

Competition Service Board Meeting Minutes

Victoria House, Bloomsbury Place, WC1A 2EB

Mansfield Room

11th July 2019

14.30 to 16.30

Board Members:

In Attendance:

Susan Scholefield (SS)	CS Chairman (via phone)	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	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.		
Minutes of meetings of 26 th March	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.		
Report on the Audit and Risk Assurance Committee meeting of 25 th June 2019	The Chair reported on the Audit and Risk Assurance Committee meeting of 25 th June, which focused mainly on risks and the Annual Report and Accounts 2018/19. The Chair gave feedback on the CS Business Plan and Risk Register.	1. CAT/CS to update Business Plan and Risk Register to reflect Chair's comments.	1. Ilia Bowles

Agenda Item	Summary of Discussion	Action	Action Owner
Update on Accommodation	Procurement and commercial issues at BEIS's end have caused a delay to the start of the fit-out work. Consequently, CAT/CS's new premises won't be ready for occupation until the middle of November the earliest, beyond the agreed date for the expiry of the lease on Victoria House. Work is underway to find suitable, short-term office accommodation.	2. CAT/CS to keep the Board informed on how the accommodation matter progresses. (In the event, a short extension of Victoria House's lease was agreed.) 3. CAT/CS to contact the Chair of BEIS Audit and Risk Assurance Committee.	2. Ilia Bowles 3. Susan Scholefield
Draft CAT/CS Annual Report and Accounts 2018/19	The Board signed off the CAT/CS Annual Report and Accounts 2018/19.	4. CAT/CS to circulate final copy of the Annual Report and Accounts 2018/19 to Board members prior to publication.	4. Ilia Bowles
Director of Operations' report on operations	The Civil Service Pay Guidance 2019/20 has been issued. Funding arrangements remain as set in 2015 for the current Spending Review period, where funding is for 1% average pay awards. However, this year, departments have the flexibility to spend up to a further 1% on pay awards if it is affordable within budgets. This means that the CS has flexibility to make awards of up to 2%. Timeline for submission of the remits is not yet been confirmed.	5. CAT/CS to prepare and submit pay remit to BEIS for approval by Ministers.	5. Ilia Bowles
Date of next meeting	The next Board meeting will be held on Monday 11 th November 2019 at 5.00pm.	(In the event, the next Board meeting was held on Monday 2 nd December 2019.)	
AOB	None were discussed.		