

## COMMISSION FOR LOCAL ADMINISTRATION IN ENGLAND

**Minutes of the meeting of the Commission held at Millbank Tower,  
Millbank, London SW1P 4QP in the Board Room on the 15<sup>th</sup> floor on  
Tuesday 25 May 2010 at 10.20am**

**Present:** Mr T Redmond (Chair)  
Dr J Martin (Vice-Chair)  
Ms A Seex  
Ms A Abraham

**In attendance:** Mr N H Jones  
Mr N J Karney  
Mr M King  
Ms J Feeney  
Mr S D Jones  
Ms M Kelly  
Ms P Rao  
Mr A L Creech

### **1. Matters arising from the minutes of 30 March Commission meeting**

The minutes of the 30 March meeting would be confirmed as accurate records and signed by Tony Redmond and the next Commission meeting in July, to give Ann Abraham the opportunity to consider them (the minutes had not been included in her papers for the meeting).

There were two matters arising from the minutes.

#### *Minute 6: Strategic Risk Register*

Nigel Karney reported that he had planned to arrange the special workshop to discuss issues of risk to take place an hour before the next meeting of the Audit Committee on 28 July. The Commissioners who are not on the Audit Committee pointed out that they, and all the Deputies, would also wish to attend this event, and that more than an hour was needed. Nigel Karney was asked to arrange the event on that basis

**NJK**

#### *Minute 7: Draft Corporate Plan 2010-13 (including the 2010/11 Business Plan)*

The Commission noted that the 2010/11 Business Plan had been finalised and placed on the LGO intranet/website. Ann Abraham pointed out that there was some duplication in the version that had been sent to her, and Nigel Karney said he would check the published version is correct.

**NJK**

### **2. Commission PIs: April 2010**

CLA 1773 had been circulated. The PIs were noted by the Commission. These showed that two Internal Management of Schools complaints had been received in April (the pilot involving four local authority areas had begun on 19 April).

### 3. Budgetary control report: April 2010

CLA 1774 had been circulated. Stephen Jones explained that, as this was the first month of the new financial year, the total projected out-turn, after adjustments, was relatively close to the budgeted spend. The projected overspend of £123k shown in the report did not take account of a non-cash transfer from reserves to cover a depreciation charge, which would be included in the May 2010 report.

SDJ

This was noted by the Commission.

### 4. Financial out-turn report statements 2009/10

CLA 1775 had been circulated. Stephen Jones drew attention to the following points:

- He had presented the Commission with two sets of statements, showing the operating surplus before and after capitalisation of revenue expenditure on significant works, furniture purchases, IT schemes etc. This was in line with normal accounting practice. He had also included a separate set of statements which showed expenditure on the New Jurisdictions.
- The overall cash surplus to be returned to the CLG under the Grant In Aid regime was in the order of £300k (which represented a reduction in the surplus projected in February 2010).
- He had previously advised the Commission that the CLG had declined to give their consent to the surplus being used towards the Commission's pension fund deficit.

The Commission noted that the £300k underspend represented a very small proportion of total expenditure, and that it was to the considerable credit of all the staff involved that spending achieved was so close to the financial target for 2009/10, especially when substantial sums linked to preparing for the New Jurisdictions had not become available to spend until the latter part of the financial year.

The Commission **AGREED** to approve the financial out-turn report statements for 2009/10.

SDJ

### 5. Health and Safety

CLA 1776 had been circulated. Introducing the annual report, Nigel Karney pointed out that:

- The significant refurbishment projects carried out during the year had limited the Facilities Team's ability to achieve a number of the 2009/10 health and safety objectives. However, Nigel Karney was satisfied that this had not resulted in significantly increasing the Commission's exposure to increased risk.
- The issue of mobile phone coverage had flagged up a weakness in respect of the 'SOLOPROTECT' system for use by staff undertaking out of office visits. Nigel Karney explained that, to address this, a corporate-wide policy had been agreed by the Chairman. This included a requirement that, if there is no signal at the arranged meeting location, the meeting should be rescheduled. Nigel Karney confirmed that the policy had been communicated to managers for them to advise staff, and that he would check it was also placed on the intranet.

**NJK**

The Commission **AGREED** to:

- i. approve the health and safety objectives for 2010/11;
- ii. request Nigel Karney to provide the Commission with a progress report on achievement of the 2009/10 and 2010/11 objectives, for consideration at the next Commission meeting in July.

**NJK**

## **6. Information items**

The following items had been circulated to the Commission for information:

- Communications performance report: 2009/10 (CLA 1777)
- HR and other corporate activities performance report: 2009/10 (CLA 1778)
- Key projects summary (CLA 1779)

The Commission noted that arrangements had not been made for a launch event for the 2009/10 Annual Report, although it was recognised that:

- An event would be more appropriate for launching the 2010/11 Annual Report, since this would be reporting on the first year's operation of the New Jurisdictions.
- The process of drafting the Corporate Plan for 2011-14 and the 2011/12 Business Plan would include consultations with key external stakeholders as well as staff.

**JF**

**NJK**

## **7. Date of next meeting**

Tuesday 27 July, 11.15 am in MBT.