

BOARD MINUTES

Meeting: Board meeting
Date: Tuesday 16 September 2008
Time: 14.00 – 17:00
Location: Birmingham and Midlands Institute, Margaret Street, Birmingham

Attendees: Dr Bob Chilton OBE, Chair
Professor Judy Simons, Deputy Chair
Lizzie Abderrahim
Councillor Shirley Flint
Paul Gott
Elizabeth Hall
Mike Kendall
Councillor Sir Ron Watson CBE

Apologies: Councillor Mehboob Khan

In attendance: Glenys Stacey, Chief Executive
Richard Scott, Head of Communications
Navin Gokool, Head of Governance and Client Services
Paul Hoey, Director of Strategy and Guidance
Hazel Salisbury, Director of Casework
Freda Sharkey, Acting Head of Legal
Louisa Fyans, Policy Manager

Minutes: Claire Chadwick

The Chair welcomed everyone to Birmingham and read out the Health & Safety regulations for the venue.

Item No.	Subject	Action
08/82	Apologies	
	Councillor Mehboob Khan	

08/83 Minutes of 16 July 2008 Meeting (open session)

The minutes were approved and signed by the Chair.

08/84 Matters Arising

There were none.

08/85 Declaration of Board member interests

The Chair asked each Board member to declare all their interests.

- Councillor Shirley Flint – noted that her Council (North Kesteven District Council) is listed in the table showing incomplete returns at item 08/97.
- Mike Kendall – noted that his previous Council is also named in item 08/87. He further informed the meeting that this information relates to after his retirement.

08/86 Chair's report (oral)

The Chair informed the meeting that he had met with a number of key people/stakeholders in the period since the last Board meeting and had recently attended the Liberal Democrat Party Conference. He further reported that he would be attending both the Labour and Conservative Party conferences later in the month.

The Chair reported that the Department for Communities and Local Government had advertised the Standards Board for England Liberal Democrat Board member vacancy and that the closing date had been set as 22 September 2008.

The Board noted that they would be receiving detailed briefing packs from the Communications Department relating to their role at the Standard Board for England's Annual Assembly taking place in October.

08/87 Board members feedback

- Mike Kendall
 - attending ACSeS meeting on 3 October by invitation.
 - Speaking at ACSeS fringe event at the SBE Annual Assembly in October
 - Speaking at the Monitoring Officer Conference in Feb/March 09 (date yet to be confirmed)
- It was agreed that the Board Panel structure should be reviewed in line with the new role of strategic regulator.
- Lizzie Abderrahim wished to note for the record that the

induction information she had received since joining the Board had been extremely helpful.

08/88 Chief Executive's report

The work relating to local authority partnerships and standards was discussed and the extent to which the Board wished to develop the organisation's role. It was agreed that this would be discussed further at the Board away day.

The Board noted the work being done with the Department on its proposed consultation on an Officers' Code and on amendments to the Members' Code of Conduct. The Board briefly considered the issues and agreed to discuss further at the SBE away day.

The Board were informed by the Acting Head of Legal that in the 2000 Act the Standards Board for England are not listed as consultees but noted that we are being consulted.

The Board noted the content of the report.

08/89 Board Members' Code of Conduct

This item was discussed in the Closed section of the meeting.

08/90 Response to Comprehensive Area Assessment Consultation

The Board noted that the Audit Commission had invited responses to their latest Comprehensive Area Assessment (CAA) proposals and that the deadline for response was 20 October 2008.

The Board agreed that the Chief Executive should write to the Audit Commission to confirm the position of the Standards Board for England.

The Board noted the report and agreed a positive response.

08/91 Guidance to Ethical Standards Officers

The Board noted the guidance for ethical standards officers had been reviewed by an external legal advisor (Andrew Lockley of Irwin Mitchell) and approved it as an overarching statement.

It was agreed that more specific papers will be produced as part of, and arising from, the review of the investigations process currently being undertaken. It was further noted that this more detailed guidance will need to be reviewed from time to time to take into account changes in legislation etc. The Board agreed to delegate

approval of such guidance to the Chief Executive, in consultation with a champion nominated by the Board. Retrospective approval could be sought from the Board if needed.

Board Champion volunteers were requested and Mike Kendall was nominated and agreed.

08/92 Memorandum of Understanding with the Local Government Ombudsman

The Board approved the report and authorised the Chair to sign.

08/93 Client Services Report

The Board noted the under-spend in the Referrals Unit and in Investigations and were informed that a re-allocation process is underway. It was further noted that a finance event would be held in October to look at this issue in detail.

The Board noted the report.

08/94

– The Board then went into closed session.

08/100

The next meetings will be held on Tuesday 19 November 2008 at 11.00 a.m. at Griffin House, Manchester.



Chair