

**MANAGEMENT BOARD (MB) POLICY MEETING MINUTES – 27.01.15**

**DATE:** Tuesday 27<sup>th</sup> January 2015      **TIME:** 10:00 am      **LOCATION:** G18

**ATTENDEES:** Richard Sanders, Acting Chief Executive (RS)  
 Sarah Glasspool, Director, Finance (SMG)  
 Robert Gunn, Director, Programmes & Estate (RG)  
 Paul Dixon, Director, Certification Services (PRD)  
 Lynnette Falk, Director, Regulation (LF)  
 David Barrett, Head of HR (DB)  
 David Symons, Senior Enforcement Officer (DS)  
 Tania Raynor, Executive PA and Secretariat (TR)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** Jo Symons, Director, Change & Development (JS), DS above, on behalf of Richard Frewin, Director, Enforcement (RF)
2. **Minutes of the last meeting (24.11.15)**  
 The minutes of the last meeting were approved with one amendment:  
 The final “action” for Directors to produce a single page summary of their team functions for CE BRDO was discussed. It was agreed that this was in fact more of a suggestion by RF rather than an action, as it may be a good idea to have something prepared for any future one-to-one meeting with BRDO.  
*Delete this action (TR, Feb)*
3. **Matters/Actions Arising from Minutes of Last Meeting**  
 All actions were reviewed and the following comments were made and outstanding actions were noted:
  - When the minutes had originally been circulated RS had asked via track changes if the fifth bullet point under Item 10, AOB, referred to NPL or NMO. No responding comments had been received so the text remained unchanged.
  - The following action remained open: *Check completion of all outstanding actions from the XDIAS Disposals audit recommendations for MB review (SMG/RF December)*. However, progress had been made with a live audit tracking document had been updated by RF and reviewed by the Audit Committee (AC). One of the two outstanding items concerned the “vault” systems. The Auditor had suggested that a facility to run a report on the internal system would be preferable. But, it appeared there were insufficient funds available for the required upgrade to run this technical capability. The Enforcement Team would continue to further explore solutions and would keep SMG updated on any progress prior to the AC.
  - DB confirmed he had consulted the Staff Focus Group (SFG) regarding how to strengthen internal processes to encourage staff to discuss concerns direct with NMO Management, and their considerations had been implemented.
  - A meeting had been arranged on Monday 2<sup>nd</sup> February for DB/PRD to discuss the suitability and consistency of objective setting including some the SFG recommendations and establish indicative box markings for mid year review.
  - DB confirmed that NMO’s Paid Special Leave/Special Leave (with or without pay) & Restructuring Policies had been aligned with BIS, were up to date, and had been published on the intranet.
  - DB’s action: *“Investigate mechanics of setting up a Property Deposit Loan Scheme”* was carried forward to February. Although, there had been initial discussion with UKSBS in the absence of HR Online, and further progress would be reported next month.
  - *Review the work of NMO, job roles and cross team interaction and produce detailed action plan for MB endorsement (DB)*. This action was carried forward to February.
  - DB confirmed that the IIP report had now been published on the intranet.
  - Guidance on the In-Year Reward Scheme and award spreadsheet had been updated but the action: *Remind Managers (electronically) of the scheme and managerial duties to recognise good work (DB, Feb)* had yet to be circulated. *Confirm monetary amount left in the pot (SMG, Feb)*.

#### 4. NMS Location

- It was discussed whether the remainder of the Programmes and Change & Development teams could continue to be based at the NMO offices. Eventually, these approximate 7 staff members would transfer to the BIS IT system. Whilst it was possible that they could move to NPL or BIS, it was agreed that it would be beneficial for the NMS team to remain at NMO (a) to share accommodation costs and (b) to maintain close working links with the NMS which still has a connection with legal metrology.
- RS said SG had been asked (at an AQML meeting) if NMO would “in principle” have any accommodation in Building 84 that could be offered as short-term decant. RS mentioned there is a Cabinet Office target for BIS buildings having an occupation density of 10m<sup>2</sup> per person by end 2015 which will reduce further in 2016. PRD said that there was some lab space that could potentially be utilised. **Confirm NMO corresponding figure corrected to exclude laboratory space (RG, Feb).**  
*Post meeting note: RG discharged this action and confirmed the figure of 20 m<sup>2</sup> per FTE. This figure had been corrected to exclude laboratory space so was comparable to the BIS target figures, which were less than half of this.*

