



Minutes

Title of meeting	Planning Inspectorate Board Meeting		
Date	24 May 2018	Time	9.30
Venue	Temple Quay House, Bristol		
Chair	Trudi Elliott (TE) – Chair		
Present	David Holt (DH) – Non-Executive Director Susan Johnson (SJ) – Non-Executive Director Sarah Richards (SR) – Chief Executive Tony Thickett (TT) – Director, Wales Simon Gallagher (SG) – Director of Planning, MHCLG		
In attendance	Pauleen Lane (PL) – Group Manager Caroline Bee (CB) – Head of Finance, Commercial & Performance Mark Southgate (MS) – Director, Major Casework (items 6 & 7)		
Board Secretary	Natasha Perrett (NP)		
Apologies	Ben Linscott (BL), Steve Hudson (SH), Jayne Erskine (JE)		
Observer			

Part One: Schedule of Actions – 23 November 2017

	Owner	Action	Para	Timeframe
3	Steve Hudson	Review unit costs and segmental reporting as part of the year end process	2.13	July 2018

Part One: Schedule of Actions – 25 January 2018

	Owner	Action	Para	Timeframe
2	Simon Gallagher	Identify suitable MHCLG representatives to attend CQPSC and People Committees.	2.5 & 2.7	CQPSC – allocated People - outstanding
5	Jo Esson	Update, circulate and publish the final Terms of Reference.	2.8	Outstanding, linked to action 2
15	Sarah Richards	Circulate draft targets submission to Board members for comment.	6.8	SR will circulate modified draft to Board when ready.

Part One: Schedule of Actions – 22 March 2018

	Owner	Action	Para	Timeframe
3.	Tony Thickett/ Sarah	Present at the July Board meeting, an update on the inspector recruitment	4.7	July Board

	Owner	Action	Para	Timeframe
	Richards	including offers made and acceptances.		
4.	Simon Gallagher	Update the Board when an appointment has been made to lead the end to end inquiries review.	4.9	When appointment is made.

Part One: Schedule of Actions – 24 May 2018

	Owner	Action	Para	Timeframe
1.	Natasha Perrett	Inform Jo Esson (Head of Governance) of declaration made by the Chair.	1.2	Complete
2.	Natasha Perrett	Amend paragraph 1.2, fifth bullet (March minutes) should state PWC	2.1	Complete
3.	Steve Hudson/ Martin Long	Present to the next Board a map showing GDPR readiness (activities to completion) for Board endorsement.	3.1	July Board
4.	Steve Hudson/ Martin Long	Provide a GDPR update at the September ARAC.	3.1	September ARAC
5.	Mark Southgate	Send Customer Business Case to the NEDs.	3.4	Complete
6.	Jo Esson	Send the framework document to the NEDs.	4.11	Complete – issued 25th May.
7.	Sarah Richards	Present at the June Board a 24 month view of performance.	5a	Complete
8.	Mark Southgate	Add performance and customer feedback on NI casework to the PINS Board dashboard.	6.5	July Board
9.	Mark Southgate	Work out: • how much HAS casework we need to train the new inspectors as a top priority	7.4	End of June
10.	Tony Thickett	Monitor the transition from this cohort and those from the non-planning profession.	8.2	January Board – early indication of progress

Minutes

1.0	<p>Welcome and Declaration of Interests</p> <p>1.1 The Chair welcomed the Board. Apologies were received from Steve Hudson, Caroline Bee attended in Steve's absence.</p> <p>1.2 The Chair declared an interest, TE will be visiting Professor at the Department of Real Estate and Planning, Henley Business School, University of Reading.</p> <p>Agreed: 1a) NP to inform Jo Esson (Head of Governance) of declaration made by the Chair.</p>
2.0	<p>Minutes of 22 March Board meeting – Part one</p> <p>2.1 Paragraph 1.2, fifth bullet should state PWC.</p>

