

Competition Service Board Meeting Minutes

Victoria House, Bloomsbury Place, WC1A 2EB

Consultation Room 1

26th March 2019

14.30 to 15.30

Board Members:

In Attendance:

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

Action/Decision Summary:

Agenda Item	Summary of Discussion	Action	Action Owner
Chair's introduction and declaration of interests	<p>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.</p> <p>It was noted that the Tribunal will soon need to engage with the Judicial Appointments Commission (JAC) for the recruitment of new Chairmen.</p>		
Minutes of meeting of 27 th November 2018	Minutes of the last meeting were discussed and agreed. All actions have been completed.		
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 year has been busy, with 36 cases in progress. The pipeline also looks much fuller.		
Report on the Audit and Risk Assurance Committee meeting of 12 th March 2019	The Chair reported on the Audit and Risk Assurance Committee meeting of 12 th March.	1. CS Chair and GIAA to be invited to future project steering board	1. IB

Agenda Item	Summary of Discussion	Action	Action Owner
	<p>The CAT/CS relocation project was the main point of discussion. It was agreed that, in financial year 2019/20, GIAA should focus their work on all aspects of the relocation project, advising the Committee and the Board. Consequently, it was deemed appropriate for GIAA (and the CS Chair if available) to attend future project steering board meetings. The steering board has been set up to oversee the CAT/CS's relocation and meets every other week under the chairmanship of BEIS.</p> <p>The Board noted that the risk of interference with the independence of the CAT continued to be rated as high.</p>	meetings	
Update on Accommodation	A tender exercise for the appointment of the fit-out contractors has just completed, with interviews scheduled to take place at the beginning of April. Refurbishment work should begin towards the end of April for 16 weeks, including four weeks contingency. Carter Jonas, the appointed Project Managers, will be managing the fit-out contractors.	1. CAT/CS to keep the Board informed on how the relocation project progresses.	1. IB
Director, Operations' report on Operations	<ul style="list-style-type: none"> • CAT/CS's pay remit 2018 has been approved and will be implemented with the March payroll. • Following two members of staff resignations, recruitment will begin in due course to restore CAT/CS's full workforce. 		
Annual Review of the CS Board's Effectiveness	The Board signed off the draft annual review of its effectiveness.		
Date of next meeting	The next Board meeting will be held on Thursday 11 th July 2019 at 2.30pm.		
SCS Staff	The Board endorsed a spot award payment to SCS staff, in line with BEIS's guidance on SCS Pay Award 2017 and 2018.	1. CAT/CS to implement SCS spot award with the March payroll.	1. IB