

MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 8.9.14

DATE: Monday 8th September 2014 **TIME:** 11.00am **LOCATION:** G18

ATTENDEES: Richard Sanders, Acting Chief Executive (RS)
Sarah Glasspool, Director, Finance (SMG)
Robert Gunn, Director, Programmes & Estate (RG)
Richard Frewin, Director, Enforcement (RF)
Paul Dixon, Director, Certification Services (PRD)
Lynnette Falk, Director, Regulation (LF)
James Clark, Assistant Director National Measurement System Policy (JC)
Tania Raynor, NMO Secretariat (TR)

OBSERVER: Chris Smith (CS), Technical Manager (CS)

ON CALL FOR

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

Please note actions appear in **BLUE**

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

Jo Symons, Director, NPL Future Project (JS) - JC to deputise for JS who was attending a Partnership meeting, Dave Barrett, Head of HR (DB)

RS welcomed CS as an observer to the meeting.

2. **Minutes of the Last Meeting (14.8.14)**

The Minutes of the last meeting were approved with one amendment as follows:

- **Item 6, third sentence under bullet point 3 – Change to “SMG had previously mentioned that there was an e-learning course on CSL that had assisted with the production of NPV calculations that may be useful.” (TR, Sept)**

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

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

- RS explained that he had extended the review of TORs to all three monthly management meetings but this was still in progress. **Review Management Board TOR (RS, Oct).**
- **CorpServ 4: Take a more substantive look at NMO security measures to be brought back to the MBPOL for approval (SMG, Nov)**
- **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 and in time for mid-year reviews (DB, September MBPOL Meeting).** Work had begun on a first draft, but there was a split in staff opinion, meaning that careful wording was required for final draft.
- **Produce all NPVs for the options provided in last month’s proposal for replacement XRF equipment and circulate electronically to MB for formal approval (RF/MG, September)**
- **Email DB and draft an expression of interest for the role of Deputy H&S Officer for circulation to all staff (PRD, Sept)**

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

The risk register was fully reviewed and all actions were noted by PS. **Update and incorporate any changes to the register accordingly (SMG/PS, Sept).**

5. **Finance Report**

- SMG explained that NMS Science Programme spend was below plan, but that this was normal for this time of year.
- Forecast for staff costs were favourable due to delays in recruitment .
- Forecasts for Admin costs are expected to keep within budget. Discussions continued with BIS regarding the complicated accounting process involved with the transfer of the Teddington Estate accounts
- SMG confirmed that she will reissue an updated finance report for the Steering Board.

6. **Management Review Meeting Minutes (July 2014)**

PRD confirmed that the Management Review Meeting covered the accreditation standards (ISO 17021, 17025 and 17065) and that the Management Review for 18001 would take place later in the year. The minutes were reviewed and endorsed by the Board.

7. **AOB**

- RF asked RS to consider how best to update/address staff following on from the Steering Board meeting on the future shape of NMO in order to continue to manage staff expectations.
- The Board acknowledged JC's presence at the meeting whose input had been very useful and informative.

8. **Date of next meeting: Tuesday 9th October 2014**

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
12.6.14	Review TOR for Management Boards and circulate for comment	RS	Sept/Oct	RS had already started to redraft TORs for monthly management meetings i.e. MBOM and MBPOL (BTM ToR had been approved previously)	Open
14.3.14	<u>CorpServ 4:</u> • Take a more substantive look at NMO security measures	SMG	Nov	This action was carried forward. 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 & report back on progress at MBPOL.	DB	Sept	Process started and report drafted. However a split in staff opinion meant that a carefully worded redraft was necessary	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		Closed
14.8.14	Proposal for Replacement XRF Equipment – Ask MG to produce all NPVs for the options provided	RF/MG	Aug	MG had produced all NPVs accordingly, and these would be circulated to the MB for formal electronic endorsement later that afternoon	Closed
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	The MB had all now had the opportunity to comment	Closed
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	Sept	Carried over from August	Open
8.9.14	Minutes of the Last Meeting (14.8.14) Item 6, third sentence under bullet point 3 – Change to “SMG had previously mentioned that there was an e-learning course on CSL that had assisted with the production of NPV calculations that may be useful.”	TR	Sept	The amendment had been made	Closed