

## Competition Service Board Meeting Minutes

Victoria House, Bloomsbury Place, WC1A 2EB

23<sup>rd</sup> July 2015

15.30 to 17.15

### Board Members:

### In Attendance:

Susan Scholefield	CS Chairman	Peter Freeman	CAT Chairman
Peter Roth	CAT President	Ilia Bowles	CS Director, Operations
Charles Dhanowa	CS Registrar		

### Action/Decision Summary:

Agenda Item	Summary of Discussion	Action
Minutes of meeting of 24 <sup>th</sup> February 2015	<p>Minutes of last meeting were discussed.</p> <p>The CS Board Chairman reported on meeting BIS. It was confirmed that Nick Boles is CAT/CS responsible Minister. A meeting with members of the CS Board will be arranged in due course and once a year thereafter. The application for appointment of Peter Freeman to the CS Board is currently being processed by BIS.</p> <p>It was reported that the CAT/CS met two representatives of the Scottish Parliament to discuss possible effects of the Smith Commission Agreement - at present, there seems to be no practical consequences/implications for the CAT.</p> <p>The recruitment exercise for six new Ordinary Members is currently being finalised; appointments are expected to be made in or around December/January. The Ordinary Members' remuneration rate, currently £350 per diem and unchanged since 2006, is currently under review by BIS.</p>	

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	<p>The President's and Registrar's visit to Canada in May proved to be extremely useful and yielded a great deal of information about the judicial management of class actions.</p>	
<p>Registrar's report on case workload</p>	<p><b>1) Case workload:</b> It was noted that the current level of case activity is likely to be temporary in nature and that it is expected to increase when the Consumer Rights Act 2015 comes into force in October.</p> <p>It is anticipated that some of the competition cases currently pending in the High Court may be transferred to the CAT under its new jurisdiction.</p> <p><b>2) Estate Programme:</b> BIS has recently launched an exercise aimed at reviewing its and its Partner Organisations' physical estate portfolio. CAT/CS's desk ratio is approximately 7:10, against a Government's recommended ratio of 8:10.</p> <p><b>3) Other:</b> A complete revision of CAT's Guide to Proceedings has begun.</p>	
<p>Report on Audit and Risk Committee meeting of 10<sup>th</sup> June 2015</p>	<p>Susan Scholefield reported on the Audit and Risk Committee meeting of 10<sup>th</sup> June.</p> <p>The NAO completed their audit on 26<sup>th</sup> June; some changes were recommended to strengthen internal controls.</p> <p>CAT/CS new IT system went live on 5<sup>th</sup> May. Overall the migration went well and all users were able to login and access all of their data and emails by the end of week one.</p> <p>Some further developmental work on SharePoint is currently being undertaken.</p>	
<p>Director, Operations' report on operations</p>	<p><b>1) Staffing:</b> Since 1<sup>st</sup> April this year, staff turnover has reached 17%; departures included the resignation of the Executive PA, the Information IT Coordinator and one Referendaire. During financial year 2014/15, staff turnover was 28%. Salaries are the main causative factor.</p> <p>Referendaire' interviews are taking place on 30<sup>th</sup> and 31<sup>st</sup> July; new appointees are expected</p>	

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	<p>to start at the beginning of November. The Executive PA will be leaving on 14<sup>th</sup> August; she will be replaced internally by one of the Caseworkers. A recruitment campaign for a new Caseworker is currently underway; a new person should be in post by the end of August. The Information IT Coordinator has yet to be replaced.</p> <p>CAT/CS current staff headcount is 14 (13.5 full time equivalent), against an agreed headcount of 18.</p> <p><b>2) Finance:</b> CAT/CS's Accounts were certified on 14<sup>th</sup> July; the report is expected to go on printing towards the end of July. Discussions should take place with the NAO to see whether the audit process can take place in a more tightly controlled way earlier in the year. CAT/CS's grant-in-aid allocated for financial year 2015/16 is £4,463k against a budget submission of £4,563k.</p> <p><b>3) FOI requests:</b> Ten requests for information have been received since the last Board meeting in February 2015, mainly related to information on aspects of the CS's IT systems, procurement of goods and services.</p>	
CAT/CS Framework Agreement	The draft CAT/CS Framework Agreement was discussed. The general view was that the document is rather lengthy, should mainly focus on governance and should not repeat statutory framework.	CAT/CS Board members to send comment on the Framework Agreement to Charles Dhanowa by the end of August.
CAT/CS Combined Risk Register and Business Plan	A copy of the latest draft of the CAT/CS Combined Risk Register and Business Plan was circulated prior to the meeting. The document should be finalised by the middle of September.	CAT/CS to finalise its Combined Risk Register and Business Plan and circulate to BIS by the middle of September.

Agenda Item	Summary of Discussion	Action
Date of next meeting	TBC - 27 <sup>th</sup> or 28 <sup>th</sup> October, depending on schedule for Ordinary Members' Interviews, otherwise first week in November with a 4.45pm start.	1. CAT/CS to confirm date for next Board meeting.  2. CAT/CS to circulate agenda and papers for next Board meeting.
AOB	<p><b>1) CAT/CS Draft Travel &amp; Subsistence Policy:</b> Board members agreed to comment on the revised draft policy via email.</p> <p><b>2) Other:</b> The Board agreed that the CAT/CS should carry out a review of its detailed Register of Interests.</p> <p>The Board also agreed that the CAT/CS should have a central Register of Speaking Activities which should list, on a yearly basis, the President's, Chairmen', Members' and Registrar's speaking activities undertaken on behalf of the CAT.</p>	1. CAT/CS Board members to comment on the revised Travel and Subsistence policy via email by the end of August.  2. CAT/CS to update its Register of Interests and to initiate a Register of Speaking Activities for the President's, Chairmen', Members' and Registrar's.