

## **MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 13.6.13**

**DATE:** Thursday 13 June 2013 **TIME:** 11.00 am **LOCATION:** F12

**ATTENDEES:** Richard Sanders (RS), Director, Regulation (Acting Chair)  
Sarah Glasspool (SMG), Director, Finance  
Robert Gunn (RG), Director, Programmes & Estate  
Richard Frewin (RF), Director, Enforcement  
Paul Dixon (PRD), Director, Certification Services

**OBSERVER:** Graham Reed, Programme Supervisor (GR)

### **ON CALL FOR**

**ITEM 2:** Martin Gainey, Quality & ACB Manager (MG)

**ITEM 3:** Niall Boyle, Head of Communications (NB)

**ITEM 6:** Peter Sayce, Security and Governance Officer (PS)

*Please note actions appear in **BLUE***

1. **Apologies for Absence/Substitutions:** PEM (business), JS (business). The observer (Graham Reed) was welcomed to the meeting and invited to challenge the MB if appropriate.

The following item was taken early so MG could leave the meeting for other business:

### 7. **Additional Integrated Management System (IMS) Matters**

The Quality Policy and Objectives were reviewed as required by the NMO MB Terms of Reference and approved as amended. IMS Annual Review Meeting Minutes–8/2/13 were presented to the MB who were asked to note and agree that the management system adopted continued to be useful for the Agency's purpose. **ACTION: PRD/MG to circulate the minutes of the IMS Annual Review Meeting of 8/2/13 to attendees of that meeting and return them to an MB Policy meeting.** It was reported that a date was due to be set in the very near future for this year's management review meeting to avoid previous delays.

The following item was scheduled early so NB could leave the meeting for other business:

### 2. **Digital Strategy**

The NMO Digital Strategy for 2013/14 document was presented and agreed with the following amendments:

- The document should include the internal digital aspect i.e. the intranet which needed improvement
- Section 70 Returns (p.9 of the document) - the third sentence of the first paragraph should be changed to end '... which is used to produce a Weights and Measures risk matrix for local authorities.' **ACTION: SMG/NB to make these changes.**

It was noted that the results of a questionnaire on the use of the intranet which had been sent to the Staff Focus Group would be emailed to the MB before being sent to all staff. It was suggested that resolving the fact that links to the NMO website would probably be lost when it was transferred to BIS should perhaps be considered further.

### 3. **Actions Arising from 16.5.13 MB Minutes**

The Minutes were approved as an accurate record of the meeting.

### 4. **NMO Procurement Business Case**

SMG presented the NMO procurement business case and the recommendations were agreed subject to the business case being updated. **ACTION: SMG to update the NMO procurement business case.**

### 5. **Civil Service (CS) Reform Plan**

SMG presented the CS Reform Plan which was due for MB input. It was decided that the Plan should be updated and returned to the MB for discussion. **ACTION: SMG To update the CS Reform Plan and bring it back to the next MB Policy Meeting.**

### 6. **Agency Risk Register**

The Agency Risk Register was reviewed and changes were made. **ACTION: PS to update the Risk Register for June 2013.**

7. Date of next meeting: **Thursday 11 July 2013**