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## Board Meeting

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**Date & Time:** Wednesday 11 April 2018 at 10:00am

**Venue:** MR5.21A, 90 High Holborn, London

**Present:**

Michael Lockwood	Director General (Chair)
Geoffrey Podger	Senior Independent Director
Catherine Jervis	Non-Executive Director
Bill Matthews	Non-Executive Director
Mary Lines	Non-Executive Director
Manjeet Gill	Non-Executive Director
Ian Todd	Deputy Director General (Operations)
Kevin Woodrow	Director, Resources
Kathie Cashell	Director, Strategy and Impact

**In Attendance:**

David Emery	Head of Legal Services
Lianne Corris	Ag. Chief of Staff
Margaret Bruce	Governance Secretary

## SUMMARY RECORD OF PROCEEDINGS

### 1. WELCOME AND INTRODUCTIONS

The meeting commenced at 10.02am and was quorate.<sup>1</sup> The Chair welcomed all members to the meeting.

### 2. APOLOGIES

The Board received and accepted apologies from Andrew Harvey. It also noted that Andrew would be meeting with the Chair on Monday 16<sup>th</sup> April to discuss the items on the agenda.

### 3. DECLARATION OF INTERESTS

There were no declarations of interests.

### 4. MINUTES OF THE LAST BOARD MEETING HELD WEDNESDAY 14 MARCH 2018 (PAPER REF IOPC 04/18/04)

The Board considered the minutes of the last meeting held on Wednesday 14 March 2018. It agreed to approve the minutes as a correct record. The Chair signed the document for the IOPC record. The Board noted that the minutes would be published in line with the Standing Orders.<sup>2</sup>

Re move to Canary Wharf – the Board noted that IT is being rolled out in May with staff movement envisaged for June.

Matters arising – deferred.

## PROPOSITIONS FOR THE WAY AHEAD

### 5. SCENE SETTING

The Chair briefly recalled the extensive consultations he had conducted since assuming office about three months ago. He welcomed the honesty and openness adopted and this had informed the agenda for this meeting. He outlined the purpose of the meeting (i.e. to present propositions for moving the organisation forward) and the expected outcome (i.e. to seek advice and support of members). He outlined feedback and his proposition for the way ahead in a wide variety of areas such as:

- Mission/Vision/Values of the IOPC
- Independence of the IOPC
- Learning and Thematic Approach
- Timeliness and Quality of Work
- Community and Stakeholder Engagement
- Profile and Media Strategy
- Objectives

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<sup>1</sup> SO 10.12.1 – Quorum shall be 6 members. The majority must be Non-Executive members.

<sup>2</sup> Sub-para 10.13.1 of SO.

The Board generally concurred with the proposition. The Chair agreed to take this forward and report back to the Board in due course.

#### 6. FORWARD PLAN (PAPER REF IOPC 04/18/15)

The Board considered the Plan presented. This is aimed at ensuring effective forward planning for Board meetings. It provides the opportunity for members to propose and discuss items for future meeting agenda. The Board briefly discussed the plan for staff engagement at future meetings held at the regional offices outside of London. Members recommended that similar staff engagement activity be carried out at its first meeting on relocation of London staff to Canary Wharf.

**Agreed** to note the document.

**Action: Governance Secretary**

#### 7. DATES, TIMES AND VENUE OF FUTURE MEETINGS

There were no amendments.

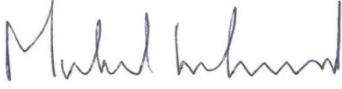
**Agreed** to note.

**Action: Governance Secretary**

#### 8. ANY OTHER BUSINESS

There was no other business. The Chair thanked members for their input and participation.

The meeting closed at 14.55 am.

<b>NAME</b>	Michal Lockwood
<b>SIGNATURE</b>	
<b>DATE</b>	9 May 2018

**Annex 1****IOPC Board - Future Meeting Dates/Times/Venue****F/Y 2018/19****Time: 10.30am**

<b>Date</b>	<b>Venue</b>
Wednesday 9 <sup>th</sup> May 2018	Birmingham
Wednesday 20 <sup>th</sup> June 2018 (2:30pm)	London
Wednesday 11 <sup>th</sup> July 2018	Warrington
Wednesday 12 <sup>th</sup> September 2018	Croydon
Wednesday 10 <sup>th</sup> October 2018	Cardiff
Wednesday 14 <sup>th</sup> November 2018	London (Canary Wharf)
Wednesday 12 <sup>th</sup> December 2018	Sale
Wednesday 13 <sup>th</sup> February 2019	London (Canary Wharf)
Wednesday 20 <sup>th</sup> March 2019	Wakefield

**F/Y 2019/20****Time: 10.30am**

<b>Date</b>	<b>Venue</b>
Wednesday 10 <sup>th</sup> April 2019	London
Wednesday 15 <sup>th</sup> May 2019	Birmingham
Wednesday 19 <sup>th</sup> June 2019	Croydon
Wednesday 17 <sup>th</sup> July 2019	Warrington
Wednesday 25 <sup>th</sup> September 2019	London
Wednesday 23 <sup>rd</sup> October 2019	Cardiff
Wednesday 20 <sup>th</sup> November 2019	London
Wednesday 18 <sup>th</sup> December 2019	Sale
Wednesday 5 <sup>th</sup> February 2020	London
Wednesday 18 <sup>th</sup> March 2020	Wakefield

# ARAC - Future Meeting Dates

Venue: London (Canary Wharf)

Time: 10:30am

## F/Y 2018/19

Date	Status
Wednesday 18 <sup>th</sup> April 2018	London
Tuesday 12 <sup>th</sup> June 2018	“
Tuesday 30 <sup>th</sup> October 2018	“
Tuesday 22 <sup>nd</sup> January 2019	“

## F/Y 2019/20

Date	Venue
Tuesday 16 <sup>th</sup> April 2019	London (Canary Wharf)
Tuesday 9 <sup>th</sup> July 2019	“
Wednesday 16 <sup>th</sup> October 2019	“
Wednesday 22 <sup>nd</sup> January 2020	“

# HR and Remuneration Committee

## - Future Meeting Dates

Venue: London (Canary Wharf)

Time: 10:30am

### F/Y 2018/19

Date	Status
Wednesday 4 <sup>th</sup> July 2018 (Time: 9.30)	London (Canary Wharf)
Wednesday 21 <sup>st</sup> November 2018	“
Tuesday 29 <sup>th</sup> January 2019	“
Thursday 14 <sup>th</sup> March 2019	“

### F/Y 2019/20

Date	Status
Thursday 25 <sup>th</sup> April 2019	London (Canary Wharf)
Thursday 4 <sup>th</sup> July 2019	“
Thursday 10 <sup>th</sup> October 2019	“
Thursday 16 <sup>th</sup> January 2020	“