

BOARD MEETING

Item 1 – Welcome and apologies

1. The Chair welcomed those present and in attendance to the meeting, in particular members of the executive who were observing the meeting, the Corporate Governance Manager who would be taking a note of the meeting and the Interim Policy Director attending the meeting in his new capacity for the first time.
2. Apologies had been received from Catharine Seddon. Catharine had provided detailed written feedback on the papers, and her comments would be drawn to the Board's attention at the appropriate points.

Item 2 – Declarations of interests relevant to the business of the Board

3. The Chair declared that she had recently been appointed a Non-Executive Director at Social Work England.

Item 3 – Paper (18) 41 - Chief Executive's progress report

4. The Chief Executive presented his progress report for the period July to September 2018, drawing the Board's attention in particular to the following points:
 - The OLC's September voluntary assurance report had been circulated by email and in hard copy to Board members on 18 September; which the Board formally **noted**;
 - The executive had submitted joint bids with other regulators to the Regulators' Pioneer Fund: the outcome should be known by 29 September. The Fund comprised £10m to invest in regulator-led initiatives that support businesses to bring innovative products and services to market, with the LSB asking for an £80k contribution to proposed work. The intention would be to submit bid[s] to any similar funding rounds opened by the Regulators' Pioneer Fund in future years;
 - The Board welcomed the update from the Chief Executive that the Equality and Human Rights Commission had launched a statutory investigation into legal aid provision, and as a first step were content that the executive look to contribute LSB research in this area;
 - The Board **noted** the ongoing recruitment for two lay LSB Board members, two lay OLC Board members and three Legal Services Consumer Panel members. It was agreed that in relation to LSB recruitment, at both Board and executive level, it would be pertinent to consider the skills mix in the round; in relation to the re-appointment of two existing Board members whose first terms were due to end in April 2019 – Michael Smyth and Jemima Coleman – discussions with the MoJ had begun: the Chair had both written to the Secretary of State and raised the issue in a recent meeting, and in reply had been assured a decision would be forthcoming shortly
 - The Board congratulated the Remuneration and Nominations Committee on the appointment of Sarah Chambers as Chair of the Legal Services Consumer

Panel. To date her public contribution had been forceful and in keeping with the LSB's response to the LASPO review, and the LSB strategic objectives;

- The Board thanked colleagues for excellent achievement in relation to the objective of improving access and redress for consumers in relation to the statistical changes in the 'market intelligence and research' appendix;
- The Interim Finance Director had agreed an extension to his contract, to ensure consistency during the end of financial year accounting period. The intention was to appoint a Senior Financial Controller who would 'shadow' the Interim Director before taking over in May 2019; **action** - Chair and Chief Executive to discuss which SLT members and direct reports attend at Board level;
- [REDACTED]
[REDACTED]
[REDACTED] **[FoIA exempt S36(2)(c)]**
- The Bar Council had wound up the Barco scheme – which allowed barristers to hold client funds – **action** – Chief Executive would raise with the Chief Executive of the BSB at their next meeting about the implications of this move;
- [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] **[FoIA exempt S36(2)(c)]**

5. Members **noted** the Chief Executive's progress report.

Item 4 – Paper (18) 42 – IGR update

6. The Chair welcomed Angela Latta, Craig Wakeford and Jenny Brenton to the meeting, noting thanks to the team for their very hard work to date on this project. The paper contained the first draft of the new Internal Governance Rules and its associated guidance, which had been drafted following engagement with the Board leads for this area. The following points were drawn to the Board's attention:

- [REDACTED]
[REDACTED]
[REDACTED]
- [REDACTED]
[REDACTED]
[REDACTED] **[FoIA exempt S36(2)(b)]**

7. The following points were raised in discussion:

- [REDACTED]
[REDACTED]

- [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
 - [REDACTED]
- [REDACTED] [FoIA exempt S36(2)(b) and S22]

8. The Board **approved** the approach taken to the draft IGR, subject to comments raised, and **agreed** the next steps, subject to a revised timetable.

Item 5 – Paper (18) 43 – Finance Report to 31 August 2018

9. The Board reviewed the Finance Report. Key points to note were that:
- The bank balance stood at £5.4m however the LSB was unable to spend this money **action:** Chief Executive to circulate a note explaining the position;
 - There had been fluctuations in spending on staff training owing to colleagues taking up the opportunity at different rates, and at different times throughout the year. There were two separate training pots – organisation-wide training, and individual training which was agreed between individuals and their line managers – **action:** RNC to consider an update on the LSB’s training programme at its next meeting.
10. The Board **noted** the latest Finance Report.

Item 6 – Minutes of the previous meeting – 17 July 2018

11. The 17 July Board meeting minutes had been **agreed** by circulation. An amendment would be made in item 5 – Disciplinary and Enforcement Processes - to reflect the correct allocation of work to Board members, given the agreed Board member leads.

Item 7– Action tracker

12. The action tracker was **noted**.

Item 8 – Reflections / Forward Look

13. The Board reflected on the business considered at the meeting and also considered the business for the 24 October and 29 November Board meetings. The following comments were made:
- It would be important to brief the external speaker, Suki Binjal, ahead of her appearance at the October Board meeting **action:** Board secretary to liaise with Suki ahead of the meeting. It was anticipated that Suki’s experience as a local authority solicitor, interest in ABSs, and as head of the Local Government Lawyers Association, would provide useful insights to the Board;
 - It would be preferable for all substantive items to come at the start rather than towards the end of the agenda;
 - There was a sense that strategy sessions, in particular the five year policy objective discussions, might be better suited to ‘workshop’ style meetings, rather than formal Board meetings, and that the next steps in this particular area could be picked up by correspondence.

Item 9 – Any other business

14. Christmas drinks – the Board agreed that an all-colleague Christmas drinks evening – to be funded by Board members – and a subsequent Board Member dinner should be arranged [post-meeting note: scheduled for 11 December].
15. There was no other business and the meeting closed.

SN 27/09/18

Signed as an accurate record of the meeting

.....
Date
.....