

CHARGING EFFICIENCY PROJECT
Minutes of the 1st Meeting of the Project Board
11 September 2002

Present:

Richard Hillier	Chair
Paul Davies	
Steve Dennis	
Dick Pape	
Allan Sefton	
Jane Willis	
Brian Fullam	Project Manager

1. **Introduction and Terms of Reference:** The terms of reference were agreed. In the discussion it was noted that the outcomes of the project would be subject to close scrutiny by stakeholders, requiring a rigorous approach throughout the project and in the preparation of the final report. Mr Hillier stated that emerging findings could be implemented before the end of the project where that was appropriate.

2. **Membership of the Board:** External representation was discussed. It was agreed that external membership was necessary, that the members should bring with them experience of introducing major efficiency changes or advising in this field, and that the more than one person could be invited onto the Board. The Chief Executive of Corgi, Bob Henry, was identified as a possible member. Soundings would be taken from within HID and elsewhere before contact was made. Jane Willis knew Mr Henry and agreed to approach him to see if he could serve on the Board. It was also agreed that an academic in the field of business management would be approached. Steve Dennis to explore possible contacts with Mike Owens.

Action: Jane Willis
Steve Dennis

3. **Project Brief:**
- a. Scope: Expanding the scope of the project to include other charging regimes was discussed. It was agreed to continue to exclude most other charging regimes, e.g. explosives licensing, on the grounds of size; the biocides and pesticides regimes, though larger, were also excluded from scope as their processes were different from the inspection based regulatory approach of the major hazard regimes. However, it was recognised that many of the efficiency savings identified by the project could and should be applied to these other regimes.
 - b. Objectives: It was decided not to set targets for efficiency savings at this stage in the project but to review the issue when options for savings are emerging.

- c. Management Arrangements: Reviewing operational processes will require a greater level of assistance from CMG. Steve Dennis to meet with Gary Austin to discuss. **Action: Steve Dennis**
- d. Constraints: In discussion three areas of constraint were identified, developments in IT support e.g. COIN, changes in the Fees and Charges Regs. and the availability of funds to finance structural change. **Action: Brian Fullam**
- e. Business case: Agreed that this required some revision to better capture the drivers for the project. **Action: Brian Fullam**

4. Agreement to Proceed: Subject to the changes being made to the Project Brief, the Board agreed to the project proceeding against the outline timetable. The Board decided that it should meet at the end of October to sign off the PID and review progress. This would also enable the external members to meet the rest of the Board. Additional Board meetings will be held at the end of the data analysis phase (end November) and to review the outcome of the analysis of option (end January)

5. Other issues

- a. Agreed that the TU should be informed of the project and an offer made of their involvement. **Action: Brian Fullam**
- b. An article should be prepared for Management Briefing as part of the communications process. **Action: Brian Fullam**