

MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 10.7.14

DATE: Monday 10th July 2014 **TIME:** 11.00am **LOCATION:** G18

ATTENDEES: Richard Sanders, Chief Executive (RS)
 Sarah Glasspool, Finance Director (SMG)
 Jo Symons, Director, Change & Development (RS)
 Richard Frewin, Director, Enforcement (RF)
 Paul Dixon, Director, Certification Services (PRD)
 Lynnette Falk, Director, Regulation (LF)
 Dave Barrett, Head of HR
 Tania Raynor, NMO Secretariat (TR)

OBSERVER: Sue Baker, Full-Time Receptionist (SB)

ON CALL FOR ITEM 4: Peter Sayce, Security and Governance Officer (PS)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:**

RG - A/L

RS welcomed SB to the meeting.

2. **Minutes of the Last Meeting (12.5.14)**

The Minutes of the last meeting were approved no amendments.

3. **Matters/Actions Arising From Last Minutes**

The following actions remained open, and the following comments were noted:

- **Review Management Board TOR (RS, July).** RS explained that this action was still in progress. He had been redrafting the TORs for *all* monthly meetings; Business Team Operational Meeting (BTM), Management Board Operational Meeting (MBOM) and the Management Board Policy Meeting (MBPOL). **Bring back to the MBPOL for approval (RS, Sept)**

These actions had emerged from the review of the risk register would be reviewed at Agenda Item 4 later on in the meeting:

- **CorpServ 4:**
 - **Take a more substantive look at NMO security measures (MB, July).** This action involved a comprehensive review of NMO's Security Policy. DB confirmed he and PS had agreed with the Unions to revise the NMO's Security Policy and tailor it to best fit the needs of the Agency. **Present Policy to the MBPOL for approval prior to approval by the Audit Committee (SMG, September)**
 - **Change Control Strategy to "IT laptops and USB sticks containing sensitive data encrypted (PS to check this with Dan Shipp). All mobiles secured". Insert date of planned audit to be carried out by PS (SMG, July).** This action would be taken under Item 4, Agency Risk Register.
- **Formulate PMR User Group to see how the Agency could establish a more fitting PMR Form and report back on progress at July BTM (DB, July).** DB confirmed he had raised this with SJ and the Staff Focus Group (SFG) in order to gauge feedback and amend the form having incorporated ideas/suggestions. **Circulate old form and new proposed form to MBPOL by email for comparison and comment prior to formal approval at that forum in September (DB, September)**

4. **Agency Risk Register (including risks elevated from BTM)**

The risk register was fully reviewed and all actions were noted by PS. *Update the register accordingly (PS, July).*

5. **Finance Report**

- SMG was delighted to report that the tight schedule for the production and sign off by NMO of the Annual Report and Accounts had been achieved. NAO raised only one point regarding assets. This was a huge success.
- The Audit Committee held on 27th June had gone well and a few changes to the Audit Programme had been proposed.
- TWI had been tasked to explore ways in which NMO could better produce figures for the Audit Committee and the Management Board and refresh these monthly reports.
- Q1 figures were submitted to BIS last Monday. Work was now underway for profiling for f/y 2016/17. Some projects had been brought forward in order to deliver in 16/17 and this could pose challenges for Amey, with NMO needing to deliver £9 m excluding the AQML (from the £7.5 m that had been allocated) in 2014/15
- £4 m to be spent on Quantum Metrology equipment with non NMO staff delivering this project. BIS would inform SMG next week if the Q1 figures would be accepted and result in a revised allocation for 2014/15.

6. **Capital Spend on NPL Life Cycle Fatigue Facility**

IMcD joined the meeting to present and summarise this item in RG's absence. RF had to leave the meeting for an external appointment but had had the opportunity to comment and endorse direct to RG via email.

IMcD explained that these works were needed to improve the lack of quality in the original PFI which had design issues i.e. poor maintenance access. It was NMS's legal requirement to ensure that this high pressure facility was well maintained and could function, as much of NPL's work flowed from this facility which needed to remain operational whilst any repairs were carried out. The spend was approved.

7. **AOB**

JS mentioned that her last day in the office before her summer break would be 26th July. From then on, MH would cover her work until her return in early September (MH on leave 21/8 to 2/09).

9. **Date of next meeting:** *Thursday 14th August 2014*

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
12.6.14	Review Management Board TOR	RS	September	RS to redraft TORs for all monthly meetings i.e. BTM, MBOM and MBPOL	Open
	<ul style="list-style-type: none"> Amend action officer of first action (regarding the removal of NMO's ISO9001 accreditation from Agency letterhead) from NRB to SMG/NRB Agency Risk Register – Risk C&D1 and C&D2 change action to in blue font 	RS/TR	June		Closed
14.3.14	<u>CorpServ 4:</u> <ul style="list-style-type: none"> Take a more substantive look at NMO security measures 	SMG	September	NMO's Security Policy to be brought back to the MBPOL for approval	Open
12.6.14	Formulate IDP User Group to see how the Agency could establish a more fitting IDP Form & and report back on progress at MBPOL.	DB	September	Process started	Open
12.6.14	<u>Proposal for NMO to engage in BIS Story Campaign:</u> Produce project plan to be agreed by SMG	SMG/NRB	July		Closed
10.7.14	Update Risk Register in accordance with comments emerging from MB monthly review	SMG/PS	July	Standing action item	Open

MBOM Mins.10.7.14.