

Title	Minutes of the Board Meeting
Description	Minutes of the Board Meeting held 20 June 2024
Paper owner	Heather Baily
Paper author	Nick Hill
Agenda reference	01a
Meeting date	25 July 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 including secretarial note– FOI exemption applies - s36 – As information would prejudice the effective conduct of public affairs

Agenda item 2 and 4 – FOI exemption applies – s42 – As information contained is legally privileged

Minutes of the Board Meeting on 20 June 2024

Date: 20 June 2024

Time: 10:30 – 12:30

Location: Microsoft Teams

Chair: Heather Baily

Attendees:

Caroline Corby, non-executive director and Board member

Trevor Reaney, non-executive director and Board member

Zoë Billingham, non-executive director and Board member

Duncan Worsell, non-executive director and Board member

Simon James, non-executive director and Board member

Michelle Russell, Chief Executive and Board member

Dianne Tranmer, Director of Transformation and Board member

Paul Fullwood, Director of Inspections and Enforcement and Board member

Natalie Benton, Director of Corporate Services and Board member

Tim Archer, Director of Licensing and Standards and Board member

Fiona Wilson, Head of Strategy and Governance

Nick Hill, Governance Manager (secretariat)

Jeremy Bennett, Head of Legal Services and Policy

Liz Wynds, Principal Legal Advisor (item 2 and 4)

Karen Townsend, Senior Policy Advisor (item 2 and 4)

Iestyn David, Head of Licensing and Service Delivery (item 2)

Laura Johnson, Head of Estates and Project Executive (item 3)

External attendees

Caroline Rowe, Public Protection Policy Team, Home Office

Apologies

Paul Glibbery, non-executive director and Board member

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

Jodie Gibson, Head of Home Office Sponsorship Unit, Home Office

Anita Bailey, Head of Safeguarding ALBs, Home Office

Tony Stafford, Principal Policy Advisor

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 virtually.
- 1.2 There were apologies from Paul Glibbery (non-executive Board member), Anita Bailey, Head of Safeguarding ALBs, Shehla Husain, Deputy Director and Head of Public Protection, from the Home Office and Tony Stafford, Principal Policy Advisor.
- 1.3 The meeting was quorate.
- 1.4 The Chair welcomed Caroline Rowe, Public Protection Policy Team, Home Office.

Declarations of interest

- 1.5 Zoë Billingham reminded the Board of her declared interest as a member of the Labour party and as an expert member on the Angiolini Inquiry.

Minutes of previous meeting

- 1.6 The May 2024 Board minutes were approved.

Matters arising

- 1.7 Action Mar-24-03: A short briefing note was provided by the Head of Licensing and Service Delivery on KPI 9 and was included in the Board paper pack.
Closed.
- 1.8 Action May-24-04: Licence Checker Project update included on the agenda. To be closed.



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3. Data and Digital Programme Licence Checker Project: update

- 3.1 The Head of Estates and Project Executive presented the Licence Checking Project update, which set out the progress against the objectives to improve the efficiency and effectiveness of the current licence checking processes, as discussed at the September 2023 Board strategy session.
- 3.2 The strategic case for the approach to be taken, which was the development of the customer relationship management and common data platform in conjunction with the delivery of smart cards, was approved at the Executive Director's Group on 19 June 2024.
- 3.3 A set of deliverables which are in line with the Data and Digital Strategy were agreed with the Inspections and Enforcement directorate:
- a) A feature to scan and verify the validity of licences swiftly and effectively in the field.
 - b) The capability to record and document notes electronically for each licence check.
 - c) To generate and submit back into the system reports on the field activity, enabling core records to be updated automatically from the field.
 - d) The digital licence checks must be conducted using a reliable and trusted database as the sources of information.
- 3.4 The strategic approach approved by the Executive will help achieve the deliverables by September 2025.
- 3.5 The Director of Inspections and Enforcement thanked the Head of Estates and Project Executive for the work. He confirmed that, as the internal 'customer' of the project, he supports the approach taken to ensuring staff are able to conduct their work effectively and efficiently. This was further supported by the Chief Executive.

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5. Any other business

5.1 There was none.

Next meeting date: 25 July 2024