

**NOTE OF THE INTELLECTUAL PROPERTY OFFICE STEERING BOARD  
MEETING HELD ON 30 MARCH 2017**

**Attendees:**

**Non-Executive  
Directors**

Bob Gilbert (Chair)  
Nora Nanayakkara

Gary Austin (from 12pm)  
Iain Maclean  
Tim Suter  
Andrew Mackintosh  
Mandy Haberman

**BEIS**

Paul Hadley

**IPO**

Sean Dennehey  
Tim Moss

Louise Smyth

Simon Haikney

Kathryn Ratcliffe  
Rebecca Friend

Acting Chief Executive Officer  
New Chief Executive Officer (wef.01  
May)  
Chief Operating Officer

Head of Strategy & Planning

Head of Secretariat  
Secretariat

**Presenters:**

Neil Hartley  
Adam Williams  
Nic Fearon-Low

Director, Finance  
Acting Director, International Policy  
Head of Strategic External Communications

**1. Chair's Introduction, minutes and update on actions**

- 1.1 Mr Gilbert welcomed everyone to the meeting, noting Tim Moss was observing the meeting ahead of taking up his role as CEO on 01 May, and Gary Austin would join at midday as he was at BEIS attending a Government meeting.
- 1.2 There were no apologies or declarations on interest.
- 1.3 Mr Gilbert confirmed that the IPO has extended an invite to Alex Chisholm, Permanent Secretary, to visit the Newport office.
- 1.4 Mr Gilbert touched on the visit to IPO from Jo Johnson and informed the Board he has written to Mr Johnson requesting a second visit.
- 1.5 Mr Gilbert invited Mr Moss to introduce himself; he has recently met with Mr Chisholm to discuss priorities around BREXIT and the certainty to business and his intention to visit the IPO soon.
- 1.6 The actions were reviewed. With regard to the Future Boards Scheme, Ms Ratcliffe confirmed those eligible have been invited to apply and we will receive CVs for those joining the board shortly.
- 1.7 The minutes of the meeting held on 31 January were approved.

## **Governance and Performance**

### **2. Chief Executive's Report**

- 2.1 Mr Dennehey delivered his report, he updated the Steering Board about the two round tables he had attended with Ros Lynch regarding Creative Industry and Enforcement Bodies.
- 2.2 The Board discussed the Bazalgette Review with Mr Dennehey highlighting the link to Government Industrial Strategy and that engagement is crucial, the IPO wants to continue to work with Mr Hancock and our Minister. Ms Hall and her team will assist with evidence gathering for the review.
- 2.3 Mr Gilbert congratulated Mr Dennehey on being re-elected the Chair of the EPO Committee on Patent Law.
- 2.4 Mr Dennehey referred to the next BEIS Chair and CEO forum and expressed his gratitude to everyone in participating.
- 2.5 Mr Dennehey updated the Board on a conversation with HM Treasury and Number 10 on the planned consultation on patent fees, outlining that Number 10 have asked questions on the details of the proposed increase and asked us to amend the consultation document to include another option. He said may impact on the scheduling of the consultation and delay the introduction of the changes.
- 2.6 Mr Dennehey touched on the progress of the Unified Patent Court, highlighting that stakeholders raising concerns about an information gap, which Ms Coleman and Mr Fearon-Low are looking to address.
- 2.7 The Unjustified Threats Legislation Third Reading took place on 21 March and was success, with thanks being received from the Deputy Speaker.
- 2.9 The Steering Board discussed IPO as an Adaptive Organisation, with Mr Maclean asking Ms Smyth the end date of the Results Only Working Environments trial, with Ms Smyth confirming the #Adaptive team have just started identifying those for the trials, and will be able to update the Board at the June meeting.

#### **Actions**

- Ms Smyth to email Mr Maclean regarding the end date of the Results Only Working Environment Trial.

### **3. BEIS Update**

- 3.1 Mr Hadley updated the Board, highlighting that BEIS resources are more stable and there had been less churn in the last two months. The Chair appointment closes 31 March, quite possibly there will be an extension . The Board expressed concern that there is no representation from IPO on the

Panel for the Chair recruitment, Mr Hadley noted their concerns but explained that Boards should not self-replicate. Mr Hadley thanked Mr Dennehey for his close liaison with BEIS.

#### **4. Finance Report**

- 4.1 Mr Hartley updated the Steering Board and asked them to note the financial position at the end of February and the revised full year forecast. He explained March is the biggest income month which will ease the pressure on next year.
- 4.2 Mr Hartley highlighted that directors are 0.5 – 0.7% within their budget.
- 4.3 Mr Hartley flagged the Aldgate rent figure had been reported £½ million too low but this has now been amended, and the financial commitment for PIPCU requires a decision shortly.
- 4.4 Mr Hadley expressed his concern about the PIPCU funding Mr Dennehey suggested he, Mr Hadley, Ms Lynch and Mr Hartley meet to discuss PIPCU funding.
- 4.5 Mr Mackintosh asked Mr Hartley about the Agency bonus, Ms Smyth explained this is linked to Ministerial Targets and is for all employees except the CEO, it is overseen by internal audit.

