

Competition Service Board
Minutes of Meeting of 22nd March 2018
Victoria House, Bloomsbury Place, WC1A 2EB
Consultation Room 1
10.30 - 12.30

Board Members:

In Attendance:

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

Action/Decision Summary:

Agenda Item	Summary of Discussion	Action	Action Owner
Chair's introduction and declaration of interests	SS 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 15 th November 2017	Minutes of the last meeting were discussed and agreed. BEIS ministerial approval to increase the headcount for the CS from 18 to 30 members of staff has been received. The new Framework Agreement is currently being finalised by BEIS and is expected to be received by CAT/CS during the Spring. Interviews to recruit new members of the CS Audit and Risk Assurance Committee took place on 22 nd March. Two candidates were deemed appointable.		
Chair's report on Audit and Risk Assurance Committee meeting of 20 th March 2018	SS reported on the Audit and Risk Assurance Committee meeting of 20 th March.	1. CAT/CS to amend Risk Register to reflect Board's	1. IB

Agenda Item	Summary of Discussion	Action	Action Owner
	The Board discussed the CS Risk Register and a few changes were agreed.	comments.	
Registrar's report on case workload	The Registrar reported on the current state of the Tribunal's caseload.		
Director of Operations' report on operations	<p>The IT project is progressing well and full migration took place over the Easter weekend.</p> <p>With regard to accommodation, discussions continue with BEIS and the Government Property Agency (GPA) to determine the effects of the CMA's decision to invoke the break clause in the lease in Victoria House and move to different premises.</p> <p>A matter related to personnel was discussed.</p>		
Terms of Reference for the Board	Apart from a minor change, the Board approved its newly written Terms of Reference.		
Evaluation Report on the review of the Board's effectiveness	<p>The Board discussed the draft Evaluation Report of its effectiveness, which is based on the NAO checklist tool, and suggested a few minor amendments.</p> <p>It was agreed that the Board should review its effectiveness on an annual basis.</p>	1. CAT/CS to amend draft Evaluation Report to reflect Board's comments.	1. IB
Date of next meetings	The next two Board meetings will be held on Monday 2 nd July and Wednesday 7 th November, both at 4.30pm.		
AOB	<p>It was agreed that the appointment of the new CS Audit and Risk Assurance Committee members should start on 3rd April 2018.</p> <p>The Board agreed that BEIS letters issued to CAT and CS, setting out EU exit roles and responsibilities shared by BEIS and Partner Organisations, should be signed off.</p>		