

Title	Minutes of the Board Meeting
Description	Minutes of the Board Meeting held on 15 March 2024
Paper owner	Heather Baily
Paper author	Nick Hill
Agenda reference	01a
Meeting date	02 May 2024

The Board is invited to approve these minutes.

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Freedom of Information

Reference to discussion on this paper at the meeting will usually be published in the Board minutes unless exempted under the Freedom of Information Act 2000. Board papers may be published or released on request unless exempted under the Freedom of Information Act 2000.

For completion by the author:

Should this paper be considered for exemption under freedom of information?

Yes

If yes, please provide the reason for non-disclosure and exemption that applies:

Agenda item 2 should be exempt from publication under FOIA s22, as this information is intended for future publication.

Agenda item 4 – para 4.11 on pay assumptions should be exempt from publication under FOIA s35 – for government policy development and s41 information provided in confidence.

Agenda Item 5 should be exempt from publication under FOIA s36 as disclosure would prejudice or be likely to prejudice the effective conduct of public affairs.

Agenda Item 5 should be exempt from publication under FOIA s42 due it requiring legal professional privilege.

Minutes of the Board Meeting on 15 March 2024

Date: 15 March 2024
Time: 10:00 – 14:20
Location: 10 South Colonnade (face to face)
Chair: Heather Baily

Attendees:

Caroline Corby, non-executive director and Board member
Zöe Billingham, non-executive director and Board member
Trevor Reaney, non-executive director and Board member
Duncan Worsell, non-executive director and Board member

Michelle Russell, Chief Executive and Board member
Steve McCormick, Director of Licensing & Standards and Board member
Dianne Tranmer, Director of Transformation and Board member
Natalie Benton, Director of Corporate Services and Board member

Jeremy Bennett, Head of Legal Services & Policy
Fiona Wilson, Head of Strategy & Governance
Nick Hill, Governance Manager (secretariat)
Kevin Barretto, Head of Finance & Procurement (agenda items 1 – 3)
Alero Harrison, Head of External Communications (agenda items 2 and 3)
Tony Stafford, Principal Policy Advisor (agenda item 4)

External attendees

Anita Bailey, Acting Head of Sponsorship Unit, Home Office
Caroline Rowe, Public Protection Unit, Home Office
Cristina Bizzi, Independent Reviewer for the Public Bodies Review (agenda item 2)

External observer

Raji Olukemi, Home Office Sponsorship Unit

Apologies

Paul Fullwood, Director of Inspections & Enforcement and Board member

Shehla Husain, Deputy Director and Head of Public Protection, Home Office

Simon James, non-executive director and Board Member

1. Welcome and apologies for absence, declarations of interest, minutes of the previous meeting and matters arising

Welcome and apologies

- 1.1 The meeting was held face to face.
- 1.2 There were apologies from the Director of Inspections & Enforcement, Simon James (non-executive Board member) and the Deputy Director and Head of Public Protection, Home Office.
- 1.3 The meeting was quorate.
- 1.4 The Chair welcomed Duncan Worsell as the new non-executive Board member replacing Alec Wood. 15 March 2024 was his first day of term with the SIA.
- 1.5 The Chair welcomed Anita Bailey, Acting Head of Sponsorship Unit and Caroline Rowe, from the Public Protection Unit as external attendees from the Home Office.
- 1.6 The Chair welcome Raji Olukemi from the Home Office Sponsorship Unit as an external observer.

Declarations of interest

- 1.7 Zöe Billingham, non-executive Board Member, declared a matter of interest in reference to the Angiolini Inquiry as an expert member on the Inquiry.

Minutes of previous meeting

- 1.8 The November 2023 Board minutes were approved following a minor amendment requested at the February Board.
- 1.9 The February Board meeting minutes were approved, subject to a minor amendment requested by the Official from the Public Protection Unit.
- 1.10 The minutes of the closed Board meeting held on 26 February were approved.