#### **Action**

- Mr Hadley, Ms Lynch, Mr Hartley and Mr Dennehey to discuss PIPCU funding and provide an update for the next Steering Board meeting.

#### **5. Corporate Performance Report**

- 5.1 Ms Ratcliffe introduced the corporate performance report, focusing on areas that were red or amber. She highlighted that we are on track to deliver 10 of the 11 Ministerial Targets and two Corporate Priorities are showing as amber.
- 5.2 The Board asked Ms Smyth to review the target around the emissions from the IPO electricity usage.
- 5.3 Ms Haberman queried the information about registered Designs, asking for details of the percentage of registered Designs against unregistered.

#### **Actions**

- Steve Rowan to provide figures regarding registered Designs for Ms Haberman
- Ms Smyth to review the target around emissions from the IPO electricity usage

## **6. Strategic**

### **6.1 Cabinet Office Code of Good Practice Verbal Update**

Mr Dennehey informed the Board he attended the launch of this practice, Mr Haikney and Ms Ratcliffe had a preliminary run through regarding the IPO relationship with BEIS and the Cabinet Office, which they shared with Mr Hadley. Mr Dennehey and Mr Hadley will jointly discuss benchmarks for the next Steering Board, and will review the relationship collectively.

### **6.2 Corporate Plan Update**

Mr Haikney confirmed the Plan is cleared and will be published 10<sup>th</sup> April. Mr Fearon-Low discussed the launch of the Corporate Plan being in two phases, initially it will be on Gov.uk, social media, animated gifs and a letter to stakeholders. Then in late May there will be a webinar hosted by Mr Moss, the Board thought the Webinar was an excellent idea, and thanked Mr Haikney for his work in this. The Board requested Mr Haikney review the details of the outcomes of the from 2016 Awayday , so there is a list of active ideas that may be able to be taken forward. Mr Gilbert took this opportunity to confirm the Awayday this year is in Concept House, Newport on 05 October and an evening meal will be held locally to Newport on the evening 04 October. He confirmed Secretariat will provide more details closer to the date.

#### **Action**

- Mr Haikney to review the details of the outcomes of the from 2016 Awayday , so there is a list of active ideas that may be able to be taken forward, and present this at the next meeting.

### **6.3 TRIPOD / Operating Model Update**

Ms Smyth updated the Board on the progress of the Operating Model, outlining Phase 2 is complete and the corporate services element is nearing completion. She highlighted a review of TRIPOD has been undertaken earlier in the year, which has made improvements to the processes, and there has been good progress with the relationships with BEIS and GDS, , including monthly meetings. Ms Smyth said Mr Fishwick is due to have a conversation with Ms Nanayakkara regarding a sourcing strategy, automated testers and strategic partners to deliver pieces of work with a view to solving the resource issues. Mr Dennehey confirmed the Transformation Change Committee is undergoing review, with the aim being more focussed.

#### **Action**

- Mr Fishwick is due to have a conversation with Ms Nanayakkara regarding a sourcing strategy, automated testers and strategic partners to deliver pieces of work with a view to solving the resource issues.

## **Topical**

### **7. International Forward Look**

- 7.1 Mr Williams provided the Board with an update of the international work, updating the Board of his recent trip to Geneva where he met with the Ambassador and Minister. Mr Williams confirmed there was an error in the Executive Board Report regarding the Prosperity Fund, there is £10 million over four years, not £40 million over four years.
- 7.2 The Board discussed individual workshops and various projects timelines, The Board recognise the amount of work Mr Williams and his team have to do and the team is working hard to achieve this.
- 7.3 The Board asked Mr Williams to consider capability needs due to BREXIT, requested Mr Haikney look into this issue.
- 7.4 The Board asked Mr Dennehey what communications have been given to people now that Article 50 has been triggered. Mr Dennehey confirmed there is an internal group set up for those with an interest in this and some messaging will be issued shortly.

#### **Actions**

- Mr Haikney look into the extent and likely solution to the concerns of having foreign language speakers available

#### **8. Information Papers**

- 8.1 Mr Gilbert noted thanks for the information papers provided and closed the meeting by thanking everyone for their contributions.
- 8.2 The Board expressed their thanks for the forward scheduling of the 2018 meetings by Secretariat.
- 8.3 The Board thanked Mr Dennehey for his support during his time as Acting Chief Executive .

**Date of Next Meeting:** Thursday 01 June 2017