

LGBCE (24-25) 1st meeting

Minutes of the meeting held on 23 April 2024 at 11:15am,
at Broadway House, Tothill Street, London SW1H 9NQ

Commissioners present:

Professor Colin Mellors OBE (Chair)
Amanda Nobbs OBE
Wallace Sampson OBE
Andrew Scallan CBE
Liz Treacy

LGBCE officers present:

Ailsa Irvine	Chief Executive
Kathryn Trower	Interim Director of Corporate Services
Richard Buck	Review Manager
Alison Evison	Review & Programme Manager
Hayley Meachin	Communications & Engagement Manager
Jonathan Ashby	Review Officer and Mapping Lead
Tom Rutherford	Review Officer and Review Process Lead
Angela Hendry	HR Lead (minutes)

Apologies for absence

Apologies for absence were received from Steve Robinson.

Minutes of the LGBCE's meeting on 12 March 2024

The minutes were agreed as a correct record and were signed by the Chair.

Matters arising

There were no matters arising.

Actions from the previous Commission Board meeting

The Commission Board noted the outstanding actions, which all have a due date later in the year.

1. Chair's report

The Commission Board recorded its sadness at the death of Paul Rowsell CBE, and reflected on his significant contributions to local government and his support for the work of the Commission. It is expected that there will be a memorial service in London in June 2024.

The Chair welcomed Jonathan Ashby and Tom Rutherford to the meeting in their new roles with lead responsibilities.

The Chair reported on the meeting he and the Chief Executive had with Cat Smith MP (Lancaster & Fleetwood), the spokesperson for the Commission on the Speaker's Committee.

2. Annual report and accounts - LGBCE(24/25)001

The Commission Board noted the latest draft of the annual report and accounts, which had been updated to reflect earlier feedback from Commissioners. The DCS updated on progress with the NAO audit, which was underway. It was noted that we were still awaiting a dilapidation figure from the GPA.

Further comments on the annual report and accounts to be forwarded to the Interim Director of Corporate Services and the Chief Executive.

The Board thanked the DCS and others for their work on the Annual Report and Accounts.

3. Quarter 4 KPIs & finance outturn - LGBCE(24/25)002

The Interim Director of Corporate Services presented the KPI and finance report, and the Board discussed its content.

- KPI 2 – Customer satisfaction: the Board noted the management comment and welcomed the work planned for the coming year in relation to maximising response rates.
- MI 1B – number of final recommendations delayed: there was a discussion around the potential to split the KPI to illustrate more clearly where delays were within or outside of our control and whether they were intended to elicit further information or to accommodate workload issues.
- There was a suggestion that further KPIs might be considered to demonstrate internal progress, such as in relation to completion of the performance appraisal process.
- The Chief Executive confirmed that there will be a refresh of the KPIs, which will align with work to develop the new corporate plan. The Chief Executive also outlined proposed improvements to our performance reporting, which should help to provide context for the KPIs.

- The Board noted the year-end underspend of two per cent, setting aside depreciation and the risk and resilience budget, and agreed that this illustrated the importance of having a risk and resilience budget.

4. Annual EDI report 2023-24 - LGBCE (24/25)003

The EDI Officer Champion presented the report on the work of the EDI Working Group during 2023-2024 and highlighted its expected focus for the coming year.

- The Board noted the importance of ensuring we link consideration of EDI into the wider customer journey.
- Further to a discussion on the wording in Board papers and reports relating to our approach to EDI in reviews, the team undertook to revisit the issue and to update the Commission Board on the latest position and progress at the next meeting.
- In relation to a question on our communications reaching minority groups, it was noted that we work closely with local authorities under review to reach as wide a group of residents as possible, and currently use local authorities' networks to help reach local people. Recent training from the Consultation Institute has been helpful in informing our pilot approach being undertaken as part of the Colchester review, which is expected to provide wider learning on ways to engage with a diverse range of local stakeholders.

The meeting closed at 12.30pm, and was followed by whole-team policy sessions on communications and five-year forecasts.