

Board Minutes (open)

Meeting:
Board meeting

Time:
11.00 – 15.30

Date:
19 October 2010

Location:
Board Room, Griffin House

Attendees:
Dr Bob Chilton, Chair
Prof Judy Simons, Deputy Chair
Lizzie Abderrahim
Cllr Shirley Flint
Cllr Mehboob Khan
Cllr Stephen Knight

Apologies:
Elizabeth Hall
Paul Gott
Cllr Sir Ron Watson

In attendance:
Glenys Stacey
Steve Barrow
Paul Hoey
Vivienne Horton
Tim Leslie
Freda Sharkey
Natalie Ainscough
Claire Chadwick
Gerry Dominey (item 10/124 part two only)
Richard Broom (item 10/129 only)

Minutes:
Kaitlin Kmicic

Item No.	Subject	Action
10/111	<p>Apologies</p> <p>Elizabeth Hall, Paul Gott and Cllr Sir Ron Watson sent their apologies.</p>	
10/112	<p>Board to resolve which papers are open and closed</p> <p>The classification for all items was <u>agreed</u> as stated on the agenda.</p>	
10/113	<p>Minutes of the meeting held on 20 July 2010 (open session)</p> <p>The minutes were <u>agreed</u> as a correct record and signed by the Chair.</p>	

10/114	<p>Matters arising</p> <p>PH presented his report of ongoing board actions, which was <u>noted</u> by the Board.</p>	
10/115	<p>Declarations of board member interests</p> <p>There were none.</p>	
10/116	<p>Chair's report (oral)</p> <p>The Chair introduced four tabled papers.</p> <p>First he introduced a letter received from Bob Neill MP, following up on the meeting they had had on 15 September and detailing the Government's proposals. Also, the first draft of a response. The Chair asked that comments on the response be given in the later discussion relating to Government legislative proposals (10/123), when all had had a chance to read both letters.</p> <p>Next the Chair discussed a speech made by Chris Kelly to CIPFA, noting that he gives robust support to a mandatory national code of conduct. The Board <u>noted</u> this and agreed to give any observations to the Chair.</p> <p>Finally, The Chair introduced a letter he had received from Vince Cable MP, regarding coalition commitments to reducing regulation. GS agreed to draft a reply for Bob, mentioning the Proportionality Upgrade that SfE submitted.</p> <p>The Chair informed the meeting that all Board members' appraisals had been completed and thanked the Board for their input.</p> <p>The Chair <u>noted</u> that the Board meeting scheduled for 22 February 2011 had been rearranged for 02 March. He suggested that the meeting scheduled for 19 April 2011 may be problematic due to the Easter Break, so it was <u>agreed</u> that alternative dates would be considered to see if they are preferable.</p>	<p>GS</p> <p>KK</p>
10/117	<p>Board members' feedback (oral)</p> <p>Shirley Flint informed the meeting that she had attended a Lincolnshire forum of standards committees in September, and had received a positive reception.</p> <p>Stephen Knight, Shirley Flint and Mehboob Khan informed the meeting that they had attended meetings of their LGA</p>	

	<p>party political groups in September, and Mehboob Khan also noted that there will be a meeting of the LGA Labour leadership team on 10 November.</p>	
10/118	<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> and commended operational performance as reported in the dashboard. .</p> <p>The Board were informed that Project Excellence is now at closure stage. A final meeting will review the achievement of project objectives. The closure programme for the organisation is now being established, with project documentation to be submitted to the board.</p> <p>The Board noted the current financial position, a relevant consideration when considering next steps in the headcount reduction strategy. It was <u>noted</u> that the Audit Committee will monitor the organisation's application of resources to both day-to-day work and to matters more relevant to abolition, but that the Board remains ultimately responsible.</p> <p>It was agreed that the base scenario (relevant to determining the rate of headcount reduction) would be considered once the other papers relevant to it had been discussed.</p> <p>The Board reviewed and <u>agreed</u> the organisation's amended risk profile. Minor amendments were agreed to three risk descriptors, to improve their accuracy.</p> <p>The Board accepted the proposals for Christmas opening hours.</p> <p>The report was <u>received</u>.</p>	<p>TL GS</p> <p>SB</p>
10/119	<p>Corporate risk policy</p> <p>The Board <u>received</u> the report and <u>agreed</u> the revised Risk Policy, noting that it is laid out in a clear and helpful way.</p>	
10/120	<p>HR policies update</p> <p>GS introduced the report. She explained why the policies had been reviewed and confirmed that union comments on the proposals had been received (see drafts) and were being considered.</p>	

	<p>The Board discussed the draft Reference Policy and the difficult balance to be struck. They <u>agreed</u> that the important points were: a) accountability (with personal and employment references clearly differentiated); b) reciprocity (regarding the standard references Standards for England is willing to give and what Standards for England expects from other organisations); c) consistency; and finally d) fairness to members of staff.</p> <p>The Board noted the inconsistency of requesting those providing references to us with a format, which we would not complete if it were requested of us. GS agreed to follow this up.</p> <p>Lizzie Abderrahim commended the equality impact assessments produced in relation to each of the proposed policies, and <u>agreed</u> to discuss specific points with the HR manager in the break.</p> <p>The Board <u>agreed</u> the revised policies and the new Reference Policy, and authorised the Chief Executive to work through any outstanding union comment.</p>	<p>GS</p> <p>GS</p> <p>LA</p> <p>GS</p>
10/121	<p>Implications of new Equality Act on HR issues</p> <p>FS talked through the main changes to equality legislation. These included the move to 'protected characteristics' and discrimination by association. Implications beyond HR were discussed briefly, including communications with customers.</p> <p>The Board thanked FS for this summary and for the paper, both of which were felt to be very useful. It was <u>noted</u> that the provision of an external workshop for all staff (recommendation 4) would be difficult to justify, so a less resource intensive way of informing staff might be needed.</p> <p>The recommended review of current pay structure was discussed. This will be a relatively short process to validate the current structure, as a full review was carried out last year with equality at the forefront.</p> <p>The Board <u>agreed</u> the report.</p>	<p>GS</p>
10/122	<p>Programme for Closure</p> <p>The senior management team and other staff were asked to leave the room for this item, except for Glenys Stacey (as accounting officer), Freda Sharkey (for legal advice) and Kaitlin Kmicic (to minute).</p>	

	<p>GS introduced the report and set out the proposed roles of the Steering Group and the Programme Board. These were briefly discussed and <u>agreed</u> as appropriate.</p> <p>It was <u>noted</u> that headcount reduction will be governed separately from the closure programme, with the Board deciding strategy for this and Judy Simons and Elizabeth Hall providing detailed oversight, as with the previous scheme.</p> <p>The Board <u>agreed</u> the objectives for the closure programme.</p>	JS/EH
10/123 & 10/124	These papers were considered in the closed section of the meeting.	
10/125	<p>An assessment of local standards activity</p> <p>The Board <u>noted</u> the report, and asked that VH continue monitoring and report back in each future Board meeting.</p>	VH
10/126	<p>Human resources and people strategy update</p> <p>The Board <u>received</u> the report.</p>	
10/127 & 10/128 & 10/129	These papers were considered in the closed section of the meeting.	
10/130	<p>Any other business</p> <p>The Board considered the need for a meeting on 23 November. They <u>agreed</u> to keep all forthcoming meetings in their diaries for now, and the Chair will consider whether there is a need for a full meeting or for electronic business for each of these once a draft agenda is put together.</p>	All
	The Board went into closed session.	

The next meeting will be held on Tuesday 23 November 2010.



 Chair

