

Board Minutes (open)

Meeting:
Board meeting

Time:
11.00 – 15.30

Date:
18 January 2011

Location:
Board Room, Griffin House

Attendees:
Dr Bob Chilton, Chair
Prof Judy Simons, Deputy Chair
Lizzie Abderrahim
Elizabeth Hall
Cllr Mehboob Khan
Cllr Stephen Knight
Cllr Sir Ron Watson

Apologies:
Cllr Shirley Flint
Paul Gott

In attendance:
Glenys Stacey
Steve Barrow
Paul Hoey
Vivienne Horton
Tim Leslie
Freda Sharkey
Natalie Ainscough
Claire Chadwick
Richard Broom (item 11/15 only)

Minutes:
Claire Chadwick

Item No.	Subject	Action
11/01	Apologies Cllr Shirley Flint and Paul Gott sent their apologies.	
11/02	Board to resolve which papers are open and closed The classification for all items was <u>agreed</u> as stated on the agenda.	
11/03	Minutes of the meeting held on 14 December 2010 (open session) The minutes were <u>agreed</u> as a correct record and signed by the Chair.	

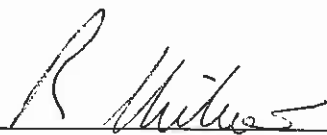
11/04	<p>Matters arising</p> <p>PH presented his report of ongoing board actions, which was <u>noted</u> by the Board.</p>	
11/05	<p>Declarations of board member interests</p> <p>There were none.</p>	
11/06	<p>Chair's report (oral)</p> <p>The Chair informed the Board that he had recently sat in on a DCLG Select Committee hearing on Localism and also attended the City of London Government dinner.</p>	
11/07	<p>Board members' feedback (oral)</p> <p>Elizabeth Hall reported that she would be meeting with the Chair of Tower Hamlets Standards Committee next week and would provide any feedback at the next Board meeting.</p> <p>Lizzie Abderrahim stated that Gloucester City Council had taken the decision for its Standards Committee not to meet regularly, as they have not received any complaints.</p> <p>Councillors Khan and Watson separately updated Board members on recent meetings they had attended.</p>	
11/08	<p>Chief Executive's report</p> <p>The Chief Executive presented her report to the Board. This reviewed operational performance and risk, and set the context for other open papers.</p> <p>The Board <u>noted</u> that operational performance remains exceptionally good, although fluctuating a little from month to month due to the nature of individual cases.</p> <p>The Board were pleased to note that staff absence remains well below the national and public sector average and were heartened to see performance being maintained. The Board <u>acknowledged</u> that the absence figures were testament to those working here and offered their formal thanks to staff.</p> <p>The Board were informed that organisational risks have remained static since the last meeting. They then discussed the risk relating to the uncertainty around the</p>	

	<p>legislation timetable and possible elongation. The Chair stated that the trajectory will become clearer over the next few months now that the Parliamentary process has started. The Chief Executive suggested that the Board could review this further in July.</p> <p>The report was <u>received</u>.</p>	PH
11/09	<p>Chief Executive recruitment update (oral)</p> <p>The Chief Executive updated the Board on the current recruitment proposal. It was <u>noted</u> that interviews for the Interim Chief Executive post would take place in the office on 25 January 2011, with a decision made promptly afterwards, subject to CLG approval of the post. The Board <u>agreed</u> to delegate the appointment to an Interview Panel, comprised of the Chair, the Deputy Chair, and a representative from the Department.</p> <p>The Board were informed that due to constraints on the public purse a business case had been put forward and we were currently awaiting ministerial decision. Candidates had therefore been informed that decisions made would be contingent on positive agreement from the Department.</p> <p>The Board <u>noted</u> the verbal update.</p>	
11/10	<p>Project Excellence Closure</p> <p>Judy Simons introduced the report and explained the background and objectives to Project Excellence.</p> <p>It was <u>noted</u> that the project was now complete and results have been delivered. The Board <u>acknowledged</u> that it was unfortunate we will not now feel the benefits of this project, but <u>noted</u> that procedural changes and improvements had been made in advance of the close of the project which had benefited the organisation.</p> <p>A concern was raised around escalating costs during the life of the project. The Chief Executive responded that the closure report had looked at this and had identified a governance issue, however although cost was outside the budget for the programme it was still within the budget of the organisation. The Board <u>acknowledged</u> lessons had been learned.</p> <p>The Board expressed their appreciation to the staff for the work put into this project, acknowledging the high customer satisfaction ratings and good results.</p>	

	<p>The Board <u>requested</u> the senior team look into who else could benefit from this work or if it could be shared with other public bodies.</p> <p>The Board <u>noted</u> the report.</p>	CEO
11/11	<p>Closure Programme</p> <p>The Director of Standards updated the Board on the closure programme. He stated that staffing arrangements are in place and informed the meeting that a closure board meeting would take place on Friday this week.</p> <p>The Board <u>noted</u> that the draft Localism Bill, which will bring about the abolition of Standards for England had its second reading in the House of Commons on the previous day, and as anticipated, the Bill made no provision for the transfer of any of SfE's functions to another body. The closure programme is therefore currently proceeding on the basis that there will be no legacy arrangements.</p> <p>The Board considered the risk of legislative timetable uncertainty and requested that this be given more weight. The issue of signing off the final accounts after the formal closure of the body was also discussed and the Board stated that this would need to be embedded into the document.</p> <p>The Chair stated that as closing the organisation is now our principal task, it would be appropriate to have a report back as to where the closure programme board is up to at each Board meeting. This was <u>agreed</u>.</p> <p>The Board <u>noted</u> the progress made to date on the closure programme and <u>approved</u> the Project Definition document.</p>	SB SB
11/12 – 11/15	<p>These papers were considered in the CLOSED section of the meeting.</p>	
11/16	<p>Any other business</p> <p>The Board <u>noted</u> Audit Committee was being held in the office later that day.</p> <p>The Chair <u>noted</u> that this was Glenys Stacey's last Board meeting. He expressed his own personal appreciation and gratitude, stating he felt she had been fundamental in transforming the performance of the organisation. The Board members acknowledged the Chair's statement and</p>	

	also conveyed their appreciation and gratitude, wishing her all the best.	
	The Chief Executive thanked the Board and her team.	
	The Board went into closed session.	

The next meeting will be held on 2 March 2011



Chair

19/4/11

