

MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 14.8.14

DATE: Thursday 14th August 2014 **TIME:** 11.00am **LOCATION:** G18

ATTENDEES: Richard Sanders, Acting Chief Executive (RS)
Robert Gunn, Director, Programmes & Estate (RG)
Richard Frewin, Director, Enforcement (RF)
Paul Dixon, Director, Certification Services (PRD)
Lynnette Falk, Director, Regulation (LF)
Tania Raynor, NMO Secretariat (TR)

OBSERVER: Suzanne Jones, Programme Supervisor (SJ)

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

ON CALL FOR ITEMS 6 & 7: Chris Smith (CS), Technical Manager (CS)

Please note actions appear in **BLUE**

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

SMG, JS, DB

2. **Minutes of the Last Meeting (10.7.14)**

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 and that he would be redrafting the TORs for *all* monthly meetings
- **CorpServ 4: Take a more substantive look at NMO security measures to be brought back to the MBPOL for approval (SMG, Sept)**
- **Formulate PMR User Group to see how the Agency could establish a more fitting PMR Form and report back on progress. Also 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 (SMG/PS, July).**

5. **Finance Report**

- RS explained that SMG had requested more admin spend from BIS for the NPL project. Confirmation was required from BIS Finance as to whether this request had been accepted.
- **Liaise with TWI to correct some enforcement contract figures (RF, Aug/Sept)**

6. **Proposal for Replacement XRF Equipment**

CS took this item, and the Board asked for congratulations to be passed to Matt Griffiths (MG) for this well-produced proposal.

- Currently the Agency had two XRF guns that were originally purchased in 2006. The manufacturer no longer provided service for these old models. All options had been reviewed, with the outcome of a recommendation to improve NMO's technology and purchase some new equipment in a part-exchange arrangement.
- A procurement exercise was underway accordingly.
- It was noted that only one NPV calculation had been provided. RF confirmed that Option 3 was a negative cost option and Option 1 had been discounted due to the significant costs involved with

outsourcing. More detailed figures for Option 2 (the preferred option) were required. SMG had previously mentioned that there was an e-learning course on CSL that assisted with the production of NPV calculations that may be useful

- The MB conditionally endorsed Option 2 subject to MG producing satisfactory NPVs for all the options therein

Ask MG to produce all NPVs accordingly (RF, Aug)

7. Heat Metering Delivery Options

CS also presented this item.

- The Board examined the options and felt that some further work was required, with more information provided for the business case for an alternative form of delivery using Contractors. Of the four options explored, three looked identical.
- The Board conditionally endorsed Option 1 subject to further action: *Provide detailed NPVs for all options within the business case, which included all resource intangibles, and clearly demonstrated that Option 1 was the most appropriate. Then, circulate to the MB for formal approval (RF/CS, Aug/Sept)*

8. AOB

- RF asked for thanks to be passed to Stephen Bruce for his input the previous day.
- PRD mentioned that due to a partial retirement, it was necessary to appoint a deputy Health & Safety Officer, in line with best practice. It was noted that a small Agency overhead cost was attached to this role. *Email DB and draft an expression of interest for circulation to all staff (PRD, Aug/Sept)*

9. Date of next meeting: *Monday 10th September 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
14.3.14	<u>CorpServ 4:</u> • 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
Standing Item	Update Risk Register in accordance with comments emerging from MB monthly review	SMG/PS	July	Standing action item	Open
14.8.14	Liaise with TWI to amend finance figures for some enforcement contracts	RF	Aug		Open
14.8.14	Proposal for Replacement XRF Equipment – Ask MG to produce all NPVs for the options provided	RF/MG	Aug		Open
14.8.14	Heat Metering Delivery Options - Provide detailed NPVs for all options within the business case that included all resource intangibles, and clearly demonstrated that Option 1 was the most appropriate. Then, circulate to the MB for formal approval	RF/CS	Aug		Open
14.8.14	Email DB and draft an expression of interest for the role of Deputy H&S Officer for circulation to all staff	PRD	Aug/Sept		Open