



BOARD MEETING

Minutes of the 18th Meeting of the LBRO Board
Held on 12-14 October 2009
The Axis, 10 Holliday Street, Birmingham B1 1TG

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| 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 |
| | Rebecca Marsh | Board Member |
| | David Thurston | Board Member |
| | Graham Russell | CEO and Board Member |
| In attendance: | Carol Brady | Project Director |
| | Jane Martin | Director of Policy & Engagement |
| | Sarah Smith | Director of Delivery & Performance |
| | Wendy Rimmer | Head of Board Support & Strategy |
| | Richard Wilson | Head of Resources and Corporate Services |
| | Lynne Howard | Chair & Board Support Officer |
| | Laura Robinson | Senior Policy Analyst – Board Support |
| | Tim Soane | Better Regulation Executive |
| | Martin Dannhauser | Better Regulation Executive |

**Person
Responsible
For Action**

Wednesday 14 October 2009: BOARD MEETING

1. WELCOME

The Chair, Clive Grace, welcomed Tim Soane and Martin Dannhauser from the Better Regulation Executive, to the meeting.

1.1 Declarations of Interest

There were no declarations of interest.

1.2 Apologies

Apologies were received from Rebecca Marsh.

1.3 Minutes of Previous Meeting

The Minutes of the previous meeting were approved as an accurate record.

Summary of Outstanding Actions

Page 3, 4.1: The item on LAAs to be removed as it will not take place until next year.

Page 4, 4.3: Publications Scheme: This item to be brought to the December Board.

Forward Agenda

A future paper to be brought to the Board on devolved administrations.

Actions

Publications Scheme to be brought back to the December Board. Wendy Rimmer

A paper on the Devolved Administrations to be included on the forward agenda. Wendy Rimmer

2. REPORT FROM THE CHAIR

The Chair invited the Board to reflect on the previous day's stakeholder strategic workshops. Key points in the discussion included the following:

- Useful dialogues with and between stakeholders had added value to LBRO's strategy review
- Next time, consider mixing business and regulator representatives.
- We need to think about how to reach micro businesses who are not members of a Trade Association.

Tim Soane stated that a proposition was being sent to the Minister to look at the cumulative impact of regulation on micro business.

ACTIONS

The Board requested that an update on LBRO's work with BRE in relation to micro businesses be brought to the December Board.

Carol Brady

3. REPORT FROM THE CHIEF EXECUTIVE

3.1 CEO Policy Updates

Four policy updates were circulated:

Performance and Priorities

This update reflected the previous Board's prioritisation exercise and set out the 6-month performance review.

SITPRO (importers organisation)

This update outlined the role that PA could play in reducing burdens on international trade. It was suggested that similar discussions could be held with other governmental bodies via the Whitehall & Industry Group.

Policy Development

The paper provided an overview and update of policy developments, discussed the previous day at the strategy event.

Business Evaluation

The Chief Executive updated the Board on the previous day's evaluation session with businesses. This had been very useful and feedback had been generally very positive. The participants highlighted the importance of LBRO's advice to government function.

ACTION

Sarah Smith to explore with the Whitehall & Industry Group whether discussions could be held with other governmental bodies regarding reducing burdens on international trade.

Sarah Smith

4. ORGANISATION AND STAKEHOLDERS

4.1 Budget

Richard Wilson updated the Board with the budget position statement to the end of August 2009.

The Grant in Aid (GIA) for 2009/190 is expected to be fully spent. Although there is a risk of an overspend, this is being managed. The spend profile is broadly in line with the budget profile, with variances being actively managed.

The sponsor Department made an early advance of quarter three GIA in September to assist the cash flow. Thanks were given to Tim Soane, Better Regulation Executive, for his assistance in this.

Formal ministerial approval of the Welsh Assembly Government funding for up to £300,000 in 2009/10 has been received.

The Board noted the budget position.

