

# LBRO

Local Better Regulation Office

## BOARD MEETING

Minutes of the 12<sup>th</sup> Meeting of the LBRO Board  
Held on 21 January 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
	Robert 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
	Loris Strappazon	Head of Board Support & Strategy
	Richard Wilson	Head of Resources and Corporate Services
	Lynne Howard	Chair & Board Support Officer

**Person  
Responsible  
For Action**

### Wednesday 21 January 2009: BOARD MEETING

#### 1. WELCOME

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

#### 1.1 Declarations of Interest

It was noted that the Chair has been appointed to the Board of Nominet.

An annual update should be carried out on all of the Board's declarations of interest.

## **Action**

**An annual date to be determined when the Board's declarations of interest can be refreshed.**

**Richard Wilson**

### **1.2 Apologies**

No apologies were received.

### **1.3 Minutes of previous meeting and summary of outstanding actions**

The minutes were approved as an accurate record of the December 2008 Board Meeting.

The Chair noted that he wished to talk with the Executive further about how the process of Board paper development could provide earlier sight of some papers to the Chair.

## **2. REPORT FROM CHAIR**

The Chair reported back on the workshops from the previous day and also the supper seminar from the previous evening, which had both been successful. Notes from the supper seminar are to be circulated to the Board and guests. A letter of thanks will be sent to the guests who attended the supper seminar, thanking them for attending and for their input, which was well received.

The Chair reported on the Board pay arrangements for 2009/10, and is working on the assumption that all Board members will work 40 days per year, maintaining appropriate time records.

The tenure of three Board Members expires in 2009, and a process of re-appointment is currently being carried out. The Board will be kept informed of progress.

The Board/Executive communication will be considered in the Board Effectiveness review.

The development plan for the shared leadership group will be updated for 2009/10.

The Chair and Chief Executive had met with Gareth Thomas MP, Minister for Trade, Development and Consumer Affairs. The Minister agreed to host a breakfast briefing with LBRO and other officials to discuss trading standards and shared services, amongst other topics.

An e-mail had been received from Lord Peter Mandelson on the global economy which was circulated to the Board. The Chair will send a reply to Lord Mandelson, and a copy will be circulated to the Board.

### **Actions**

**Notes from the Supper Seminar and a copy of the letter from the Chair to Lord Mandelson to be circulated to the Board.**

**Lynne Howard**

## **3. REPORT FROM CEO**

### **3.1 CEO Policy Update**

The Chief Executive had previously circulated seven reports:

1. Regional Business Briefings

It was suggested that two events could be held in Wales, one in the North and one in the South.

Uday Dholakia and Rebecca Marsh to be invited to the briefings. Ann Hemingway to be invited to the briefings in Wales.

2. Leadership Update

The Board noted this report.

3. Local Economic Assessments

LBRO already meet with the CLG on a regular basis and the Board agreed that direct contact should be made with the Minister's office.

4. Licensing

The Board noted the innovations in taxi regulation in Oldham.

5. Scores on the Doors

It was noted that LBRO had been asked to join the UK steering group.

6. Update on Social Services Regulatory Issues – December 2008

The Board noted this report.

7. E-coli update

The Chief Executive has spoken with the WLGA, and Michael Gibson has contacted Hugh Pennington, who will meet with LBRO when the report is published. Jo Farrar, Chief Executive, Bridgend County Council, and Tony Jewell, Wales Chief Medical Officer, to be invited to the Wales stakeholder dinner being held on 03 February.

**Decision:**

**The Board agreed to support the Leadership Development Programme and asked the Executive to clarify the scope and deliverables more fully.**

**The Board agreed that direct contact should be made with the Minister's office on LBRO's role in Local Economic Assessments.**

**Actions**

**Regional Business Briefings:**

**Two separate events should be held in Wales, one in the North and one in the South.**

**Jane Martin**

**Uday Dholakia, Rebecca Marsh and Ann Hemingway to be invited to business breakfast briefings.**

**Jane Martin**

**Local Economic Assessments:**

**Direct contact should be made with CLG's Minister's office.**

**Jane Martin**

**E-coli update:**

**Chief Executive, Bridgend Council, and Tony Jewell, Wales Chief Medical Officer to be invited to the Wales stakeholder dinner on 03 February.**

**Pauline Roberts**

**4. ORGANISATION AND STAKEHOLDERS**

**4.1 Budget**

Richard Wilson presented this report.

