



Steering Board Meeting Note

Date: 28 March 2018

Time: 10.30-14.30

Room: CH - Innovation Suite/B3

Attendees: Bob Gilbert (Chair), Tim Moss, Paul Hadley, Sheila Chapman, Neil Hartley, Nora Nanayakkara, Mandy Haberman, Gary Austin, Iain Maclean, Sean Dennehey, Ros Lynch, Andrew Macintosh, Steve Rowan, Julyan Elbro, Tim Suter, Simon Haikney, Adam Williams, Kathryn Ratcliffe, Secretariat.

Apologies: Pippa Hall, Dominic Houlihan

Meeting Date	Action	Action owner	Timing
	None to note		

1. Chair's Introduction

1.1 Bob Gilbert welcomed everyone to the meeting.

2. Apologies

2.1 Apologies were noted from Pippa Hall and Dominic Houlihan.

3. Approval of minutes from the previous meeting

3.1 Minutes from the last meeting were agreed. It was also agreed that the minutes can be condensed in future.

4. Update on Actions

4.4 The actions were all noted.

5. Declarations of Interest

5.5 None.

Governance and Performance

6. Chief Executive and BEIS Update (Tim Moss and Paul Hadley)

6.1 Firstly, Tim Moss opened this item by thanking Bob Gilbert and Sean Dennehey for their contributions to the Steering Board.

6.2 Tim highlighted it has been a busy time recently with a number of governance and structure changes. He explained Dominic Houlihan has been appointed permanently as the Director of People, Places and Services. Tim added IPO have also appointed a Chief Security Officer and a Chief Data Officer and subsequently set up a new Data Committee. He said the next key stage is the new data strategy.

6.3 Regarding UPC, Tim said we are edging closer to ratification and regarding Hague, we have deposited the instrument and we are joining on 14 June.

6.4 Digital transformation work – Andy Bartlett is replacing Michelle Wall as Senior Responsible Officer for Tripod and we are aiming to agree a vision for our digital services in the near future.

6.5 Change Plan/Agenda – Tim explained there is a lot going on in regards to review and prioritisation and also re-platforming of systems.

6.6 Design and Print – Tim said we are anticipating an increase in volume of printing until we are able to go digital.

6.7 TM10 – Tim confirmed significant work has gone on to get the right people in the right places and we are making good progress.

6.8 Roundtable sessions with the Minister – Tim said two sessions have taken place so far and they have been chaired by Ros. The Minister seemed engaged and had good discussions with stakeholders.

6.9 EU Exit – Tim said the team have worked extremely hard over the past few weeks and an email has gone out to give praise to those involved. He added the team were noted as very prepared and engaged with the issues going on which they had to deal with. He said there is still lots more to do but we are in a strong position. Tim did highlight concerns over the workload of the teams, but said this is being monitored closely and managed.

6.10 Rights granting/registering – Tim said we are at a record levels for Trade Marks with thousands of applications coming through the door each month, and the demands for Patents is stronger than ever.

6.11 Paul Hadley BEIS update - Paul stated he will put in writing tomorrow (29 March) the agreement for the £25m contingent liability. Paul said he is still awaiting an outcome for the Chair of the Steering Board appointment, but a decision needs to go to Number 10. He added it will be a few weeks before we are informed of the decision. Paul explained the Chair of Audit and Risk Committee appointment process is nearing completion and the final interview is taking place on 29 March. Paul concluded by saying BEIS is hosting a CEO & Chairs event on 19 April which Tim is chairing. He added EU Exit remains a priority for BEIS.

6.12 Andrew Macintosh stated he had recently attended a BEIS governance training course which he thought added a lot of value and Andrew suggested this content should be used as part of the induction programme. Sheila Chapman also attended a BEIS finance training course which was also useful.

7. EU Exit and Trade (Verbal Update) – Adam Williams

7.1 Adam provided an EU exit and Trade update for the period 1 February 2018 – 28 March 2018.

8. Update on IPO corporate plan, including targets – Simon Haikney

8.1 Simon Haikney introduced this item, explaining the Board had discussed the list of ministerial targets and agreed them at yesterday's IPOB meeting. Simon asked the Board to look at the draft plan and targets and express their views on the overall content.

8.2 Overall, the board liked the style of the presentations from the morning session as they were brief and concise but they did have suggestions for improving content of the IPO corporate plan which were discussed.

8.3 The Board suggested the paper could be more concise and digestible but without cutting on quality – perhaps in a presentation format not a report. They discussed the need to balance the right amount of detail and formality versus being a useful document for our people. .

8.4 The Board went on to discuss the ministerial targets. Target 5 was discussed in particular as it was challenged if '60% of businesses will be informed about IP' was an ambitious figure or not. Simon explained this was previously set at 35% and 60% is challenging yet appropriate. They agreed the ambition is clear and IPO have a lot to deliver.

8.5 The Board discussed the prioritisation around how digital operations is a friction on how businesses can cope with uncertainty.. They also agreed IPO should have a clear focus on delivering benefits for our customers and a plan of where we want to go and how we can get there more readily.

8.6 Comments were also noted by the Board about the language used in the report. The Board suggested that "The Deal" could have negative connotations for people, agreeing there is a need to encourage people and we need to articulate this well. Furthermore, the Board questioned whether language such as "our people" and "our employees" could be seen as patronising.

8.7 Attention was turned to how the efficiencies are calculated. The Board discussed the lack of central guidance and that government agencies do this differently. The Board asked Neil Hartley to agree a methodology with the auditors, The Board discussed that they would like to know how efficiencies are calculated once they have been agreed at Audit and Risk Committee.

8.8 The Board discussed marginal gains for the report, such as reducing the use of paper. They considered whether a 5% reduction is appropriate, as it could be seen as a low target and the ambition needs to match up with the government's direction.

8.9 In conclusion the Board agreed that they needed to see a new version of the plan before it goes to the Minister.

9. Performance, Finance and Risk – by exception

9.1 The Board discussed that the back-logs were going down and IPO are on top of searches (running on 90%). They agreed things are moving in the right direction and there is potential capacity from EPO to clear some of the bio-tech work in the next coming months.

9.2 The Board noted that there was one risk left in red (If the UK fails to effectively manage the wide range of stakeholder views on the DSM, including those from Ministers, there is a risk that we are unable to negotiate effectively and deliver positive outcomes for the UK). The Board discussed the recent activity against this target and heard the rating has since been revised. .

10. AOB

None to discuss.

Date of Next Meeting: 31st May 2018

DRAFT