ACTION

Richard Wilson was asked to come back to the Board regarding the question of supplies and services variances.

Richard Wilson

4.2 Risk

Richard Wilson updated the Board on the management of risk.

A number of risks have been rescored by the Executive, which were brought for the Board's endorsement. There were no significant issues to be brought to the Board's attention.

The Board noted the risk position.

4.3 Programme Overview

Wendy Rimmer presented the report, which provided the Board with an overview of programme and project status and highlighted areas for a decision, should a project be at risk.

The report reflected the discussions on priorities that had been held at the last Board meeting. The Board asked that where possible, abbreviations be explained by way of a footnote.

The Board noted the progress of the programmes of work.

5. IMPROVE THE SYSTEM

5.1 World Class Progress

Jane Martin updated the Board on the World Class programme, outlining progress with the excellence framework and world class coalition modules.

The work streams are on track to deliver against the targets set out in original plans. However, the data sharing module in particular is subject to the Coalition's willingness to engage and commit resources. The Excellence Framework was submitted for Board approval.

Feedback indicated that the programme had been well received at the coalition and the local authority reference panel the previous weeks.

The timing of the launch of the excellence framework was discussed. It was made clear that this is launching the framework, but the release of the peer challenge methodology toolkit is separate and will be launched subject to successful pilots. It was agreed that businesses should be asked for a view. It was agreed to consider the timing of the launch, and suggested this should avoid the election periods.

It was suggested that prior to the launch, the excellence standard should be tested with non-pilot authorities.

Risk Modules

It was suggested that the framework be tested with some business representatives, to seek their views.

Priorities

Work has begun in Wales towards defining a set of National Enforcement Priorities, and the first proposals are currently with the Welsh Assembly Government. These draft priorities will then be circulated in November for a three month consultation period.

Data Sharing (CIPFA report)

It was agreed that consideration needs to be given to the use of this report post-launch.

Competency Modules

It was recognised that the dissemination of this document will be very important to ensure it is embedded properly and will take significant effort over the next two years. Proposals are to be brought back to the Board in the New Year.

Enforcement Actions Database

Two options have been put to the coalition, but the Board suggested that a third option – asking the Government for appropriate vires – should still be considered.

Thanks were expressed to both Ffiona Kyte and Phil Preece for this excellent piece of work.

The Board noted the progress of the programme and its modules.

The Board approved the Excellence Framework.

ACTIONS

Jane Martin to consider the launch date of the Excellence Framework. Jane Martin

Jane Martin to clarify the terms ‘People’ and ‘Members’ in the Excellence Framework report. Jane Martin

Jane Martin to test the Risk Modules framework with some business representatives, to seek their views. Jane Martin

The statement on the CIPFA report to be agreed with the world class coalition. Jane Martin

Proposals regarding the dissemination of the Competency Framework are to be brought back to the Board in the New Year. Jane Martin

A paper to be brought to the Board in the New Year to consider requesting additional powers from Government in relation to the Enforcement Actions Database, Jane Martin

6. STRATEGY AND GOVERNANCE

6.1 Governance Decisions

Richard Wilson presented a paper on two governance areas in order to meet best practice recommendations.

Business Continuity Policy

This policy provides direction to employees of LBRO, in the event of a significant disruption in business. The policy had been adopted following a recommendation by internal audit.

Richard Wilson was asked to look at the issue of business recovery and its implications after a disruption.

The Audit Committee Terms of Reference

This is required as part of the governance framework document and contains a model terms of reference for an audit committee.

The Board approved the Business Continuity Policy and the Audit Committee Terms of Reference.

ACTIONS

Richard Wilson to ensure that the policy takes business recovery and its implications after a disruption into Richard Wilson

consideration in the policy document.

6.2 Corporate/Business Planning

A report was presented by Wendy Rimmer to provide an overview of the planned approach to developing the next corporate plan, building on the outputs of the recent strategy event and consultation responses to the revised strategy 2010-13. The corporate plan is the key statement of LBRO's intended progress, impact and focus of activity over the three years.