The final quarter Grant in Aid drawdown for £86k has been submitted. This will take annual spend for 2009/10 to the £4.4m.

The funding from the Welsh Assembly Government will cover

actual expenditure incurred on Welsh issues during the year. There is some flexibility to carry forward funding into the next financial year and an agreement in principle to continue funding in 2009/10.

The Board requested that the December accounts be circulated early, rather than wait until March Board.

#### **Actions**

**December accounts to be circulated to both Board and Executive when they become available.**

**Richard Wilson**

#### **4.2 Programme Overview**

Loris Strappazon presented this report, informing the Board about the progress of programmes. The Board noted the progress of work.

#### **4.3 Risk**

Richard Wilson presented this report, noting that there had been a reduction from six to five top corporate risks. BERR Internal Audit had reviewed the risk management process and will be reporting their findings to the February Audit Committee.

The Board would like to take an in-depth look at risks in each financial year.

#### **Actions**

**An annual review of risks to be put on the forward programme, managed in conjunction with the internal audit programme.**

**Richard Wilson**

#### **4.4 One-year performance indicators**

Loris Strappazon updated the Board on the progress with one-year performance indicators and this had been reviewed by an internal audit process. The importance of having the right evidence available was noted.

#### **4.5 IT Strategy**

Richard Wilson presented an Information Communication Technology (ICT) Strategy to the Board for their approval.

#### **Decision**

**The Board approved the IT strategy, subject to some further thought on process, and agreed that any 'restricted'**

**documents would not be put on the intranet.**

**A further report on the IT strategy to be brought back to the Board at a future date.**

#### **4.6 Engagement and Strategies Update**

Jane Martin presented this paper, proposing three stakeholder engagement sub-strategies:

- Local authority elected members
- Local authority regulatory services
- Partners stakeholder segment

Discussions took place on how to involve those authorities who were not currently engaged. The Chair asked to see the scope and shape of how this will be achieved and further discussion will occur at the March Board under Improvement Journeys. Engaging with elected members in 468 local authorities could be a challenge.

A stakeholder survey will be produced in Spring of this year.

Opposition ministers now had contact with civil servants and NDPDs and Loris Strappazon was asked to obtain further information on this.

LGA, TSI and other important conference dates to be circulated to the Board. The Executive were asked to identify which Board members should be asked to attend each conference, and what their role would be, together with any key messages. It was reiterated by the Chair that the Board Members provide a resource to draw on when appropriate.

#### **Decision**

**The Board approved the engagement strategies**

#### **Action**

**Further information on contact between opposition ministers and civil servants and NDPBs to be obtained.** **Loris Strappazon**

**Conference dates to be circulated to the Board with a brief to allow Board members to consider which should attend each conference.** **Jane Martin**

#### **4.7 LBRO Conference and Open Meeting – 2009**

Jane Martin updated the Board on the evaluation of both the conference and the open meeting, which were both extremely

positive, although there are lessons to learn for next year regarding venue, format, audience and pricing for the conference.

The proposal for 2009 addresses these issues. A broadly similar approach to the conference is advised. The format for the open meeting will need to be different to meet our statutory requirements as a non-departmental public body as of commencement of the RES Act on 01 October 2008.

The open meeting will be held in September in Birmingham. Jane Martin and her team were requested to find a suitable venue.

The second LBRO conference will be held in the Autumn at a venue in London. The conference will involve an earlier engagement between the Executive and the Board about role and approach.

