

MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 23.4.14

DATE: Wednesday 23rd April 2014 **TIME:** 11.30am **LOCATION:** G18

ATTENDEES: Peter Mason, Chief Executive (PEM)
Richard Sanders, Chair, Deputy CE, and Director of Regulation (RS)
Sarah Glasspool, Finance Director (SMG)
Dave Barrett, Head of HR (DB)
Tania Raynor, CE's Office, Secretariat (TR)

OBSERVER: Thomas Drew

ON CALL FOR

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

Please note actions appear in **BLUE**

1. Apologies for Absence/Substitutions:

Robert Gunn (RG), Jo Symons (JS), Richard Frewin (RF), Paul Dixon (PRD)

2. Minutes of the Last Meeting (1.3.14)

The Minutes of the last meeting were approved with no amendments.

3. Matters/Actions Arising From Last Minutes

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

- **Confirm list of activities that would require auditing as part of the Internal Audit Schedule for review at the next Audit Committee (SMG/PRD, May).** SMG confirmed she would liaise with RS/PRD to avoid duplication. PEM commented that if NMO's ISO9001 accreditation had run out it needed to be removed from the Agency letterhead accordingly[who will action this?]
- **Investigate costs involved with obtaining the necessary BIS laptops to access the BIS intranet and provide an update next month (SMG, April).** SMG confirmed that a response was still awaited from BIS following some initial enquiries
- **SDAP – Update the purchasing/procurement from UKSBS (RG, April).** The status of this action was unknown due to RG's absence. **Confirm with RG if this action had been discharged (TR, May)**
- **Include report of Steering Board discussion in the Annual Report & Accounts forward [this would keep NAO formally informed] (SMG, May)** The Board had asked TR to change the due date of this action from March to May, and thus the action was carried forward accordingly
- RF/CS would continue to exploit all offers of assistance from the Utilities team and PRD's team of auditors and testers in relation to the proposal for NMO to act as Enforcement Authority and Scheme Administrator for Regulating Heat Meters in the UK
- TR confirmed she had yet to calendarise the Board's moderation exercise of PDRs [for end May]

4. Agency Financial Performance and Position

NMO finances to end March 2014 were reviewed and there were no further questions

Note : Items 5. & 6. related to the Management Board Policy meeting and would be covered in a separate set of minutes for review at the Policy Meeting next month

7. Agency Risk Register (including risks elevated from BTM)

The following actions emerged from detailed review of the NMO Key Risks Summary:

- **CorpServ 8: Review this further next month and consider if the "Probability" had decreased to 2, and the risk drop off the register (MB, May)**
- **C&D 1 and C&D: 2 Discuss at the next month's meeting (MB, May)**
- CE 18: There had been no significant changes reported to date. Further clarity may be revealed via the Director of Innovation at the forthcoming Steering Board
- **EST 5: Discuss further at the May meeting when RG would be present (MB, May)**
- **SER 16: MB agreed to review this risk when PRD was present at the meeting (MB, May)**

8. Revised QP2420 for Procurement & Payment

- SMG explained that this procedure covered all Agency staff and was very different to the previous management procedure. This revised version included good procurement practice and arose from recommendations following Internal Audit's look at disposals
- SMG highlighted that any requirements over £10k would be undertaken by UKSBS who would advise appropriately. This would provide a transparent audit trail
- It was agreed that MB approval was required for this level of procedure, and PEM, RS and SMG approved the procedure. *Email all of the Management Board for endorsement by correspondence (SMG, April)*

9. Investors in People Proposal

- DB presented this paper recommending NMO pursued IIP reaccreditation. BIS had successfully achieved reaccreditation last September and it would send a positive message to staff if an independent assessor was booked to look at IIP
- NMO had currently obtained accreditation at basic level, but could aim for improvement with silver level
- RS felt that the Agency was judged harshly last time despite all the hard work and effort put in. RS didn't think the new SAR forms linked so well with IIP which was closely related to objectives and performance and the link demonstrating investment in L&D benefitting the organisation. DB responded that hopefully, adopting the why and how elements of the new competency framework had promoted discussion on training and development and that staff awareness of internal processes could be further improved
- DB had booked an IIP Assessor, Gary Inman, for a planning meeting in July with staff interviews to follow in September
- The all-staff Corporate Plan review meeting the following Tuesday would be a good opportunity for DB to discuss IIP with staff
- The MB approved DB's recommendations on the basis that members of the MB had had the opportunity to contribute views via email
- PEM advised that much thought be given as to how to communicate with, and prepare all staff for IIP (reminding staff of all NMO did in terms of informal/on the job learning and development)

10. AOB

Formulate IDP User Group to see how the Agency could establish a more fitting IDP Form (DB, April)

7. Date of next meeting: **Monday 12th May 2014**

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
12.2.14	Confirm list of activities that will require auditing as part of the Internal Audit Schedule for endorsement at the next Audit Committee	SMG/PRD	May		Open
14.3.14	Investigate costs involved with obtaining the necessary laptops/encryption package to access the BIS intranet and provide an update next month	SMG	April		Open
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14.3.14	Check the status of the following action on RG: SDAP – Update the purchasing/procurement from UKSBS	TR	April		Open
14.3.14	Include report of Steering Board discussion in the Annual Report & Accounts forward [this would keep NAO formally informed]	SMG	May		Open
14.3.14	<p><u>CorpServ 8</u>: Review this further next month and consider if the “Probability” had decreased to 2, and the risk drop off the register</p> <p><u>C&D 1 and C&D: 2</u> Discuss at the next month’s meeting</p> <p><u>EST 5</u>: Discuss further at the May meeting when RG would be present</p> <p><u>SER 16</u>: MB agreed to review this risk when PRD was present at the meeting</p>	Mgmnt Board	May		Open
		Mgmnt Board	May		Open
		Mgmnt Board	May		Open
		Mgmnt Board	May		Open
14.3.14	Email all of the Management Board for endorsement by correspondence of QP2420 for Procurement & Payment	SMG	April		Open
14.3.14	Formulate IDP User Group to see how the Agency could establish a more fitting IDP Form	DB	April		Open