

## **MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 8.9.14**

**DATE:** Thursday 9<sup>th</sup> October 2014      **TIME:** 11.00am      **LOCATION:** G18

**ATTENDEES:** Richard Sanders, Acting Chief Executive (RS)  
Sarah Glasspool, Director, Finance (SMG)  
Robert Gunn, Director, Programmes & Estate (RG)  
Jo Symons, Director, Change & Development (JS)  
Richard Frewin, Director, Enforcement (RF)  
Paul Dixon, Director, Certification Services (PRD)  
Lynnette Falk, Director, Regulation (LF)  
Dave Barrett, Head of HR, (DB)  
Tania Raynor, NMO Secretariat (TR)

### **ON CALL FOR**

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

Please note actions appear in **BLUE**

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

None

#### **2. Minutes of the Last Meeting (8.9.14)**

The Minutes of the last meeting were approved with no amendments. However, it was agreed that, in future the watermark on the draft minutes should reflect the new Government Security classifications or just marked 'DRAFT'.

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

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

- RS explained that he had reviewed the TORs to the monthly management meetings i.e. MBOM and MBPOL (the BTM ToR had already been approved) and these were on the Management Board Policy meeting agenda for approval later that month.
- **CorpServ 4: Take a more substantive look at NMO security measures to be brought back to the MBPOL for approval (SMG, Nov).**

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

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

- RS proposed a new CE risk be added to the Agency Risk Register to reflect a risk that had been identified from Steering Board discussion on the Spending Review. Once more clarity had been gained, the risk could be revised accordingly: **“NMO is not able to deliver its objectives as a result of funding cuts due to the next Spending Review”**. **IMPACT 4, PROBABILITY 3. Control Strategy: Await outcome of future shape of NMO and plan accordingly.**
- **Forward suggested wording changes to PS for Appendix 3 “Agency Risk/s elevated to BIS’ Knowledge & Innovation Risk Register” (JS, October).**
- SMG was concerned about reputational risk to NMO due to financial pressure and that we might not achieve the progress in this f/y that is provided for in the Estate team capital budget. BIS were making budget constraints to such an extent that certain things would not now be done. This year NMO would under-spend and not deliver all the Amey projects and the Teddington estate would not be optimised in time for transfer. However, it was hoped that funding could be secured to complete them next f/y. Long lead times in major activities would be a risk to BIS 2015/16 budgets rather than NMO. Thus, it was important to flag this to BIS for the K&I Risk Register. A new risk for the NMO Register was agreed as follows: **EST/FIN - “Due to budgetary constraints, the Teddington estate is not optimised”**. **IMPACT 3, PROBABILITY 4, Risk Assessment HIGH, and Desired Risk 3, 1. Control Strategy: Good communication with BIS Finance Team and careful planning of estate facilities.**

#### **5. Finance Report**

- SMG explained that TWI would carry out a segmentation exercise at end Oct
- Programme spend should be met.
- Discussions continued with BIS regarding the complicated accounting processes involved with the transfer of the Teddington Estate accounts which will no longer reside with NMO who are the current custodians. SMG was trying to prepare BIS for the transfer of responsibility by advising them of the necessary procedures to have in place to ensure that the purchase of NPLML did not go through NMO finance books. BIS had a significant amount of planning to do to consider how to account for NPML, and manage the budgetary impacts involved. ***Draft note to Director of Innovation to steer BIS finance team to ensure as smooth a transition as possible (SMG/RS, November)***
- SMG expected a higher level of scrutiny of the smaller post transfer NMO accounts

6. **AOB**

- JS reported that the University partners were asking questions about NMO's calibration services and the future of the name 'NMO'.
- JS flagged up some staff issues within her team.

8. **Date of next meeting:** ***Thursday 13<sup>th</sup> November 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	BTM ToR had been approved previously. Redrafted TORs for monthly management meetings i.e. MBOM and MBPOL were on Oct MBPOL meeting agenda	Closed
14.3.14	<a href="#">CorpServ 4:</a> • 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 & and report back on progress at MBPOL.	DB	Sept	Process started and report drafted.	Closed
Standing Item	Update Risk Register in accordance with comments emerging from MB monthly review:	SMG/PS	Ongoing	Standing action item	Open
8.10.14	<ul style="list-style-type: none"> <li>Add new CE risk: "NMO is not able to deliver its objectives as a result of funding cuts due to the next Spending Review". IMPACT 4, PROBABILITY 3. Control Strategy: Await outcome of future shape of NMO and plan accordingly.</li> </ul>	SMG/PS	Oct		Open
8.10.14	<ul style="list-style-type: none"> <li>Forward suggested wording changes to PS for Appendix 3 "Agency Risk/s elevated to BIS' Knowledge &amp; Innovation Risk Register"</li> </ul>	JS	Oct		Open
8.10.14	<ul style="list-style-type: none"> <li>Add new EST/FIN risk: "Due to budgetary constraints, the Teddington estate is not optimised". IMPACT 3, PROBABILITY 4, Risk Assessment HIGH, and Desired Risk 3, 1. Control Strategy: Good communication with BIS Finance Team and careful planning of estate facilities.</li> </ul>	PS	Oct		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	Sept		Closed
8.10.14	Draft note to Director Innovation to steer BIS finance team to ensure as smooth a transition as possible	SMG/RS	Oct/Nov		Open
8.10.14	Amend length of, and amend October MB Policy Meeting agenda to include staff issues within JS' team	TR	Oct		Open

MBOM Mins.9.10.14.