The Board discussed the planned approach to developing the next corporate plan and provided feedback, specifically asking that they have earlier engagement in the corporate planning process.

ACTION

The Executive to ensure that the Board engages early in the Corporate Plan process when revising the project documentation.

Wendy Rimmer

6.3 Strategy Development

Wendy Rimmer presented the Board with a draft of the refreshed strategy for 2010-13. The Board requested that the draft be revised so:

- the foreword set an appropriate tone for the document, and resonance with the tone of the recently published policy documents from the CBI and FSB.
- the document gives sufficient weight to our stronger emphasis on advice to government.

The Board recognised that the document well reflected the current local government context.

7. DIRECTLY DELIVER CONSISTENCY

7.1 PA Update

Sarah Smith updated the Board on the current progress of the Primary Authority project, which is a top objective for LBRO.

Significant progress continues to be made in terms of engagement with the key local authorities, regions, businesses and trade bodies identified in the PID.

Additional initiatives have been identified to assist in the development of PA. The streamline application process is now in

use and delivering benefits to partnerships in development. The first bookings have been secured for the new support product for local authorities 'PA – Up and Running in 5 days'.

An implementation plan has been developed and agreed with HSE setting out LBRO's plans for the transition of Lead Authority partnerships to Primary Authority.

Phase two of the IT system was released on 5 October, on schedule, and has encountered no major issues to date.

Duncan Johnson gave an overview presentation on the current progress of PA.

Sarah Smith related the details of the HSE transition to Board Members. The Board requested that a copy of the letter be circulated when signed copies are received.

Sarah Smith informed the Board that since the Board paper was written, Liverpool and Ladbrokes have signed a PA partnership.

Duncan Johnson gave a second presentation, outlining the benefits of PA for business. This presentation is to be circulated to Board Members.

The potential of demonstrating the benefits of PA to businesses which are not trading across boundaries was discussed, considering the value of assured business advice.

The ITT for the evaluation of Primary Authority is currently being drawn up and will be circulated to the Board for information.

The Board noted the current progress of the Primary Authority project.

ACTIONS

A copy of the HSE/LBRO joint letter to be sent to the Board when it is signed.

Sarah Smith

The presentation, outlining the benefits of PA identified by businesses, to be circulated to Board Members.

Lynne Howard

8. PRESENTATIONS

8.1 Improvement Journeys

Improvement Journeys sits under LBRO's strategic objective on service improvement and seeks to provide support to local authorities who are interested in deriving benefits from LBRO's work.

Thanks were extended to Carol Brady and Lisa Peplow for this piece of work.

Further information on the progress of this work to be brought back to a future Board meeting.

ACTIONS

Further information on the progress of Improvement Journeys to be brought back to a future Board meeting. Carol Brady

8.2 Evaluation

This item was deferred to the December Board meeting.

9. CLEARANCE OF PAPERS

All papers to be sent to BRE.

Lynne Howard

10. ANY OTHER BUSINESS

The Chair announced that Jane Martin would be leaving LBRO to take up a new position as Local Government Ombudsman. The Board thanked Jane for all she has done during her time with LBRO and congratulated her on her new role.

Pauline Roberts' secondment is also due to come to an end in December, and the Board extended their thanks for her contribution to LBRO.

A list of the LBRO Conference workshops is to be circulated to the Board, together with a list of invitees to the drinks reception.

ACTION

List of LBRO Conference workshops to be circulated to the Board. Lynne Howard

List of invitees to the LBRO Conference drinks reception to be circulated to the Board. Lynne Howard

11. DATE OF NEXT MEETING

The next meeting will be held on 01 and 02 December 2009 at The

Axis, Holliday Street, Birmingham.

Signed : _____
Clive Grace, Chair

Dated: 02 December 2009