### **Decisions**

**The Board approved the proposals for a second annual conference and that the September Board meeting be held as an open meeting for 2009.**

### **Actions**

**A suitable venue for both the open meeting and second annual conference to be located.**

**Jane Martin**

## **5. STRATEGY AND GOVERNANCE**

### **5.1 Corporate Plan Outline**

Loris Strappazon outlined the proposed content of the LBRO corporate plan 2009-2010 and business plan 2009-2010. The paper included an outline of the key strategic narrative that will underpin the document and reflects previous Board discussions.

### **Actions**

**The executive will consider the best approach to articulating the activity in Wales.**

**Loris Strappazon**

### **5.2 Compliance Code Consultation: LBRO Response**

Sarah Smith presented this paper and asked to consider Government's proposals to extend the applicability of the principles of good regulation and the provisions of the Regulators' Compliance Code, particularly in respect of the extension to local authorities in Scotland, Wales and Northern Ireland when they

carryout environmental health, trading standards and licensing functions. In April 2008, the principles of good regulation and the Hampton principles were codified and given statutory effect by virtue of the Legislative and Regulatory Reform (Regulatory Functions) Order 2007. This placed certain national regulators and local authorities in England under a statutory duty to have regard to the principles of good regulation and the Regulators' Compliance Code when they carryout environmental health, trading standards and licensing functions. The Governments' current consultation proposes placing local authorities in Scotland, Wales and Northern Ireland under similar statutory responsibilities when they carry out these functions that are reserved to the UK parliament.

LBRO's statutory basis does not provide a role in relation to issuing guidance to local authorities in Scotland or Northern Ireland.

### **Decision**

**The Board noted the consultation of the extension of the provisions of the principles of good regulation and the Regulators' Compliance Code to reserved regulatory functions in Scotland, Wales and Northern Ireland.**

### **Actions**

**Officials in each of the devolved administrations to be contacted to discuss LBRO's position.**

**Jane Martin**

**LBRO to respond to the Government's proposals.**

**Sarah Smith**

## **5.3 Economic Slowdown Guidance**

A verbal update on this was given by the Chief Executive. A version will be circulated to the Board in approximately ten days time.

### **Actions**

**The guidance on Economic Slowdown to be circulated to the Board.**

**Graham Russell**

## **5.4 Governance Items for Decision: Board Code of Conduct**

Loris Strappazon brought to the attention of the Board a minor policy change, following guidance from BERR and the Civil Service with regards to engagement in political activities.

## **Decision**

**The Board approved the amended Code of Practice, subject to one small change on page 3.**

## **Actions**

**The policy to be altered so the statement on page 3 “statements of a political nature ....” will read “statements of a Party political nature ....”**

**Loris Strappazon**

## **6.0 SUPPORT SERVICE IMPROVEMENT**

### **6.1 HIR Final Report**

Jane Martin presented this paper to present the findings of an exercise carried out with Westminster City Council to test the applicability of the Hampton Implementation Review (HIR) methodology.

Thanks were conveyed to Westminster City Council for their input into this piece of work, and a letter will be sent to John Barradell and Mike Moore. A dinner is also being organised for those who participated.

## **Decision**

**The Board noted the final report and outcomes of the exercise.**

## **Actions**

**Letter to be sent to John Barradell and Mike Moore.**

**Jane Martin**

**Dinner to be organised for participants in the Spring.**

**Lynne Howard**

### **6.2 Trading Places – Engagement Update**

Jane Martin updated the Board on the progress of the project. The launch event for Trading Places has been re-scheduled and will now take place in the form of a breakfast briefing on 25 March in London.

Business journalists will be invited to provide maximum media coverage.

Board members were requested to raise the possibility of participation in any appropriate business contact and email potential leads for Gordon Madden to follow up.

Invitation to the Trading Places launch to be sent to all Board Members.

#### **Actions**

**Board Members to raise the possibility of participation in any appropriate business contacts.** **All Board Members**

**Ensure all Board Members receive an invitation to the Trading Places launch.** **Jane Martin**

### **6.3 Unitaries**

Carol Brady updated the Board Members on progress being made to support the development of regulatory services in the New Unitary Authorities and to make recommendations regarding a future programme of support.

