding as the organisation's budget for 2009 – 2010 becomes more certain. The Board <u>agreed</u> it would be timely to consider these risks in detail at the next meeting as role definition and recruitment gets underway in Organisation Design. Risk one (poor local case handling) would be considered at the meeting scheduled on 7 July 2009.</p>	GS
	<p>The Board <u>received</u> the report.</p>	
09/26	<b>Management information report</b>	
	<p>The Board <u>noted</u> the improved format and content of the Report.</p> <p>The Chief Executive informed the Board that the newly appointed interim Head of Investigations, Steve Bannister, has been tasked with active oversight of performance. She also reported on the age of open cases and the Board <u>noted</u> that Project Excellence is expected to drive improvement in time taken.</p>	

Item No.	Subject	Action
	<p>The Board considered the media coverage figures and stated that they did not give sufficient information. They requested that the Head of Communications look at the value of tracking and making a judgment of the impact on the reputation of the local standards framework. The Board suggested that there was a lot of potential to promote and communicate key messages in how case outcomes are presented.</p>	RS
09/27	<p><b>Law Society Consultation paper</b></p>	FS
	<p>The Board considered the proposed consultation response and <u>noted</u> that the Acting Head of Legal had liaised with Paul Gott and Mike Kendall to agree content.</p>	FS
	<p>The Board <u>agreed</u> the Acting Head of Legal should liaise with the Department for Communities and Local Government and also add a paragraph relating to employers ensuring that skills were up to speed before submitting the response.</p>	FS
	<p>The Board <u>accepted</u> the report.</p>	FS
09/28	<p><b>Business plan</b></p>	GS
	<p>The Board signed off the presentation and style of this internal control document and <u>agreed</u> that the final iteration will come back for information.</p>	GS
	<p>The recent literature review which had looked into factors behind ethical collapse was discussed and it was agreed that the Director of Strategy and Guidance would circulate this electronically to the Board for their information.</p>	PH
	<p>The Board <u>noted</u> the report.</p>	PH
09/29	<p><b>Scheme of delegation and appointment of investigation staff and ethical standards officers</b></p>	GS
	<p>The Board <u>noted</u> the appropriate delegation arrangements following the retirement of the Director of Casework and <u>confirmed</u> Mr Richard Owen as an interim Ethical Standards Officer. They <u>agreed</u> that a full scale review should be completed following the organisation design review first phase.</p>	GS
09/30	<p><b>2009 Annual Assembly update</b></p>	
	<p>The Board <u>noted</u> the development of the 2009 annual assembly as set</p>	

Item No.	Subject	Action
	out in the report and <u>agreed</u> the basis for the financial planning of the 2009 event as set out in paragraph 6.2.	RS/NG
<b>Councillor Mehboob Khan left the meeting</b>		
09/31	<b>Corporate Plan</b>	
	The Board <u>noted</u> the final version of the corporate plan was submitted to The Department for Communities and Local Government last month following approval by the chair and deputy chair.	
	The Chief Executive informed the Board that a meeting had been set up with The Department for Communities and Local Government to discuss the budget and that she would update them electronically once this has taken place.	GS
09/32	<b>Political consultants</b>	
	Councillor Stephen Knight declared an interest. The Chair noted Councillor Knight's interest and stated that had Councillor Mehboob Khan and Councillor Sir Ron Watson been here they would probably have also declared an interest at this point.	
	The Board discussed the proposal to take forward external support to local authorities, subject to a number of technical and diversity issues.	PH
	The Board <u>noted</u> the need to seek closer co-operation with the Improvement and Development Agency (IDeA) rather than recruiting our own cadre at this stage, but <u>agreed</u> to receive a review of this initiative in one year's time.	PH
09/33	<b>Members' expenses</b>	
	The Board <u>noted</u> the expenses policy was last reviewed in relation to board members in January 2006. They <u>agreed</u> that in the current climate of increased scrutiny and transparency this initiative and review was very timely.	
	The Board <u>agreed</u> to adopt the policy set out in the report which will align current arrangements with those for senior staff, but expressed their desire for an immediate review which would include contractual arrangements with the current supplier, the cost of open and advance tickets and accommodation arrangements.	FS
	The Board debated virtual attendance at meetings and asked that the	

Item No.	Subject	Action
	environmental policy be considered here. The Chief Executive <u>agreed</u> that this would be reviewed.	GS
09/34 - 09/39	<b>The Board then went into closed session</b>	

The next meeting will be held on Tuesday 19 May 2009



Signed as a correct record on 19 May 2009  
(Dr Bob Chilton) Chair