



BOARD MEETING
Monday 17 October 2016 15:30 – 16:45
Minutes

Attendees:

- The Rt Hon Sajid Javid MP, Secretary of State for Communities and Local Government (chair)
- Marcus Jones MP, Parliamentary Under-Secretary of State

- Nick Markham, Non-Executive Director
- Mary Ney, Non-Executive Director

- Melanie Dawes CB, Permanent Secretary
- Helen MacNamara, Director General Housing and Planning
- Simon Ridley, Director General Decentralisation and Growth
- Jo Farrar, Director General Local Government and Public Services
- Stephen Meek, Director Strategy, Communications and Private Office
- Jacinda Humphry, Director Finance
- Christine Hewitt, Director People, Capability and Change

In attendance:

- Nick King, Special Adviser
- Carrie Symonds, Special Adviser
- Jon Sell, Deputy Director Implementation Unit
- Tom Tolfree, Implementation Unit

Apologies:

- Gavin Barwell MP, Minister of State
- Andrew Percy MP, Parliamentary Under-Secretary of State
- Lord Bourne of Aberystwyth, Parliamentary Under-Secretary of State
- Grenville Turner, Non-Executive Director
- Dame Louise Casey CB, Director General, Casey Review

Secretariat:

- Simon Denison, Board Secretary
- Emily Pignon, Assistant Board Secretary
- Louise Morgan, Principal Private Secretary to the Secretary of State

Item 1: Welcome and Introductions

1. The Secretary of State welcomed attendees to the meeting, in particular Mary Ney as it was her first meeting in her role as Non-Executive Director. There were no comments on the draft minutes of the 9 May meeting.

2. The Secretary of State took the opportunity to set out his priorities. He also set out that Board agendas should in future be focused on performance and a deep dive on a priority area, starting with housing for the December meeting.
Action: Board Secretary to ensure that Performance and a housing deep dive are tabled for the next meeting.
3. The ensuing discussion raised a number of points:
 - a. the department should focus on programmes that are proven to be effective in delivering increased house building and that it was important to support and encourage councils to address housing need;
 - b. the department needed further to improve its output and impact measurement, and needed to ensure there was a sufficient focus on delivery; and
 - c. the nascent industrial strategy was a potential opportunity to consider afresh the objectives of both local growth and service integration.

Item 2: Performance

4. Jon Sell outlined the structure and capabilities of the Implementation Unit toolkit. He then set out some areas with current delivery challenges.
5. There was a discussion of how the Implementation Unit's dataset could be used most effectively for the Secretary of State, including that targeted studies with concise information, and exception reporting on changes in risk or performance are likely to be most useful. The possibility of having monthly top three issues was discussed. The need to provide the Secretary of State with assurance that the department could deliver its priorities was considered critical, and that delivery plans could potentially be a useful means of highlighting read-across between programmes. Attendees were clear that use of consistent data across the department would be important in monitoring and driving performance.

Item 3: Any other business

6. There were no matters arising.

Board Secretariat
October 2016