

LEGAL SERVICES COMMISSION BOARD

MINUTES OF THE MEETING HELD ON 29 JUNE 2011

[Note: These minutes are subject to be reviewed and the information that is exempt from disclosure under the Freedom of Information Act will be deleted and replaced by an explanation of the exemption that applies.]

Present: Sir Bill Callaghan, Chair
Barry Elliott
Tom Jones OBE
Julian Lee
Beryl Seaman CBE
Dr David Wolfe
Carolyn Downs, Chief Executive
Owen Mapley, Finance and Corporate Services Director

Attendees: Hugh Barrett, Director of Legal Aid Commissioning & Contract Management
Ruth Wayte, Director of Legal and Service Development
Helen Riley, Director of Case Management
Holly Perry, Head of Chief Executive's Office
Hannah Stephenson, Governance Officer (minutes)

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The minutes of the meeting held on 25 May 2011 were approved.

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Matters Arising

LSC11/37 Year end performance summary for operational delivery

The Commission agreed that the performance scorecard would be circulated to the Board on a monthly basis and would include any areas that were red or amber red. If the Commission wanted to discuss further then commentary would be provided and the Director of Case Management could respond to any queries at the meeting.

LSC11/39a Corporate reporting – Year end corporate metrics report

The Finance and Corporate Services Director would ensure the note on IT issues was circulated as soon as possible **(OM)**.

A note was circulated out of committee on 20 July 2011.

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Agenda

LSC11/43a Discussion on Legal Aid Reform consultation response & Legal Aid, Sentencing and Punishment of Offenders Bill: Summary of changes

[Freedom of Information Act 2000 Exemption: s36 – the free and frank exchange of views for the purpose of deliberations]



Actions ongoing.



LSC11/43b Discussion on Legal Aid Reform consultation response & Legal Aid, Sentencing and Punishment of Offenders Bill: Parliamentary timetable & key milestones

The Director of Legal Aid Commissioning & Contract Management provided an oral update on the provisional Parliamentary timetable. This included the Public Evidence Session on 12 July, to which the CEO was likely to be invited.

The issues arising from the provisional timetable were discussed further under LSC11/43a, above.

The Commission noted the update.

LSC11/43c Discussion on Legal Aid Reform consultation response & Legal Aid, Sentencing and Punishment of Offenders Bill: High level LSC implementation work programme

[Freedom of Information Act 2000 Exemption: s36 – the free and frank exchange of views for the purpose of deliberations]



On agenda for 27 July meeting (LSC11/49 refers).





LSC11/43d Discussion on Legal Aid Reform consultation response & Legal Aid, Sentencing and Punishment of Offenders Bill: Staff transfer issues

The Chief Executive provided an oral update on staff transfer issues for the transition to executive agency status.

[Freedom of Information Act 2000 Exemption: s36 – the free and frank exchange of views for the purpose of deliberations]



The Commission requested that the Framework Document was checked for clarity on the frequency of formal ministerial visits to the Board **(HS)**.

Completed: There is no specific requirement in the Framework Document for ministerial visits. However, the long-standing informal agreement has been for the Minister to attend twice a year, and the Secretary of State once a year. The Secretary of State and Permanent Secretary have confirmed their attendance at the 30 November Board meeting.

The Commission noted the update.

LSC11/44 Update on family re-tender

[Freedom of Information Act 2000 Exemption: s36 – the free and frank exchange of views for the purpose of deliberations]





The Commission noted the update.

LSC11/45 Commission feedback session

In addition to the update on Wales Governance provided in the paper, the Chief Executive informed the Commission that the MoJ had committed to attending the next meeting of the Civil Justice Committee and would confirm their commitment to the continuation of the Committee formally at that meeting.

The Chair provided an oral update on the review of the family and drugs court and an event he had attended at the Nuffield Foundation with an LSC officer. The Chair explained that this had been a good example of joined up working across government departments and that feedback had been positive.

Commissioners who attended the recent MoJ Senior Leadership Group conference also fed back their views of the event. The Chief Executive offered to share the MoJ senior leadership group email bulletins with Commissioners **(HP)**.

Ongoing.

The Commission noted the updates.

LSC11/46 Finance update

The Finance & Corporate Services Director presented the new format finance report, which was welcomed by the Commission.

The Director of Case Management updated the Commission on feedback received from Rossendales, the LSC's debt collectors, on their door-to-door visits to legal aid clients. The feedback would be collated and analysed and then shared with the Board **(HR)**.

An update paper considered by the Executive Team on 20 July will be presented to the Board at their July meeting (LSC11/50 refers).

In relation to Admin, the Director reported the Finance Team were unable to provide a directorate level breakdown of the April and May position. Details of staff costs were, however, expected by the end of the week with detailed Q1 packs available in early July. The Board would be updated at the next meeting on 27 July **(OM)**.

A full Q1 review would be included as part of the finance update at the July Board meeting **(OM)**.

The Admin position for April and May and the full Q1 review were covered by the finance update at the 27 July meeting (LSC11/51 refers).

The draft accounts would be ready for the Audit Committee and Board meetings to review in July.

The Commission noted the update.

LSC11/47 Update on Integrated Delivery Programme

The Chief Executive presented the IDP update on behalf of the Programme Director for Change & IDP, drawing attention to the secure enclave risk in particular.

The Commission noted the update.

LSC11/48 Risk update

The Finance & Corporate Services Director presented an update on risk and assurance on behalf of the Head of Assurance & Performance Management.

The Chief Executive stressed the positive feedback received from the Senior Management Team, and their engagement with the revised risk and assurance process.

The control, 'All requirements under the Welsh Language Act are met (offices in Wales only)', under the 'Customer Service – All business Units' heading (Annex A, page 12), would be amended to include areas outside of the Wales office **(OM/JC)**.

Completed.

The Commission noted the update and endorsed the next steps outlined in the paper.

Any other business

[Freedom of Information Act 2000 Exemption: s36 – the free and frank exchange of views for the purpose of deliberations]



Ongoing: Updates have been provided via the weekly email to Commissioners.

Next meeting

The next Commission meeting would take place on 27 July 2011.