

MANAGEMENT BOARD (MB) POLICY MEETING MINUTES – 23.4.14

DATE: Thursday 23rd April March 2014 **TIME:** 11:15 am **LOCATION:** G18

ATTENDEES: Peter Mason, Chief Executive (PEM)
Richard Sanders, Deputy CE and Director of Regulation (RS)
Sarah Glasspool, Director, Finance (SMG)
Tania Raynor, Executive PA and Secretariat (TR)

OBSERVER: Thomas Drew, Trainee Metrologist (TD)

Please note actions appear in **BLUE**

- Apologies for Absence/Substitutions:** Robert Gunn, Richard Frewin, Paul Dixon. There was not a full quorum for this meeting.
- Minutes of the last meeting (27.3.14)**
The Minutes of the last meeting were approved with no amendments.
- Matters/Actions Arising from Minutes of Last Meeting**
All actions were reviewed and the following two actions remained outstanding:
 - Investigate costs involved with obtaining the necessary laptops/encryption package to access the BIS intranet and provide an update next month (SMG, April).** Initial enquiries had been made and a response from BIS had yet to be received. This action was carried forward to May
 - Confirm with RG that the Purchasing/Procurement Form for UKSBS had been updated (TR, April)**
- Date of Next meeting :** **Thursday 29th May**

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Action List

Date of Meeting	Action	Action Officer	Date	Progress	Status
8.11.13 26.2.14 27.3.14	Investigate costs involved with obtaining the necessary laptops/encryption package to access the BIS intranet and provide an update next month	SMG	May	Ongoing – initial enquiries had been made and a response had yet to be received from BIS	Open
30.1.14 26.2.14	SDAP - Update the purchasing/procurement from UKSBS	RG	March	Ongoing – TR to confirm status with RG when he returns to the office	Open
27.3.14	Calendarise Board's moderation exercise of PDRs soonest (for end May)	SMG/DB	April	TR had firmed up via Outlook	Closed