

<p>BAR STANDARDS BOARD</p>

REGULATING BARRISTERS

Part 1 - Public**Minutes of the Bar Standards Board meeting**

Thursday 10 September 2015, Room 1.1, First Floor
289 – 293 High Holborn, London, WC1V 7HZ

Present: Sir Andrew Burns KCMG (Chair)
Patricia Robertson QC (Vice Chair)
Rob Behrens
Tim Robinson
Nicola Sawford
Adam Solomon
Anne Wright

By invitation: Keith Baldwin (Special Adviser)

BSB Executive in attendance: Viki Calais (Business Manager)
Vanessa Davies (Director General)
Oliver Hanmer (Director of Supervision)
Ewen Macleod (Director of Regulatory Policy)
John Picken (Governance Officer)
Simon Thornton-Wood (Director of Education & Training) – items 7-11
Natasha Williams (Business Support Manager)

RG staff in attendance David Botha (Director of Finance)

Item 1 – Welcome

1. The Chair welcomed members to the meeting.

Item 2 – Apologies

2.
 - Malcolm Cohen
 - Justine Davidge
 - Andrew Mitchell QC
 - Andrew Sanders
 - Emily Windsor (Special Adviser)
 - Sara Jagger (Director of Professional Conduct)
 - Amanda Thompson (Director of Strategy & Communications)

Note: Rolande Anderson and Sam Stein QC were not present for Part 1 of the meeting but did attend for Part 2.

Item 3 – Members' interests and hospitality

3. None

Item 4 – Approval of Part 2 (private) minutes (23 July 2015) (Annex A)

4. The Board approved Part 1 of the minutes of the meeting held on Thursday 23 June 2015

ACTION**Item 5 – Matters Arising**

5. None.

Part 1 - Public

Item 6a – Action points and progress – Part 2 (Annex B)

6. The Board **noted** the update to the Part 2 action list. The following comments were also made:

a) **Consultation on BSB fees and charges (min P15a – 23/07/15)**

A paper on the proposed consultation will now be presented to the Board in November 2015.

b) **Rule change re: insurance with the BMIF for single person entities (min P21b – 23/07/15)**

Ewen Macleod confirmed the following:

- an initial meeting with the LSB on the proposed rule change has already taken place. We have since been asked by the LSB to source legal advice on competition law;
- some additional points were also highlighted at the meeting but we remain on track to submit the request by the end of September.

7. In response to a question about the effect on timelines, Vanessa Davies stated that the LSB is very likely to extend the time it takes to make a final decision. The BMIF has been made aware of this but appears willing to wait for the outcome.

Item 6b – Forward Agenda – Part 2 (Annex C)

8. The Board **noted** the forward agenda list but deferred discussion of it until the next meeting.

Item 7 – PRP Committee Report Q1 (April 2015-Jun 2015)

BSB 064 (15)

9. Anne Wright highlighted the following:
- expenditure is on track against budget but income targets are unlikely to be met. At Q1 stage, the forecast for year-end is £1,590k (a 15% shortfall);
 - one service complaint was received in Q1 (*note: this is a complaint about service provided by the BSB itself rather than a complaint about a barrister*);
 - the Committee has invited the Director of Professional Conduct to its November meeting to discuss the recent key performance indicator figures (Annex 2 of the report);
 - the Committee has reviewed the HR operating plan but remains concerned over high staff turnover rates.
10. She commented on the major uncertainties about demand-led activities and corresponding take-up rates eg for entity regulation. This has made accurate forecasting particularly difficult but this should improve with time and experience.
11. The Board also noted the following points:
- the activities listed as incomplete from the 2014-15 year-end report have been incorporated into the 2015-16 business plan. New timeframes have been agreed and this is reflected in the “green” ratings of the Q1 performance dashboard;
 - the dashboard has itself been revised to give further information on the status of an activity in terms of its size, significance, weighting and the extent to which the BSB has direct control over its delivery.
12. Patricia Robertson QC referred to the next strategic plan. She commented that the existing performance report only refers to the current financial year. It does not give a wider view of performance in relation to the three year plan. She therefore suggested that future reports include a short statement on overall progress in that context.

AGREED

- a) to note the report.
- b) to note that KPIs for the Professional Conduct Department will be discussed at the PRP Committee's meeting in November 2015.

13. **Item 8 – Schedule of Board Meetings 2016-17**

BSB 065 (15)

The Board **agreed** the dates for future meetings (January 2016 – March 2017).

14. **Item 9 – Any Other Business**

None.

15. **Item 10 – Dates of next meeting**

Thursday 24 September 2015

16. **Item 11 – Private Session**

The following motion, proposed by the Chair, and duly seconded, was agreed:

That the BSB will go into private session to consider the next items of business:

- (1) Corporate Risk Register
- (2) Business Planning and Budget Bid for 2016-17 (also includes the new draft strategic plan and 3 year financial projections)
- (3) Any other private business

The meeting finished at 4.50 pm.