

RPC meeting – summary minutes

Monday, 11th November 2013

Present: Michael Gibbons (Chairman), Alex Ehmann, Jeremy Mayhew, David Parker, Ian Peters, Martin Traynor, Sarah Veale, Ken Warwick; secretariat.

1. Minutes of the previous meeting

The Committee approved the minutes of the previous meeting, and reviewed the action points and matters arising.

2. Internal protocols project

The Committee discussed the revised draft internal protocols, and endorsed the proposal to assess the 7 recommendations relating to judging the fitness for purpose of submissions to ensure they too remain fit for purpose. The Committee asked the Secretariat to ensure that the text surrounding and supporting the recommendations provides sufficient ‘operational’ information to provide practical guidance for departments and RPC members. This should provide clear “*dos and don’ts*”, descriptions of what good looks like, and “*red lines*” for what can be regarded as fit for purpose.

3. Feedback from the Chairman regarding Michael Fallon meeting

The Chairman’s discussion with the minister covered a range of topics including the Committee’s EU work and preparations for the publication of the upcoming Statement of New Regulation. In particular, the minister welcomed the Committee’s efforts to encourage independent scrutiny within the EU policy making process.

4. Stakeholders and communications

The Committee provided views on the draft communications themes, welcoming the work to develop a single voice for the RPC. Members felt that there is a need for consistent and clear communications to ensure messages achieve the maximum impact with interested parties. The timetable, and high level contents, for the annual report were agreed, with proposals for the launch to be circulated for the January meeting.

5. Methodology issues

The Committee discussed a number of individual regulatory proposals which had raised interesting methodological questions. The summary of the conclusions that had been reached on each were agreed by the Committee and would be added to the case log by the secretariat.