

MANAGEMENT BOARD (MB) POLICY MEETING MINUTES – 29.11.13

MBPOM.14.01.01

DATE: Thursday 28th November 2013 **TIME:** 10:00 am **LOCATION:** G18

ATTENDEES: Peter Mason, Chief Executive (CE/PEM) – Chair
Richard Sanders, Deputy CE and Director of Regulation (RS)
Sarah Glasspool, Director, Finance (SMG)
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)

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

1. **Apologies for Absence/Substitutions:** Tania Raynor (Secretariat)

2. The Minutes of the last meeting were not yet available

3. **Enforcement paper on Forest Law Enforcement, Governance and Trade (FLEGT)**

RF outlined the implications of FLEGT and progress that had been made with Defra regarding NMO possibly taking on this work. RF confirmed it would be on full cost recovery and would be approx 2 FTE at EA level with on average 20,000 licences being processed per year starting in April 2014, and that Defra would fund the infrastructure and set up costs. RF confirmed that Ministerial approval had been obtained by Defra to charge the licence fees and their cost. A Ministerial submission is being delivered which will indicate DEFRA's appetite for appointing NMO.

SMG was concerned about the processing of 20,000 payments and the impact on the finance team along with the payment mechanisms needed to be set up and suggested early engagement with the project manager (Michael Kearney) with the finance team at the earliest opportunity.

SMG to discuss further with the Project Manager the financial processes required so that they can be in place in time for the start of the work.

JS questioned the obligations on NMO should there be illegal or fraudulent behaviour by the importers - RF confirmed that the border control was the responsibility of HMRC and HO.

PEM was concerned that this work was very process orientated which was very different to the work carried out by other EAs in NMO and that the career path may not be as clear. RF considered that the work could be more varied than that proposed in the paper to ensure engagement of staff and appropriate grading.

RS asked about the impact on the finance team when considering the suggestion from BIS of a possible 25% reduction in the finance team. SMG said that with less than 3FTEs in the finance team that further reduction was not feasible and it was agreed that any increase required would be supported by the MB and paid for from the overhead associated with this work.

PEM outlined the positive aspects of taking on this additional work in providing a complete enforcement function to Defra and its strong links to the existing Timber enforcement currently being carried out by NMO.

Management Board approved the ongoing engagement with DEFRA to develop this complementary service as outlined in the paper and to progress to MoU or contractual stages.

4. **Business case for further rollout of LED lighting at NPL**

RG outlined the proposal, explaining that it was affordable within the current capital budget and the significant savings that can be made due to the bulbs not needed to be replaced so often and the reduced electricity costs

RF asked the estates team to undertake further due diligence checks on the life and durability of the lamps chosen by the contractor as LED lamps are still relatively new technology and full lifecycles have not been evidenced yet.

The MB approved the Business Case subject to investigations on the bulbs used

5. **AOB**

RG mentioned that the upcoming Autumn Statement and the possible implications of Programme funding

JS provided an update on the NPL project

RF explained the difficulties being experienced in using WCN for recruitment

PRD mentioned that workload in Certification Services was very healthy and there were upcoming opportunities for twinning projects supported by the FCO

PRD sought approval for extending the scope of the Notified Body work to gas and electricity meters. He explained that this would not be taking work away from SGS as they had already declined to work in this area. ***The MB agreed in principle, but asked for a short paper to support this request.***

PRD to provide paper to MB on extending the scope to gas and electricity meters