

LGBCE (24-25)14th meeting

Minutes of meeting held on 22 January 2025 at 15:00. All Commissioners and officers attended the meeting via Teams.

Commissioners present:

Professor Colin Mellors OBE (Chair)
Andrew Scallan CBE
Wallace Sampson OBE
Liz Treacy

LGBCE officers present:

Ailsa Irvine	Chief Executive
Richard Buck	Review Manager
Kathryn Trower	Interim Director of Corporate Services
Brendan Connell-French	Senior Review Officer
Jonathan Ashby	Senior Review Officer
Angela Hendry	HR Lead (minutes)

Apologies for absence

Apologies had been received from Amanda Nobbs, Steve Robinson, Alison Evison (Review & Programme Manager) and Hayley Meachin (Communications & Engagement Manager).

1. Q3 performance report – LGBCE(24/25)113

The Chief Executive introduced the Q3 performance report, and the Board noted its contents. The two main areas highlighted were:

- the forecast underspend and the areas of investment identified at the end of the last quarter which had been subsequently taken forward
- the challenges of developing and embedding new team plans, and ensuring that our ambitions take account of our capacity. Project management training is being provided for all staff to help improve our approach to planning, and recruitment into the Communications Officer role will assist with addressing capacity issues.

The Interim Director of Corporate Services (DCS) reported on the discussions which are underway with Silicon Reef to determine what work on SharePoint re-development could be completed this year, to help reduce the forecast underspend.

In response to a question from the Board, it was noted that we don't have the ability to account for expenditure in this financial year that will be undertaken in the following financial year.

The Interim DCS presented the highlights from the report and a number of points were raised in the subsequent discussion:

- The timely completion of the mid-year performance appraisals and the overall holiday-taken position was welcomed.
- An action was logged for the Board to receive a briefing on ESRI Sweet.
- In response to a query on the induction checklist for new Commissioners, it was noted that feedback previously provided had been taken on board and it was agreed that the checklist should be made available on the Commissioner SharePoint page.
- Measures of website performance should be qualitative as well as quantitative, to ensure a good understanding of users' experiences. The Chief Executive highlighted the importance of ensuring appropriate investment on future development of our website in order to be able to deliver a modern, accessible platform that will support engagement with our work.

2. Corporate plan and Main Supply Estimate - LGBCE(24/25)114

The Chief Executive presented the corporate plan and Main Supply Estimate, and the Board noted their content.

The Board welcomed the new format and presentation of the corporate plan.

The Board discussed the content of the plan in detail, considering the objectives and areas of activity as well as the approach to addressing the potential implications of the English Devolution White Paper. The Board had noted comments and agreed to minor amendments being made to the draft plan.

The Board approved the plan and Main Supply Estimate for 2025-26 for submission to the Speaker's Committee. A draft of the covering letter to be sent to the Speaker by the Chair will be shared with the Board for comment.

3. Future business

The Board noted the link to the Commission Board workplan.