The new unitary authorities are at varying stages within their design and delivery and it is clear that there is not a 'one size fits all' solution.

The majority of authorities currently just wish to ensure that there is a coherent management structure in place to enable them to continue delivering services on 01 April 2009. The critical issue is one of timescale and the simple practical problems associated with making this happen.

The focus of new managers is on ensuring that many critical and practical issues are addressed by this date.

The Chair and/or Rob Leak would make contact with each Chief Executive at each unitary.

#### **Decision**

**The Board approved the continued support for the Unitaries pre-April 2009 and post-April programme, which is a 2-year programme.**

#### **Actions**

**The Chair/Rob Leak to make contact with each Chief Executive at each unitary.** **Chair/Rob Leak**

### **6.4 Improvement Journeys**

Carol Brady presented this paper. The Board discussed the need for more context and wider perspective.

The Board asked for this item to be brought back to the March Board Meeting.

**Action**

**Improvement Journeys to be included on March Board agenda.**

**Loris Strappazon**

**7. IMPROVE THE SYSTEM**

**7.1 Mapping: New Dimensions of Mapping**

Jane Martin gave a verbal update on Mapping. The Board were requested to provide some thoughts and views in terms of developing the mapping landscape. Some suggestions were:

- regional activities
- Port health authorities and implications on how they work/national threats
- Fire authority
- Relationships between national regulators and LARS
- DAs
- Directory of services to be put on website.
- Business views of LARS
- Europe
- Strategic direction of the key organisations

**Actions**

**A forward plan on Mapping to be brought back to the Board.**

**Jane Martin**

**7.2 World Class: Programme Overview**

Jane Martin introduced each of these papers.

A workshop on World Class will be held in March that will look at impact assessment.

The programme overview paper provided an overview of progress across the whole programme plus updates on the risk, competency and impact/outcomes modules.

**World Class: Excellence standard draft framework**

More work is currently being done on this, and roll out is expected by March 2010.

Thanks were conveyed to Ffiona Kyte for her input on this project.

### **World Class: Excellence Standard PID**

This provided the Board with the proposed approach to developing and rolling out the Excellence Standard.

#### **Decision**

**The Board approved the project objectives.**

### **World Class: Priorities Approach Paper**

This paper provided the Board with information regarding the priorities module within the world class programme.

A reference should be made to this in the Corporate Plan and brought back to the September or October Board Meeting.

### **World Class: Data Sharing PID**

This paper provided the Board with the proposed approach to the World Class data sharing module.

The proposal is to work closely with CIPFA on this project.

#### **Decision**

**The Board approved the approach to the World Class data sharing module.**

### **World Class: Evaluation**

This report informed the Board on the interim findings of the world class evaluation.

First reference panel on our ambition for World Class was welcomed.

World Class has been picked up in Scotland.

## **8. DIRECTLY DELIVER CONSISTENCY**

### **8.1 PA – Update**

Sarah Smith updated the Board on the progress of the primary authority programme. A meeting with lawyers is to be scheduled for mid-February.

The Statutory Instruments will be the same for Wales.

The deadline for completion of the interim IT system to support the launch of the scheme in April 2009 will be demonstrated at the March Board meeting.

Responses to the draft Guidance are being received and two consultation events are planned.

The Board will input into the design of the LBRO determination process, resulting in final proposals for the determination process being presented to the Board at its meeting in March 2009.

**Action**

**Final proposals for the PA determination process to be presented to the Board at its meeting in March.**

**Sarah Smith**

**9. CLEARANCE OF PAPERS**

All Board papers to be sent to BRE.

**Actions**

**Full set of Board Papers to be sent to Rachel Holloway and Philip Drye at BRE.**

**Lynne Howard**

**10. ANY OTHER BUSINESS**

There was no other business.

**11. CLOSE OF MEETING**

The meeting closed at 12:30.

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

**12. DATE OF NEXT MEETING**

The next meeting will be held on 03 and 04 March 2009 and will be held at The Rubens Hotel, 39 Buckingham Palace Road, London SW1W 0PS.