



**BOARD MEETING**  
**Monday 9 May 2015 15.00 – 17.00**

**Attendees:**

- The Rt Hon Greg Clark MP, Secretary of State for Communities and Local Government
- Marcus Jones MP, Parliamentary Under-Secretary of State
- James Wharton MP, Parliamentary Under-Secretary of State
- Baroness Williams of Trafford, Parliamentary Under-Secretary of State
  
- Andy Street, Lead Non- Executive Director (Chair)
- Nick Markham, Non-Executive Director
- Grenville Turner, Non-Executive Director
  
- Melanie Dawes, Permanent Secretary
- Peter Schofield, Director General Housing and Planning
- Simon Ridley, Director General Decentralisation and Growth
- Jacinda Humphry, Director Finance
- Christine Hewitt, Director People, Capability and Change

**In attendance:**

- Nick Burkitt, Acting Director Local Government Finance
- Tom Walker, Director Cities and Local Growth
- Jon Sell, Deputy Director Implementation Unit
- Lee Heley, Housing Strategy
- Dan McCartney, Cities and Local Growth Unit
- Andrew Dimmock, Implementation Unit

**Apologies:**

- The Rt Hon Mark Francois MP, Minister of State
- Brandon Lewis MP, Minister of State
- Louise Casey, Director General, Casey Review
- Helen Edwards, Director General, Local Government and Public Services
- Stephen Meek, Director Strategy, Communications and Private Office

**Secretariat:**

- Nina Shuttlewood, Board Secretary
- Emily Pignon, Assistant Board Secretary
- Alex Williams, Principal Private Secretary to the Secretary of State

#### Item 1: Welcome and Introductions

1. Andy Street took the chair and welcomed attendees to the meeting. He noted that all previous actions had been completed. There were no comments on the draft minutes.

#### Item 2: Performance Update

2. Jon Sell set out the key points of note within the Secretary of State's Priorities Dashboard.
3. In discussion the Board agreed that the level of detail in the performance reports was very clear and helpful; the data gave Board members a useful overview of the work across the department; and that there was confidence in this reporting schedule.

#### Item 3: Housing Update

1. The Board were updated on the progress of the Housing and Planning Bill through the Commons Consideration of Lords' Amendments. The Board noted the importance of the Bill in the delivery of a number of key manifesto commitments and the fact that it generated a significant amount of secondary legislation. Peter Schofield drew the Board's attention to the Apprenticeship Levy update that had been circulated.
2. The Board discussed key delivery milestones which had been achieved including: Prospectuses announced for Shared Ownership; Starter Homes; and the Home Building Fund.
3. In addition to the risks attached to each individual programme there remained wider operational risks to delivery including broader systemic risks.

#### Item 4: Business Rates Reform and Devolution

4. Simon Ridley introduced the item. It was noted that there had been significant progress since the last Board discussion on devolution deals in December 2015.
5. There was a discussion regarding balancing the needs of various stakeholders and our local growth ambitions. There was a general discussion of the incentives for second deals, the involvement of LEPs and how business rates policy would affect the shape of local government.

#### Item 5: AOB

6. There were no matters arising. The next Board agenda was discussed, it was agreed that it was good to have two or three substantial items and that the data dashboard was useful.

Board Secretariat

May 2016