#### 5. Future Shape of NMO

- RS explained that this was now a standing item on the MB Policy meeting agenda.
- RS summarised that the matter was still being discussed in BIS.
- However, it seemed almost certain that NMO sponsorship would move from Knowledge and Innovation (K&I) to Enterprise and Skills. A regulatory centre of excellence seemed an eventuality.
- PRD expressed concern that a visit from CE BRDO had not been rearranged, and that he and LF had not yet met with him. PRD thought that a rescheduled visit would be well received and good for staff morale. RS said that a visit without any news to report could be difficult and was the reason for the cancellation. There were still issues to resolve, i.e. who would fund the Legal Metrology programme and would there be any branding changes that could adversely impact upon the Agency?
- RG said a meeting with whoever would be responsible for the NMS at BIS would be useful.
- SMG was concerned about future financial workings and funding mechanisms for the next financial year. Whilst RS recognised that all of the above was hindering future planning, a business as usual approach must continue, and despite the lack of certainty, NMO should continue with the corporate planning process.

#### 6. NMO Corporate Plan 2015 (including mission)

- The MB had had an opportunity to comment on and contribute to the draft Corporate Plan.
- Directors would consider smart and achievable targets for inclusion.
- Due to the changing shape of the Agency, the MB needed to adequately capture NMO activities (minus NMS) in a new Mission Statement.
- PRD liked the old concise vision of “Fair, Accurate, Legal”. RS reminded the Board that it was important to keep the BIS message in mind and that this previous (NWML) vision was limited to legal metrology activities, which was now a smaller part of the organisation’s business. It was important not to lose sight of NMO’s delivery obligations, and to communicate the very important message that despite being somewhat ‘niche’, the Agency greatly assisted UK businesses.
- LF preferred a broader vision, as something too specific could be limiting. LF favoured “Regulating for Growth.”
- RS suggested a realigned mission statement without any vision. SMG agreed, but preferred a more punchy and ambitious mission, without using the word “growth” which was too ambiguous. RG also preferred a standalone mission statement. A condensed, clear message for Stakeholders was required i.e. *VISION : A Centre of Excellence for Technical Regulation and Enforcement.*
- The Board agreed that the Corporate Plan format should be refreshed.

#### 7. ABS Project

DS presented this item.

- Michael Worrell (MW) was the project lead, and DEFRA was the policy lead for this new and complex contract, that would come into force in October 2015.
- The proposal was agreed subject to:
  - assurance that additional funds would be spent so as to reduce the surplus and get nearer to break-even.
  - clarification on whether a recruitment exercise would be required
  - confirmation of VAT status.

*Address the above points at the February MB Policy Meeting (RF, February).*

#### 8. HR Update

- DB discussed the recruitment campaign process and the different CSR vacancy stages. He reminded Managers that prompt action was required at Stage 2.
- HMRC had confirmed that they were dealing with the incorrect tax code issues experienced by some staff. However, in the absence of receipt of a corrective letter staff were encouraged to follow up with a phone call.

#### 9. Agency Travel Booking Service & Building Liaison Roles including Facilities Management Coordination

- SMG confirmed that the vacancy within the Finance team would not cover JSp's previous travel booking activities. There was initial support from the Regulation, Certification and Enforcement Teams for a central travel booking resource, although PRD said he would actively encourage his team to book their own travel. The MB agreed that we should look to extend the centralised travel booking facility function to give time to directorates to learn how to manage their own travel. *Ask RF to consider extending JSp's remit to booking travel for the Regulation, Certification and Enforcement Directorates temporarily, using time codes to avoid cross funding (RF/DS, February).*
- Building issues should be reported to G1 to log with Amey.
- Following the NMS restructure, Alastair Hooley would move to NMO as Procurement Officer.

#### 10. Report on Network Failure Incident – Lessons Learnt

- The recent network failure began at 4pm on Friday afternoon but was back up and running by Monday lunch time.
- Dan Shipp (DSh) had issued an email report following the incident. Staff were able to receive emails via their mobile phones/web mail and made use of any computer downtime to catch up on filing and paperwork etc.
- RS was satisfied that NMO procedures had worked. The Agency would look hard at what it paid for contractually.
- Uxbridge Disaster Recovery contract was approaching its end, and consideration was needed as to whether to review.
- *Review Disaster Recovery Plan and update the details and IT documents (SMG/DSh, Feb).*
- *Update Emergency Contact List in TRIM and copy to SMG and DSh (TR, Feb).*

#### 11. AOB

- Three new members of staff had started in Enforcement, Andrew Goddard and Osman Mehmood (heat metering), and Yehuda Lethbridge (Standards).
- Marek Bokota was successful in his application for the Quality post in Certification Services and will transfer from the NMS team soonest.
- DB would meet the BIS DD Innovation Infrastructure replacement Wednesday 28<sup>th</sup> February, and had a meeting with NPL Head of HR later that week.
- PRD reminded that Board that all new starters should have a Health & Safety desk assessment with Brian Gregory or Matt Griffiths.

