

LBRO

Local Better Regulation Office

BOARD MEETING

Minutes of the 15th Meeting of the LBRO Board
Held on 02 June 2009
The Axis, 10 Holliday Street, Birmingham B1 1TG

Present:	Clive Grace	Chair of LBRO Board
	Robin Dahlberg	Board Member
	Uday Dholakia	Board Member
	Michael Gibson	Board Member
	Ann Hemingway	Board Member
	Rob Leak	Board Member
	David Thurston	Board Member
	Graham Russell	CEO and Board Member
In attendance:	Carol Brady	Project Director
	Sarah Smith	Director of Delivery & Performance
	Richard Wilson	Head of Resources and Corporate Services
	Lynne Howard	Chair & Board Support Officer
	Rekha Lodhia	Policy & Board Support Manager
	Kate Cross	Policy Manager, Strategy (Item 3)
	Erica Butler	Senior Policy Analyst (Item 5.1)
	Duncan Johnson	Policy Manager (Item 6.1)
	Ffiona Kyte	Policy Manager, Research (Item 7.1)

**Person
Responsible
For Action**

Tuesday 02 June 2009: BOARD MEETING

1. WELCOME

The Chair, Clive Grace, welcomed everyone to the Board meeting.

1.1 Declarations of Interest

The declarations of interest had been refreshed and this will be done on an annual basis.

There were no new declarations of interest.

1.2 Apologies

Apologies were received from Rebecca Marsh, Jane Martin and Wendy Rimmer.

1.3 Minutes of previous meeting and summary of outstanding actions

Minutes:

In future minutes, the heading of Decision to be removed, and to be more explicit about whether the Board accepted, decided or noted an item.

Item 6.2: Rogers' Review – this item to be put on the next agenda for the meeting with BRE.

The minutes were approved as an accurate record of the April 2009 Board Meeting.

Summary Actions:

22 October 2008 – item 4.2: The Programme Overview will in future be brought to alternate Board Meetings with an emphasis on impact.

21 April 2009 – item 6.4. Any Board Member wishing to take part in the Trading Places scheme should let Lynne Howard know.

Actions

Rogers' Review to be added as an agenda item on the next meeting with BRE.

Wendy Rimmer

2. REPORT FROM CHAIR/Board

Global Supply Chain (Per RD): A discussion took place on the quality of the global supply chain and the potential impact this could have on LBRO's work. Some further thoughts are required as to how we might take this forward.

Scotland (per MG): LBRO's mandate in Scotland is very restricted and we receive no specific funding. We currently have good relationships in Scotland. Some major suppliers in Scotland are looking at PA as a mechanism for their supply chain.

Wales: A Board Dinner at Ministerial level is being organised in Wales on 15 October, where we are continuing to build relationships.

Board Effectiveness Review: The first presentation by Gatenby Sanderson on the Board Effectiveness Review was held earlier

today and the final report is expected to be received within the next few weeks. Gatenby Sanderson will also be asked to present to BRE.

Support: The board members have offered support to the Executive in this busy period.

Strategy Day: The theme for the Strategy Day taking place on 6th July will be 'Taking Stock/Moving Forward'.

Primary Authority: The Chair met with the Chief Executive at Cardiff City Council, where local authorities becoming Centres of Excellence for Primary Authority was discussed.

3. CEO POLICY UPDATE

The Chief Executive discussed the draft programme for the Strategy Day which is being held on 6th July.

An update on the endorsements of the Advice and Guidance was circulated to the Board.

Four reports had previously been circulated:

1. Consumer White Paper
2. Arculus Report on Regulation
3. Lib-Dem Consumer Policy
4. Knife Crime

A statement on e-coli will be made by the Minister on 07 July, with some specifics on what will be taken forward. The Chief Executive will send an update report to the Board in a week or so. Consumer Focus Wales is carrying out some work with FSA, and LBRO needs to be visible in this process. Sarah Smith will lead on this.

Action

Chief Executive to send an update report on e-coli to the Board.

Graham Russell

4. ORGANISATION AND STAKEHOLDERS

4.1 Budget

Richard Wilson updated the Board with the budget position

statement to the end of April 2008. The Grant In Aid for 2009/10 is expected to be fully spent. The Welsh Assembly Government has

not confirmed their funding for 2009/10.

Capitalisation of tangible assets has been changed to intangible assets, following a change of definition by the NAO.

The Board noted the budget position.

4.2 Pay Remit: Agreement to Proposals

The Chief Executive and Executive members left the meeting for consideration of this item.

Richard Wilson presented the LBRO proposed pay remit proposal to the Board for approval.

Appreciation was given by the Board to the Chief Executive for his high level of support and leadership and the Board agreed that his performance has Exceeded Expectation which is the top band.

The Board approved Pay Remit Proposals for the Executive, including the Chief Executive, and agreed to explore further the issue of the CEO's pay.

4.3 Annual Report

Richard Wilson presented the Annual Report for the year 2008/09, for approval by the Board.

Page 53: "The Welsh Assembly Government commissions LBRO to undertake further specific work in Wales"

Page 12, last paragraph: We should be more explicit with regard to the devolved administrations.

Page 13: Annual benefits attributable to LBRO activity could be expanded and this should be built into the process next year.

