

Competition Service Board Meeting Minutes

Victoria House, Bloomsbury Place, WC1A 2EB

Mansfield Room

10th May 2017

14.30 to 16.30

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	<p>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.</p> <p>Susan Scholefield's appointment as CS Non-Executive Director has been extended for another four years with effect from October 2017.</p> <p>Peter Freeman has been appointed Chair of the Human Fertilisation and Embryology Authority's Appeals Committee; Susan Scholefield has been selected Appointed Independent Member of the Sussex Police and Crime Panel.</p>		
Minutes of meeting of 29 th November 2016	Minutes of the last meeting were discussed and agreed. Increase of CS staff headcount from 18 to 20 is being discussed with BEIS. All other actions have been completed.	1. CAT/CS to continue liaising with BEIS on the increase of its staff	1. Director of Operations

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		headcount from 18 to 20.	
Registrar's report on case workload	<p>The Registrar reported on the current state of the Tribunal's caseload and how it has developed over the past few months.</p> <p>An induction programme for new members is currently being arranged.</p>		
Report on Audit and Risk Committee Meeting of 22 nd March 2017	<p>Susan Scholefield reported on the Audit and Risk Committee meeting of 22nd March.</p> <p>Following Stephen Harrison's resignation, a new member of the Audit and Risk Committee will be appointed later in the year amongst the new cadre of members.</p> <p>The draft CAT/CS clauses, which were intended for the Better Markets Bill, and how they have evolved were discussed.</p> <p>The Board considered the need of having a disaster recovery site outside London (for staff and hearings) and agreed that options and any associated costs of such a site should be investigated.</p> <p>The Framework Agreement has been re-drafted to include remarks from Internal Auditors and has been circulated to BEIS for comment.</p>	<p>1. Susan Scholefield to liaise with MoJ in order to investigate costs and options of having a disaster recovery site outside London.</p> <p>2. CAT/CS to confirm geographical location of its staff and members.</p>	<p>1. CS Committee Chair</p> <p>2. Director of Operations</p>
CS Risk Register and Business Plan 2017/18	The CS Risk Register and Business Plan 2017/18 were discussed.		
Director, Operations' report on operations	<p>A recruitment campaign to replace the IT Support Manager is under way.</p> <p>CAT/CS's telephone and audio visual systems have been upgraded; work is in progress to install video-conferencing facilities.</p>		

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	<p>CAT/CS's migration to Government Banking System (GBS) is near completion, with CS's Lloyds bank account due to be closed at the end of May.</p> <p>Following the merger of BIS and DECC, it has been agreed that the iTECC platform will be discontinued from May 2018. CAT/CS has commenced planning its exit programme with the aim to migrate onto a new platform in February 2018.</p> <p>Drafting of CAT/CS Annual Report and Accounts 2016/17 is under way. In April, NAO completed the first week of their final audit.</p> <p>Following CMA's announcement to exercise the break-clause in their lease in September 2019, CAT/CS is liaising with BEIS and the Government Property Unit at Cabinet Office to explore the possibility of remaining in Victoria House.</p>		
Date of next meetings	The next Board meeting will be held on Monday 3 rd July 2017 at 2.30pm.		
AOB	None were declared.		