#### 11. Date of Next meeting: **Tuesday 24th February 2015**

Date of Meeting	Action	Action Officer	Date	Progress	Status
24.6.14	- Check completion of all o/s actions from the XDIAS Disposals audit recommendations and review next month.	SMG/RF	Feb	Progress had been made. A live audit tracking document had been updated by RF and reviewed by the Audit Committee (AC). One of the two outstanding items concerned vault systems. The Auditor had suggested that a facility to run a report on the internal system would be preferable. But, there were insufficient funds available for the required upgrade to run this technical capability. The enforcement team would continue to further explore solutions and would keep SMG updated on any progress prior to the AC.	Open
24.6.14	Report back to the MB once the SFG had been consulted on how the Management Board could strengthen internal processes to encourage staff to discuss concerns direct with NMO management.	DB	Jan	DB had consulted the SFG & implemented their considerations.	Closed
24.9.14	<b>PDS Guidance:</b> • To discuss the suitability and consistency of objective setting some of the SFG recommendations with PRD/JS and establish indicative box markings for midyear review.	DB	Jan	A meeting had been arranged with PRD the following Monday	Closed
21.10.14	Paid Special Leave/Special Leave (with or without pay) Convert NMO Policies to align with BIS' accordingly and publish on the intranet. Draft NMO Restructuring Policy Issue new policy & publish after sign-off.	DB	Dec	DB had liaised with BIS & aligned NMO Policies accordingly	Closed
24.11.14	<b>Property Deposit Loan Scheme</b> Investigate mechanics of setting up such a scheme.	DB	Feb	In the absence of HR Online, DB continued to work out the mechanics with UKSBS.	Open
24.11.14	IIP Report • Review the work of NMO, job roles and cross team interaction and produce detailed action plan for Management Board endorsement. • Circulate IIP Findings report to all staff and explaining that the Management Board had discussed it at length, and intended to work with staff to identify specific training needs.	DB	Dec/Feb		Open
		DB	Dec/Jan		Closed
24.11.14	<b>Enforcement Transition Recommendation</b> Incorporate amendments accordingly.	RF/MK	Nov		Closed
24.11.14	<b>HR Update - Updated NMO Promotion Policy</b> Publish policy on intranet and circulate to staff via email with IIP Report.	DB	Nov		Closed
24.11.14	<b>Horizon 2020 – Ecopliant 2</b> Amend document in accordance with MB comments as above.	RF/HJ	Dec		Closed
24.11.14	<ul style="list-style-type: none"> <li>Remind Managers (electronically) of the scheme and managerial duties to recognise good work, and include minimum cash reward limit.</li> <li>Check monetary amounts left in the pot.</li> <li>Update guidance and awards spreadsheet.</li> </ul>	DB	Feb	• Reminder yet to be circulated	Open
		SMG DB		• Guidance had been updated	Open Closed
24.11.14	The MB agreed to add "Future shape of NMO" as a standing item on the MB Policy Meeting agenda moving forward.	TR	Jan →		Closed

27.1.15	Confirm NMO corresponding office occupation densities figure corrected to exclude laboratory space.	RG	Feb	RG confirmed the figure of 20 m <sup>2</sup> per FTE. This figure had been corrected to exclude laboratory space so was comparable to the BIS target figures, which were less than half of this.	Closed
27.1.15	<b>ABS Project:</b> Address the following points at the February MB Policy Meeting: <ul style="list-style-type: none"> <li>○ Give assurance that additional funds would be spent so as to reduce the surplus and get nearer to break-even.</li> <li>○ Clarify whether a recruitment exercise would be required.</li> <li>○ Confirm VAT status.</li> </ul>	RF	Feb		Open
27.1.15	Consider temporarily extending centralised remit to booking travel for the Regulation, Certification and Enforcement Directorates, using time codes to avoid cross funding.	RF	Feb		Open
27.1.15	<b>Report on Network Failure Incident – Lessons Learnt:</b> <ul style="list-style-type: none"> <li>• Review Disaster Recovery Plan and update the details and IT documents.</li> <li>• Update Emergency Contact List in TRIM and copy to SMG and DSh.</li> </ul>	SMG/DSh TR	Feb		Open