

COMPETITION AND MARKETS AUTHORITY
Public Minutes of the Board
22 November 2013

Present:

David Currie (Chairman)
Alex Chisholm (CEO)
Sarah Cardell
Andrea Coscelli
Carolyn Fairbairn
Alan Giles (items 1-6 only)
Bill Kovacic
Philip Lowe (items 1-6 only)
Jill May
Annetje Ottow
Mike Walker
Erik Wilson
Roger Witcomb
Rachel Christopher (Board Secretary)

Apologies:

Sonya Branch

1 Updates on key transition workstreams

(Alex Chisholm, Colin Sharples)

The Board was updated on key transition workstreams:

- **Accommodation:** The plans for accommodation of CMA staff in Victoria House have been drawn up to permit a good mix of disciplines and OFT and CC staff. The CMA will be open plan with hot desking and home areas for teams. The floorplans have been well received by staff and plans for relocation are now being developed.
- **ICT:** The programme Board is being led by the Executive Director, Corporate Services; good insight is being offered by a critical friend.
- **KIM:** A draft information assurance strategy has been produced. A gap analysis around information management policies is being carried out with the aim to carry over policies from the current organisations unless they prove to be not fit for

purpose. The Enforcement Academy and Know How teams are also considering their plans for induction into the CMA and for business readiness in April.

- **Sector regulation:** The UK Competition Network hopes to ratify its Statement of Intent at its next meeting in early December
- **Comms:** Both the branding and intranet projects continue. The gov.uk website is also under development. External and internal comms are progressing (Plans for internal comms will be considered further at the January Board).
- **Finance:** Business planning is currently being considered and the budget will be discussed further at the January Board.

2 Update on staff recruitment and progress with job matching

(Erik Wilson, Carmel Flatley, Colin Sharples)

The Board was updated on recent developments around staff:

- A further 24 members of the SCS have now been appointed to the CMA; the other SCS members will be matched into the new structure in the next two weeks.
- Matching for non-SCS staff continues and it is hoped it will be completed by 16 December.
- The CMA has a number of vacancies around new roles and recruitment campaigns are currently being prepared.

The team explained that after Christmas it will be able to signal to staff that the CMA is entering a new phase and it therefore plans more CMA cafés to look at behaviours and how to live the values. The Directorates will also be challenged on how they can do five things 'even better'. These initiatives will be consolidated by an induction programme that will hope to inspire the staff to work in accordance with the values and behaviours, again challenging them to do 'even better'. Internal comms will also be reoriented towards the CMA in the new year. The Board considered the proposals suggesting that staff are given responsibility for taking forward any proposals from the cafés with the most enthusiastic taking roles as CMA advocates. It highlighted that the organisation should consider the impact of transition on staff and the possible consequent need to lift and enthuse staff to look forward to the future. The Board discussed the opportunity for external speakers to inspire the new organisation and noted that Bill Kovacic will give a talk to the OFT and CC about engineering a new agency in January. The team concluded that the results of the recent staff survey should give an important foundation to the CMA on which to build.

3 External communications

(Paul Latham)

The Board received the paper on comms plans up to the launch of the CMA on 1 April 2014. The Board thanked the team for its paper.

4 CMA policy – Gifts and hospitality

(Erik Wilson)

The Board reviewed and approved the draft CMA gifts and hospitality policy, noting that this is aligned with HMT guidance and meets Civil Service standards. It agreed that hospitality and expense registers will be published online.

5 CMA guidance – tranche 1 policy issues

(Andrea Gomes da Silva, Carole Begent, Simon Constantine)

The team presented the paper which outlined the responses received on tranche 1 of the guidance and a number of policy issues, along with the team's proposals for addressing these.

The team explained the governance process around the drafting of the new CMA guidelines which included meeting with relevant critical friends and approval from both OFT and CC policy committees, the CC Policy and Procedures group, the CC Remedies standing Group, the CC Council and the CMA Workstreams Board. In addition, the team has met with individual CMA Board members who were felt to have particular interest or expertise in a given area.

The Board discussed the guidance and agreed the team's proposals. The Board thanked the team for its professional approach and all its hard work.

6 Annual Plan

(John Kirkpatrick, Paul Latham)

The team presented the first draft of the Annual Plan. The Board discussed the plan and suggested that the team seeks input from the Senior Executive Team on draft proposals.

The timetable for publication of the Annual Plan was discussed and it was noted that it will be considered again in December prior to possible publication of the consultation document in January. The Board thanked the team for its work.

7 Portfolio and priorities – follow up discussion to Joint CMA/OFT Board meeting

(Alex Chisholm, David Currie)

The Board discussed the recent joint meeting with the OFT Board, highlighting that it found the meeting to be most useful and looked forward to the upcoming joint meetings in Spring.

8 Future Board agendas

(Alex Chisholm, David Currie)

The Board reviewed the proposals for the agendas for the next four Board agendas, noting the mix of organisational issues with more substantive items, and that the meetings are aligned with Audit and Remuneration Committee meetings.

9 Minutes – adoption of private minutes and consideration of publication policy for public minutes

(Alex Chisholm, David Currie)

The Board adopted the private minutes and agreed that the draft public minutes will be reviewed again prior to external publication.

10 AOB

The Board discussed the timing of meetings highlighted that it would prefer to start at 9.30 and finish later.

Rachel Christopher

Board Secretary

13 December 2013