

Competition Service Board Meeting Minutes

Via Telephone
24th March 2020
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		

As travel into and meetings within central London are being discouraged by the Government due to the ongoing Covid-19 pandemic, the CAT/CS is no longer operating from its headquarters building. Instead all Tribunal staff have switched to working at home; thus, this meeting was held by conference call.

Action/Decision Summary:

Agenda Item	Summary of Discussion	Action	Action Owner
Chair's introduction and declaration of interests	The Chair welcomed everyone to the call and requested members to declare any potential conflict of interest with any of the business items on the agenda. One was declared.		
Minutes of meeting of 2 nd December 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 2 nd December 2019 to be published on the CAT website.	1. Ilia Bowles
Registrar's report on case workload	As the CAT/CS staff have switched to working at home, all communications are taking place by electronic means. A practice direction has been published on the CAT website, informing the		

Agenda Item	Summary of Discussion	Action	Action Owner
	<p>public of the way in which the Tribunal intends to proceed in the current situation.</p> <p>The CAT/CS hopes to continue to deal with routine case management conferences and some meetings by video-link using Microsoft Teams; this tool is also being used for Tribunal and staff meetings.</p> <p>The timetable on some cases may be disrupted and lengthened as a result of the current circumstances.</p>		
Report on the Audit and Risk Assurance Committee meeting of 28 th February 2020	The Chair reported on the Audit and Risk Assurance Committee meeting of 28 th February.	2. CAT/CS to postpone cyber security awareness session for ARAC and Board Members to the Autumn.	2. Iliia Bowles
Director, Operations' report on operations	<ul style="list-style-type: none"> • CAT/CS's pay remit 2019 was implemented in February; • A business case for the increase of fee-paid Chairmen's and CS Members' daily rates is being reviewed by BEIS; • Discussions are taking place with building management and facility providers to ensure basic H&S checks are carried out during the period of unoccupancy; • NAO end of year audit is scheduled to carry on as per original timetable. 		
Annual review of the CS Board's effectiveness	The Board signed off the draft annual review of its effectiveness but will need to consider how any risk of injury to the Tribunal's independence is addressed.		
Date of next meeting	The next Board meeting will be held on Friday, 10 th July 2020 at 2.00pm.		