Matters arising

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3. Closed Board Meeting

3.1 A closed board meeting was held.

4. 2024-25 Business Plan and budget

Final Business Plan 2024-25 including key performance indicators

- 4.1 The Chair noted that the Board was invited to approve the Business Plan 2024 – 2025.
- 4.2 The Chief Executive introduced the business plan paper to the Board. She updated the Board that the plan had been discussed again by the executive directors on 29 February 2024, where all the proposed key deliverables were reviewed. As a result, a few of them had changed since the Board last saw them in early February, however the Executive had otherwise confirmed their commitment to business plan delivery for 2024-25. She confirmed again to the Board that for the 2024 to 2025 financial year, the SIA had been required alongside others in government to cap its staffing numbers at October 2023 levels.
- 4.3 The Head of Strategy & Governance presented the plan to the Board, highlighting the key deliverables, key performance indicators and strategic risks, and the changes since the Strategic Plan 2023-26 was written.

- 4.4 The Head of Strategy & Governance advised the Board about the elevation of proactive partnerships to a key deliverable, as it was more of a strategic priority and the sports grounds work was now core operational activity.
- 4.5 The Head of Strategy & Governance drew particular attention to the risks section at paragraph 18, which will continue to be monitored and managed.
- 4.6 The Head of Strategy & Governance noted the addition of the two new indicators relating to the SIA's work on equality, diversity, and inclusion.
- 4.7 A non-executive board member queried the amendment to the metric for KPI 9, moving from 99% of initial decisions to suspend a licence are made within 5 working days from receipt of sufficient information to 95% within 3 days. Following a discussion on this the Chair raised an action.

ACTION MAR-24-03: A short briefing note to be provided by the Head of Licensing & Service Delivery around KPI 9 by end of June.

- 4.8 A non-executive board member queried the amendment to the metric of KPI 1a, proposing a further increase of 20% activity on the 2023 to 2024 target of 2,100, resulting in a target of 2,520 for the 2024 to 2025 year. She queried the effectiveness and value for money of increasing the resources in this area if there no compliance issue. The Chief Executive responded in the absence of the Director of Inspections & Enforcement, whom she knew would have wanted to respond more comprehensively. She noted it was a good challenge; she advised that the activity and resource in this area had increased in the 2021 to 2022 financial year, following the Manchester Arena Inquiry. Part of the purpose of inspections is to provide public assurance about good compliance levels, part is to act on intelligence. There was more to do in making more transparent the efficacy of this work and the Director of Inspections & Enforcement was currently carrying out an internal review ('Project Evolve') which includes looking at the inspections and enforcement directorate performance measures. The non-executive board member asked for this to be revisited once Project Evolve is complete, to ensure the SIA is promoting the right behaviour and can show its contribution to public protection.

ACTION MAR-24-04: The Director of Inspections & Enforcement to lead a discussion at the September 2024 Board Strategy Day tackling Action Nov-23-

05 focussing on the work of the Inspections and Enforcement directorate and its associated key performance indicators.

DECISION: The Board approved the SIA Business Plan 2024-25.

Final Budget for 2024 – 2025

4.9 The Head of Finance & Procurement presented the final budget for the 2024 to 2025 financial year (which was reflected in the business plan) and sought Board approval for the budget.

4.10 The Head of Finance & Procurement noted there had been minimal changes since the February 2024 Board presentation, although an additional risk had been captured regarding contingent liability on the risk register.

[REDACTED]

DECISION: The Board approved the final budget for the 2024 to 2025 financial year as set out in the paper.

SIA Medium Term – Financial Efficiency Strategy

4.12 The Head of Finance & Procurement referred to the SIA Medium Term Financial Efficiency Strategy, which had been approved as a draft before at Board and would require final refresh and then approval by the Executive and Board in light of the final Public Bodies Review report. He noted that it will await the publication of the report and its recommendations; however, the focus of it remains to ensure we provide value for money and minimise fee levels.

4.13 A non-executive board member raised a concern about applying a rebate to keep the cost of the licence fee at £184. The Chief Executive noted that the SIA’s current plans if successful aim to achieve 7.53% in efficiencies. However, 10% in efficiencies are required to keep the fee at the level it currently is. She noted there are also external factors which will impact the SIA’s ability to do this, including any increase in the Disclosure and Barring Service fees and increases in other third-party providers costs.

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6. Any other business

6.1 Steve McCormick, Director of Licensing & Standards is retiring from public service and leaving the SIA. On behalf of the Board and the SIA, the Chair thanked Steve for all his work at the SIA.

6.2 The Official from the Public Protection Unit is expecting the Statutory Instrument to give financial investigations powers under the Proceeds of Crime Act to the SIA to be laid at the end of April 2024.

Date of next meeting: Thursday 2 May 2024