

**Competition Service Board Meeting Minutes**  
 Salisbury Square House, 8 Salisbury Square, EC4Y 8AP  
 Mansfield Room  
 2<sup>nd</sup> December 2019  
 14.00 to 16.00

**Board Members:**

**In Attendance:**

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

**Action/Decision Summary:**

| <b>Agenda Item</b>  | <b>Summary of Discussion</b>  | <b>Action</b>   | <b>Action Owner</b> |
|---|---|---|---------------------|
| Chair's introduction and declaration of interests   | The Chair 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 11 <sup>th</sup> July 2019  | Minutes of the last meeting were discussed and agreed. All actions have been completed.   | 1. CAT/CS to arrange for the minutes of meeting of 11 <sup>th</sup> July 2019 to be published on the CAT website. | 1. Ilia Bowles      |
| Registrar's report on case workload   | The Registrar reported on the current state of the Tribunal's caseload and how it has developed over the past few months. The Autumn is being rather busy, with 53 cases in progress: 6 appeal cases, 38 damages actions, 5 collective actions, 2 merger actions and 2 communication act cases. |   |                     |
| Report on the Audit and Risk Assurance Committee meeting of 6 <sup>th</sup> November 2019 | The Chair reported on the Audit and Risk Assurance Committee meeting of 6 <sup>th</sup> November.   | 2. CAT/CS to amend minutes of the 6 <sup>th</sup> November meeting to   | 2. Ilia Bowles      |

| Agenda Item                                | Summary of Discussion   | Action  | Action Owner    |
|--|---|---|-----------------|
|  |   | reflect the Chair's comments.   |                 |
| Director, Operations' report on operations | <ul style="list-style-type: none"> <li>• CAT/CS's pay remit 2019 is going through ministerial approval;</li> <li>• A business case for the increase of the Chairmen's and CS Members' daily rates is currently being worked on and will be submitted to ministers in due course;</li> <li>• Permission is being sought for CAT/CS's staff to use the canteen in Fleetbank House;</li> <li>• The need to recruit additional legal staff will be assessed towards the end of January 2020.</li> </ul> |   |                 |
| Terms of Reference (ToR) for the Board     | The Board agreed its Terms of References.   | 3. CAT/CS to send a copy of the agreed Framework Agreement to the Chair.  | 3. Iliia Bowles |
| Date of next meeting                       | The next Board meeting will be held in March 2020.  | 4. CAT/CS to finalise date of next Board meeting in March 2020.   | 4. Iliia Bowles |
| AOB  | <p>The Board requested to meet BEIS ministers in January and to hold the official opening of the CAT in February.</p> <p>The Board discussed the treatment of tax for part-time office holders' travel expenses from home to work and agreed for tax consultant BDO to provide professional advice on the matter.</p>   | 5. CAT/CS to agree with BEIS dates of ministerial meeting in January and official opening of the CAT in February. | 5. Iliia Bowles |