

## Competition Service Board Meeting Minutes

Victoria House, Bloomsbury Place, WC1A 2EB

Mansfield Room

3<sup>rd</sup> July 2017

13.30 to 15.00

### 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. One was declared.		
Minutes of meeting of 10 <sup>th</sup> May 2017	<p>Minutes of the last meeting were discussed.</p> <p>A dialogue with the department is on-going with regard to the increase of CS staff headcount from 18 to 20. Early projections of an EU exit exercise commissioned by BEIS indicate that, post Brexit, CS may need up to ten additional members of staff. Hence, consideration is being given as to whether this factor could influence the increase in headcount that is currently being sought.</p> <p>Discussions with MoJ on the possibility of CAT/CS using one of their hubs outside London as a disaster recovery site have brought no fruit. Disaster recovery arrangements in place at the High Court are now going to be investigated.</p> <p>CAT/CS is planning the exit from the current shared IT platform</p>	<ol style="list-style-type: none"> <li>1. CAT/CS to continue liaising with BEIS on the increase of CS staff headcount.</li> <li>2. CAT/CS to investigate disaster recovery arrangements in place at the High Court.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ilia Bowles</li> <li>2. Peter Roth</li> </ol>

Agenda Item	Summary of Discussion	Action	Action Owner
	<p>(iTECC). Consideration is being given to the several technical solutions available for the new IT services (using current government frameworks and guidelines) and which one may be best suited to CAT/CS needs, including the security environment in which CAT/CS should operate going forward. The aim is to migrate onto the new IT platform in February 2018.</p> <p>Following CMA's announcement to exercise the break-clause in their lease agreement in September 2019, CAT/CS is liaising with BEIS and the Government Property Unit at Cabinet Office to explore future options related to CAT/CS accommodation in Victoria House.</p>		
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 Tribunal's workload is high.		
Report on Audit and Risk Committee meeting of 28 <sup>th</sup> June 2017, including feedback on the draft CAT/CS Annual Report and Accounts 2016/17	<p>Susan Scholefield reported on the Audit and Risk Committee meeting of 28<sup>th</sup> June.</p> <p>The Board requested the following changes be made to the draft CAT/CS Annual Report and Accounts 2016/17:</p> <ul style="list-style-type: none"> <li>• To redraft the Notable Cases section at the end of the President's Statement to include only a very short summary for each notable case;</li> <li>• To update the Members' Biographies section to make it clearer who the newly appointed members are; and</li> <li>• To update the Activity by Case section with details of the latest Tribunal's handing downs.</li> </ul> <p>NAO have indicated that they will recommend certifying the CAT/CS accounts with an unqualified audit opinion, without modification.</p>		

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Director, Operations' report on operations	<p>Following a recruitment exercise, CAT/CS has drafted a ministerial submission to recommend the appointment of Peter Freeman's to the CS Board and sent it to BEIS for action.</p> <p>Ordinary Members BAME candidate interviews will take place on Monday 31<sup>st</sup> July at the Tribunal's premises.</p> <p>The appointment of the new Ordinary Members included in tranche 2 should be announced w/b 17<sup>th</sup> July.</p>		
Internal Audit Report on Corporate Governance	<p>The Board considered the recommendations made by Internal Audit in their report and agreed to a) draft an operating framework and b) evaluate the CS Board performance at the Board meeting in March.</p> <p>The other recommendations made in the report are already being actioned.</p>	<p>1. CAT/CS to draft a Board operating framework.</p> <p>2. CAT/CS to evaluate the Board performance at the Board meeting in March.</p>	<p>1. Charles Dhanowa</p> <p>2. Susan Scholefield</p>
Date of next meetings	The next Board meeting will be held on Wednesday 15 <sup>th</sup> November 2017 at 4.30pm. Another meeting has been pencilled in for Wednesday 28 <sup>th</sup> March 2018 at 2.30pm.		