The Chair and Chief Executive are able to make any textual changes to the first half of the report only, but these changes will need to be agreed by the auditors. The Chair and Chief Executive will decide on the content of a Summary report, and some of our more significant work could be included in this.

The final report will be put on our web site and sent to Parliament.

The Audit Committee had met earlier in the day and made the following statement:

"The Audit Committee has approved the Annual Report and

Accounts 2008/09 subject to any comments arising from the NAO as part of their final review and any adjustment required to the WAG income as part of the ongoing negotiations.”

The cash limit is being changed, and BRE would address this through a new framework agreement.

The Board agreed that the Chair and Chief Executive could make any textual changes to the first half of the report and they could also decide on the content of a Summary Report.

The Board agreed that a three-month policy should be implemented on expenses.

Actions

Richard Wilson to make the changes as above.

Richard Wilson

Richard Wilson to ensure annual benefits attributable to LBRO activity are built into next year’s process.

Richard Wilson

4.4 Risk

Richard Wilson updated the Board on risk management. The risks have been revised since the April Board report, and there are no significant issues to bring to the Board’s attention. The risk process that we have created has been shown to other NDPBs by internal audit. Three other NDPB’s are looking at the process. Where other departments have benefitted from our work, then this should be formally logged.

Action

Robin to talk to Audit Committee Chairs

Robin Dahlberg

5. SUPPORT SERVICE IMPROVEMENT

5.1 Best Practice: Alcohol Report

Sarah Smith updated the Board on the alcohol research recently conducted. Evidence has been gathered in terms of best practice, and this can be utilised in terms of work going forward.

There are some media opportunities that would increase the impact of this, as this area of work is of interest at all levels.

Actions

Uday Dholakia to open up dialogue with the Portman Group.

Uday Dholakia

Sarah Smith to speak with the Communications Manager with a view to putting a story together for the media. Sarah Smith

5.2 Unitaries Update

Carol Brady updated the Board on progress being made to support the development of regulatory services in the new Unitary Authorities, now that services have become operational.

Local authorities are looking at the relationship they have with each other, and how shared services and Unitaries complement each other.

The paper provided an update on the expected outcomes of the programme of work and the progress against it.

One Unitary has already signed up as a PA partnership, and others are also being encouraged to do so. They are also being encouraged to take part in the Trading Places scheme.

6.0 DIRECTLY DELIVER CONSISTENCY

6.1 PA – New Project Plan

Sarah Smith introduced the new project plan for Primary Authority, focusing on supporting and encouraging the establishment of partnerships so that the benefit of Primary Authority can be delivered. Wherever possible, existing activity and existing opportunities for engagement will be used as a vehicle to promote the establishment of new partnerships. There is a target of 100 partnerships before the end of the year. Additional infrastructure will be needed to support Primary Authority as uptake of the scheme builds. The Board are pleased and appreciative with the progress that has so far been achieved.

An opportunity exists to work with the HSE to transition existing lead authority partnerships to Primary Authority. Joint working with the HSE will be necessary in order to progress this transition and a proposal should be made within the next couple of weeks. The Chair, Robin Dahlberg and David Thurston should have early sight of any issues that arise. Any intelligence received should be shared more widely with the Board, and Sarah Smith to think how we can develop this approach. The Chair and/or Rob Leak offered their help by speaking with local authority Chief Executives.

The decisions made by the Chief Executive under delegated powers were circulated at the Board Meeting. For future, the report can have a cut off period to enable it to be circulated with the Board papers – the Chief Executive can then update the Board verbally with anything further to add.

Sarah Smith to give Michael Gibson some leads on businesses in Scotland in order for him to target his stakeholder engagement that may want to get involved in PA.

LBRO could target local authorities and businesses in the regional capitals to become Centres of Excellence. We would need to supply the resource to do this.

A discussion was held on risk as we are now in the delivery phase of this project, and some local authorities are finding it more challenging than others. The Board is supportive of this and asked how board members could be more involved. Sarah Smith to bring this item back to the July Board, together with a log of where we are in the process.

The Board approved the Project Implementation Document for the new Primary Authority Project.

Actions

Sarah Smith to give Michael Gibson some leads on businesses in Scotland Sarah Smith

Sarah Smith to bring the item of risk back to the July Board, together with a log of where we are in the process. Sarah Smith

7. IMPROVE THE SYSTEM

7.1 National Threats: Final Report

Sarah Smith presented an overview of the results of the national threats research project. Upon receipt of the final report, options will be considered to progress the work against each of these threats.

8. CLEARANCE OF PAPERS

All Board papers to be forwarded to BRE.

9. ANY OTHER BUSINESS

The Chair welcomed any feedback on the one-day Board Meeting format.

The Board requested that all Board Members be listed in the final version of the Annual Report.

Action

Richard Wilson to ensure that all Board Members are listed by Richard Wilson

name in the final version of the Annual Report.

10. CLOSE OF MEETING

The meeting closed at 16:55hrs.

Minutes taken by Lynne Howard, Chair and Board Support Officer.

11. DATE OF NEXT MEETING

The next meeting will be held on 15 July 2009 at LBRO Offices,
The Axis, Birmingham.