

Competition Service Board Meeting Minutes

Victoria House, Bloomsbury Place, WC1A 2EB

Consultation Room 1

30th June 2016

14.30 to 16.15

Board Members:

In Attendance:

Susan Scholefield (SS)	CS Chairman	Peter Freeman (PF)	CAT Chairman
Peter Roth (PR)	CAT President	Ilia Bowles (IB)	CS Director, Operations
Charles Dhanowa (CD)	CS Registrar		

Action/Decision Summary:

Agenda Item	Summary of Discussion	Action	Action Owner
Chair's introduction and declaration of interests	Susan Scholefield welcomed everyone to the meeting and requested members to declare any potential conflict of interest with any of the business items on the agenda. None were declared.		
Minutes of meeting of 22 nd April 2016	<p>Minutes of last meeting were discussed and agreed.</p> <p>BIS's physical estate programme is still underway. Whilst CMA has expressed their strong intention to remain in Victoria House, a decision from the Government Property Unit at Cabinet Office is still pending.</p> <p>With regards to the CS Audit and Risk Committee's self-assessment, which looks at how well the CAT/CS Committee applies good practice taking account of any modifications required due to the small size of the organisation, NAO has suggested that the CS creates a customised checklist rather than continue using the NAO's one.</p>	1. CAT/CS to create a customised self-assessment checklist for the CS Audit and Risk Committee.	1. SS/ IB

Agenda Item	Summary of Discussion	Action	Action Owner
	<p>Finally, the merger of the CAT and CS may no longer be presented in the Better Markets Bill when the draft is introduced in Parliament in September. However, as it is understood, the draft should make a recommendation to change the current statutory requirement which entails the CS to prepare and keep two separate set of accounts (one for the CS and one for Tribunal).</p>		
<p>Registrar's report on case workload</p>	<p>The Registrar reported on the current state of the Tribunal's caseload and how it has developed over the past three to six months.</p>		
<p>Report on Audit and Risk Committee Meeting of 29th June 2016, including Feedback on the draft CAT/CS Annual Report and Accounts 2015/16</p>	<p>Susan Scholefield reported on the Audit and Risk Committee meeting of 29th June. She confirmed that, following their final audit of the Tribunal's and CS's financial statements, NAO's recommendation to the Comptroller and Auditor General (C&AG) will be to certify the accounts with an unqualified audit opinion, without modification.</p> <p>The draft CAT/CS Annual Report and Accounts 2015/16 was discussed and the Board agreed to the few changes proposed by the Audit and Risk Committee.</p> <p>Finally, the outcome of the 23rd June referendum, the possible implications to the Tribunal and whether Brexit should be added to the CAT/CS Risk Register were discussed. The Board agreed that no changes are required to the Risk Register although the Board will continue monitoring the position closely.</p>		
<p>Director, Operations' report on operations</p>	<p>The vacancy for an Information and IT Assistant has now been filled with a new member of staff taking post from the middle of July.</p> <p>CAT/CS Register of Interests of Board Members has been reviewed and is now available on the Tribunal's website.</p> <p>CAT/CS Departmental Security Officer (DSO) and Information Technology Security Officer (ITSO) will be giving a security briefing at the next CAT Members training seminar.</p>		

Agenda Item	Summary of Discussion	Action	Action Owner
	<p>CAT/CS has initiated an assessment with HM Treasury aimed at establishing whether CAT/CS meets the criteria to join the Government Banking Service (GBS). GBS provides a shared banking service across central government and wider public sector customers and acts as the single voice to the payments industry where government is a customer for money services.</p> <p>CAT/CS staff pay remit proposal for 2015-16 was discussed and fully endorsed by the Board. The proposal is due to be submitted to BIS Secretary of State for approval.</p>		
Date of next meeting	The next Board meeting will be held on Tuesday 29 th November at 4.30pm.		
AOB	<p>The application for the formal appointment of Peter Freeman to the CS Board may be delayed to the Autumn.</p> <p>With regards to the Ordinary Members' recruitment campaign, BIS is drafting a ministerial submission which may suggest the use of head hunters for a "name only" campaign.</p>		