	<p>2.2 SR gave an update on action 7 of the March minutes, SR discussed letting the available space on the 4th floor with Melanie Dawes, an outcome has yet to be achieved.</p> <p>Minutes of 22 March Board meeting – Part two</p> <p>2.2 No further comments were received on the part two minutes.</p> <p>Agreed: 2a) Subject to the amendment above, the part one and part two minutes were agreed as a true record of the meeting.</p>
3.0	<p>Committee update</p> <p>a) Audit and Risk Assurance Committee</p> <p>3.1 Following the GDPR update at CQPSC in April, DH asked for a map showing GDPR readiness (activities to completion) to be presented at the next Board meeting. Following Board endorsement, GDPR should return to the September ARAC with an update.</p> <p>3.2 DH referred to risk appetite and setting risk appetite targets. DH suggested the Board should have a debate to assess how comfortable we are with target risk appetite.</p> <p>3.3 SG asked for more focus on reputational risk and risk to the Inspectorate’s external profile and where our risk appetite is in this space. DH had asked Malin at MHCLG how this was viewed in relation to other departments.</p> <p>b) Customer, Quality and Professional Standards Committee</p> <p>3.4 SJ asked to see the Customer Business Case, as this had not be shared with NEDs again for some 5-6 weeks. MS to send to the NEDs.</p> <p>Agreed: 3a) SH/ Martin Long to present to the next Board a map showing GDPR readiness (activities to completion) for Board endorsement. 3b) SH/ Martin Long provide a GDPR update at the September ARAC. 3c) MS to send Customer Business Case to the NEDs.</p>
4.0	<p>CEO report</p> <p><u>MHCLG update</u></p> <p>4.1 SG explained there has been a change of Secretary of State (SoS) which is James Brokenshire, his main focus has been around the work leading to the one year anniversary of Grenfell. The role of the Inspectorate in delivering housing supply remains a top priority.</p> <p>4.2 TE asked for MHCLG’s view on the spending review and the influence this</p>

	<p>may have. SG explained HMT have yet to set a process and timetable, but MHCLG are beginning preparations.</p> <p>4.3 The Board discussed the importance of clear and early signalling from the department, as cost and resource commitments are made early in the year. Reputational risk and the impact on our customers also need to be considered.</p> <p><u>Strategic Risk 05 – Changing Policy Environment</u></p> <p>4.4 Changes to the NPPF will have an impact on parties in many cases. Any case involving housing will need further input from the parties.</p> <p>4.5 The NPPF changes will also have an impact on Local Plans work, but we are not aware of the scale at the moment.</p> <p>4.6 The framework document has been reviewed and signed off by SR and SG. This will be circulated to the NEDs.</p> <p><u>Agreed:</u> 4a) Jo Esson to send the framework document to the NEDs.</p>
5.0	<p>Monitoring Performance – Dashboard</p> <p>5.1 The Board discussed the April dashboard, the following points were raised:</p> <ul style="list-style-type: none"> • There have been changes to income due to changes in NI submissions. Two projects now due in late summer. • Work has started on the Medium Term Financial Plan. • The recent round of inspector recruitments has resulted in 42 new inspectors accepting roles. A further two inspectors will join this year following the 2017 recruitment. • Work is underway to develop a new inspector training programme. • An NSI (non-salaried inspector) procurement programme is take place to add to our existing pool of NSIs. <p><u>Agreed:</u> 5a) SR and Executive Team to present at the June Board a 24 month view of performance.</p>
6.0	<p>National Infrastructure update</p> <p>6.1 Forecasting for National Infrastructure (NI) work has improved and is much better.</p> <p>6.2 The Board discussed the work of CB’s team and PL’s team understanding the variable costs and resource requirements. PL explained it is important the core level of resource does not diminish. Resources are shared with other areas such as Major Casework.</p> <p>6.3 The Board agreed performance and customer feedback on NI casework should be added to the Board dashboard.</p>

	<p>6.4 CB provided assurance around the forecasting model, explaining that lessons learnt are captured and included in the model.</p> <p><u>Agreed:</u> 6a) MS to add performance and customer feedback on NI casework to the PINS Board dashboard.</p>
7.0	<p>Inspector workforce planning models</p> <p>7.1 MS talked the Board through demand and supply.</p> <p>7.2 The Board discussed the potential to redirect inspector and NSI resource to other casework when programmes change.</p> <p>7.3 Longer term, SR explained we are developing a new inspector recruitment model.</p> <p><u>Agreed:</u> 7a) MS to work out: <ul style="list-style-type: none"> • how much HAS casework we need to train the new inspectors as a top priority </p>
8.0	<p>Inspector recruitment update, including gender split and reflections</p> <p>8.1 In the recent recruitment round, TT explained 42 offers have been made.</p> <p>8.2 As a result of advertising more broadly, people are coming through from other professions. TT was asked to monitor the transition from this cohort.</p> <p>8.3 To encourage future applications we are going to make it clear that we offer flexible working conditions for those with careering responsibilities.</p> <p><u>Agreed:</u> 8a) TT to monitor the transition from this cohort.</p>
9.0	<p>Review of meeting, forward planner & AOB</p> <p>AOB - Measures 9.1 SR explained the measures submission is currently with MHCLG for review.</p> <p>Forward planner 9.2 The Board agreed the following additions to the forward planner: <ul style="list-style-type: none"> • In June the Board will hold a session focussed on performance. • ARAC Chair agreed to remove all non-year end items from the agenda. • CQPSC Chair agreed to reduce the time of CQPSC, SJ to confirm with NP. </p> <p><u>Agreed:</u> 9a) The updates to the Board forward planner.</p>

Next meeting: 14 June 2018, timing TBC