

AMENDMENT TO THE FARRIERS (REGISTRATION) ACT 1975

PROJECT BOARD: 31 July 2013

Purpose: To discuss progress and timing; to manage risks and issues; to make decisions regarding the scope of the current project; to look ahead and prepare for later changes.

Venue: Defra, Room 302, Nobel House, 17 Smith Square, London, SW1P 3JR

Time: 13:30 – 15:30

Attendees:

Present in the room:

Present via telecom:

Richard Drummond (Project Executive)

Siobhan Taylor (Project Manager)

Felicity Heather (Farriers Registration Council)

[REDACTED] (Welsh Assembly)

Apologies:

[REDACTED] (Scottish Government)

1. Welcome

Introductions were made and Project Board members were welcomed to the meeting. [REDACTED]

2. Matters arising from previous meeting (including Action Log)

All action points, with exception of A002, have been actioned and are now closed.

Action point A002 remained open as it relates to the Project Manager producing weekly highlight reports. Moving forward it was agreed that the frequency of the highlight reports would increase. This would be particularly important once the project reaches the stages where the workstream deadlines become more frequent.

3. Project progress – overview

Project paper 3, 'outlining the new key target dates' was presented to the Board. Despite everyone's best efforts, the project is around 6 weeks behind schedule and it is very unlikely that the project will be able to claw back lost time. The view is that the project team might not be in a position to request clearance to consult until 8th October.

The Project Board accepted the timetable and associated risks. The main factor that the Board is hoping for at this stage is that the period for Parliamentary bids stays open, to allow the project team make a bid for a slot in Jan-March 2014.

4. Scope of project – proposal to reduce

Project paper 4 'outlining a series of options with regards to the management of policy proposal 3' was presented to the Board. The Board recognised that this

particular policy proposal was becoming increasingly controversial and therefore unsuitable to meet the criteria for a Handout bill. The Board agreed that, subject to agreement from the FRC Chairman, the proposal would be removed from this particular project and that Defra would look at the issues relating to this proposal within the context of the RMPR (review of minor procedure regime) project.

Action (A005): Richard Drummond to write to the FRC Chairman, setting out the agreed position with regards to policy proposal 3.

[REDACTED]

Action (A006): Richard Drummond to write to the FRC Chairman, confirming Defra's position that policy proposal 4 will be removed from the scope of the project.

5. Current stage of the project: preparation for consultation

a. Regulatory Impact

The Board noted that the Regulatory Impact documents, currently Regulatory Triage Assessment documents, would not be signed off by the Project Board. Instead, the Project Board would be asked to approve the final version of the documents, which would then be signed off by Defra's Better Regulation Team.

b. Consultation document

The Board's attention was drawn to risk R12. It was confirmed that, at this stage in the project, it is still unclear if we are doing a single consultation or multiple consultations, with each devolved administration doing its own.

6. Risks and Issues: current state of play

The Project Board's attention was drawn to the project's risk register. The Board recognised that there were still some gaps on this and agreed to review the current version of the document to ensure that all the risks has been correctly identified and that possible mitigation options were included.

7. Future stages of the project

[REDACTED]

It was noted that the transition provisions for any proposals tend to take the longest time to draft. FRC agreed that it would seek to start formulating its ideas with regards to the possible transition provisions for all of the remaining policy proposals.

Action (A007): FRC to formulate their ideas with regards to the possible transition provisions for all policy proposals.

[REDACTED]



9. Deregulation Bill update

The Project Board was informed that the Cabinet Office published the draft Deregulation Bill on 1 July 2013 (CM 8642) and that the technical changes to the FRA are contained at Schedule 11 Part 2 to this draft Bill can be located at the following link:

<http://www.official-documents.gov.uk/document/cm86/8642/8642.pdf>

10. Project Initiation Document

The Project Board was informed that, due to resource restraints, it has not been possible for the Project Team to produce a PID as agreed at the last Project Board meeting. The Project Board agreed that they would manage the Project based on the Project Brief, e-mail communication and decisions recorded formally in Board minutes.

11. AOB

There were AOB items.

12. Date of next meeting

It was agreed that the next meeting would be held in either late September or early October 2013. The venue would be located at the Defra offices in London.

Action: (A008): Secretariat to arrange the next Project Board meeting.

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