

MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 11.12.13

DATE: Wednesday 11th December 2013 **TIME:** 11.30 am **LOCATION:** G18

ATTENDEES: Peter Mason, Chief Executive (PEM)
Richard Sanders, Chair, Deputy CE, and Director of Regulation (RS)
Sarah Glasspool, Finance Director (SMG) – **BY TELECONFERENCE**
Robert Gunn, Director, Programmes & Estate (RG)
Jo Symons, Director of Change and Development (JS)
Richard Frewin, Director, Enforcement (RF)
Paul Dixon, Director of Certification Services (PRD)
Tania Raynor, CE's Office, Secretariat (TR)

OBSERVER: No observer requests this month

ON CALL FOR ITEM 5: Peter Sayce, Security and Governance Officer (PS)

Please note actions appear in **BLUE**

Note : *Due to time constraints, this meeting was shortened and all items were condensed accordingly*

1. **Apologies for Absence/Substitutions:** None

2. **Minutes of the Last Meeting (18.11.13)**

The Minutes of the last meeting were approved with no amendments

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

The following two actions remained outstanding, but all other actions had been discharged:

- **Circulate reminder email to all staff that they should inform TR if they wish to attend this meeting as an observer as part of their learning and development and to demonstrate the MB's commitment to openness and transparency to staff (TR, December)**

TR and David Barrett, Head of HR had discussed this action. It was agreed that some background about this forum should be included in the email and that TR should draft in liaison with PEM/RS

- This action had emerged from the review of the Agency Financial Performance & Position:
 - SMG said she had received notification which had unexpectedly sliced off £66 k and then a further £13 k for SBS

Discuss this offline and share conclusions with Management Board at the next meeting in November (PEM/SMG, December)

SMG was able to confirm that the Admin allocation for years 2014-19 had been slashed by £71k. However, the £13k was not for UKSBS procurement as originally thought. It was noted that this reduction had not been reflected in any of the forecasts at team level

4. **Agency Financial Performance and Position**

NMO finances to end December 2013 were reviewed and PEM commented that there appeared to be a discrepancy with the BTM accounts regarding overheads. **Discuss with PEM offline and resolve with TWI (SMG, December/January)**

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

There were no risks for elevation from the BTM, and the Agency Risk Register was thoroughly reviewed and no further comments or actions emerged. The register would be reviewed again in detail prior at the next MB Performance meeting in time for the Audit Committee meeting on 28th January 2014. **Review Risk Register at next MB Performance Meeting (TR, Jan)**

6. **AOB**

- The forthcoming Steering Board Meeting in January was discussed, and it was noted that there would be sparse attendance on 22nd January; a non working day for JS, RG would be in Brussels on business, RF would be in Stockholm on business, and the timing of the meeting in London meant that TR would be unable to take the minutes as it fell outside of her working hours. David

Barrett (DB), Head of HR had agreed to take the minutes and RS to represent Enforcement Directorate

PEM noted that it would be the first Steering Board meeting attended by Amanda Brooks, and the last that he was likely to attend. Isobel Pollock (IP), Steering Board Chair, had mentioned that she intended to discuss the future shape of NMO. The Board proposed the following items for the Steering Board Agenda:

- The future shape of NMO
- Staff Survey
- Corporate Plan
- Agency Finance
- Business Team Scorecards

- *Re-send draft note of last Steering Board Awayday to PEM (RS, Jan)*
- *Schedule item for Steering Board agenda discussion at January MB Performance meeting (TR, Jan)*
- PEM said that the NPL open day would have an energy theme and links to World Metrology Day. It was agreed that NMO would participate and that this was likely to draw input from the Utilities and Enforcement teams. PEM confirmed that this would not involve additional spend with external organisations

8. Date of next meeting: *Friday 10th January*