

MANAGEMENT BOARD (MB) POLICY MEETING MINUTES – 26.2.14

DATE: Wednesday 26th February 2014 **TIME:** 10:00 am **LOCATION:** G18

ATTENDEES: Richard Sanders, Deputy CE and Director of Regulation (RS)
Sarah Glasspool, Director, Finance (SMG)
Robert Gunn, Director, Programmes & Estate (RG)
Richard Frewin, Director, Enforcement (RF)
Paul Dixon, Director, Certification Services (PRD)
Tania Raynor, Executive PA and Secretariat (TR)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** Peter Mason, Chief Executive (CE/PEM) – Chair (Leave), Jo Symons, Director of Change & Development (JS)
2. **Minutes of the last two meetings (30.1.14)**
The Minutes of the last meeting were approved with no amendments
3. **Matters/Actions Arising from Minutes of Last Meeting**
All actions were reviewed, some remained outstanding and the following comments emerged:
 - **PFHS was asked to write a paper for February Management Board Policy Meeting on rules to be implemented with NMO and IT solutions for the new classification system (SMG, February)** This action would be completed after MB discussion and decision later on in the meeting at Item 5
 - The withdrawal of RITE tokens used to access the BIS IT system had been delayed to May 2014, after which, NMO users would need to use a FLITE laptop (or an alternative method) to access the BIS intranet. This would incur costs. NMO directorates for whom such access was essential should meet any such costs, which would need to be built into any contracts. It was calculated that in total, NMO would require 9 tokens. **Investigate the costs involved and whether they could be incorporated into Directorate accounts by y/e. Provide an update next month (SMG, March)**
 - SMG reported that NRB had drafted an Agency Travel Insurance policy that would be added to the induction pack for new starters upon MB sign off. **Produce Guidance regarding Agency Travel Insurance and Medical Insurance Card - including clarification on medical and luggage coverage for Management Board approval next month (SMG, March)**
 - The following action was carried forward: **Put the Agency Sustainability Ministerial target % figure into page 8 of the new SDAP under “Specific Actions” and also into the Corporate Plan (RG/SMG, March)**
 - SDAP – **Update the purchasing/procurement from UKSBS (RG, March)**
 - **Ask DB to produce a paper on IIP (SMG/DB, March)**
 - **Explore refresh of Atrium Staff Photos, in order for a completed ‘new look’ before Martin Donnelly’s visit 21.3.14 (SMG/Comms, March)**
4. **Corporate Governance Challenge Session/s**
At the last Audit Committee it had been agreed that that this year’s challenge session would be face to face with Directors. The MB were asked to clarify the format of this year’s session, i.e. Directors facing the panel individually, or all the Directors meeting with the panel, but being challenged individually in front of each other. The MB decided upon a collective approach which they had previously found beneficial as they had learnt a lot from each other. It would also be the least time-consuming, and taking into consideration the future landscape, it was important for the Board to remain a close unit.
5. **New Corporate Government Classification System**
PFHS had attended all the meetings on the new classification system, and had established a rapport with colleagues involved in BIS.

The MB agreed that the system should be applied with a light touch approach and that the training should proceed as outlined in the paper. The board also agreed that NMO should not employ a content labelling system for emails.
6. **Review of Steering Board (SB)**

The SB meeting held the previous day was discussed:

- There were big uncertainties for RG's and JS' teams once the NPL Project had concluded
- The fact that RS is 'acting' CE on a temporary basis while BIS were considering the Agency's future, would indicate that NMO was under review (this was confirmed by AB/MH). There was a chance that the Agency could be broken up and therefore NMO's future remained uncertain
- PEM would send an all-staff email to address current staff uncertainty and feed through information as and when it emerged
- NMO needed to try and align with BIS' thinking, but also consider its stakeholders and alert them to the review
- NMO could continue as a standards and accreditation organisation
- AB had said it was MH that would be driving the NPL transition and future shape of NMO, focussing upon any strategic fit with knowledge and innovation. Thus, it was important to ensure that Mark Holmes (MH) was well informed
- AB had also warned about admin pressures of 2015/16,. She had said that the BIS objectives had changed and felt that NMO's (outlined in the draft Corporate Plan) no longer aligned and that the objectives might need looking at again
- It was essential that BIS were more open during the next 6 to 9 months whilst they were considering the most appropriate home for NMO – currently, there was much going on at NMO potential VCA work, the NPL Future Project, the BIS Strategic Review
- RF had mentioned that the VCA were being reviewed and that some enforcement work was likely to be available as a result. NMO had carried out an internal exercise to see if there was enough in-house capacity and skill-base available to win this bid as part of the organisation's organic growth. BIS would be investigating if this would be a natural fit/solution. Isobel Pollock (SB, Chair) had said she was supportive of expansion.
- ***Include all of the above in the Annual Report and Accounts forward [this would keep NAO formally informed] (SMG, March)***

7. Corporate Plan Review (including Mission Statement)

- The NMO Vision and Mission were reviewed. The MB thought it was too verbose and without enough links to BIS. If there were an opportunity to revise it, it should include more 'BIS friendly language' such as 'growth' and 'innovation'
- NMO Objectives should be rethought so as to emphasise Technical Regulation and Enforcement rather than measurement
- The Board agreed not to rush through the necessary changes prior to the visit from Treasury that Friday. SMG thought that visit was about Treasury looking at the figures and gaining a greater understanding of NMO given the numerous submissions they had received from the Agency recently (most of which were connected to the NPL Project). Instead, the MB would engage the views of their business streams and agree a final draft by 20.3.14, prior to Martin Donnelly's visit (21.3.14). The Corporate Plan needed to be signed off at end March by David Willetts
- ***Circulate in writing the views already received from the Enforcement Team (RF, February)***
- ***Draft staff explanation covering the MB's vision for NMO's future and notes on the SB discussion and conclusions and send to PEM in order to assist with the above (RF, end Feb)***
- ***Update Corporate Plan Review and circulate to SB with note explaining that the MB would be reviewing the mission, objectives and top level statements to reflect the MB's vision of the Agency's future shape (SMG, early March)***

8. AOB

- It was noted that last year SMG presented the new Corporate Plan to all staff in F12, and the Directors gave a presentation. ***Set up all staff meeting for end April accordingly (TR, March)***
- There was a discussion on procedures for booking official travel and all were reminded that requests should be sent to Jean Spraggs (JS) in writing, with the necessary permissions having been obtained (so as to provide an audit trail) - in adherence with the official policy
- ***Consider if there was a better way of communicating the messages that were currently conveyed via a weekly summary email from Corporate Services as many staff didn't actually get round to reading them (MB, March)***

9. Date of Next meeting : **Thursday 27th March**

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Status
8.11.13	Nominate a single Project Manager to develop and incorporate all strands of new classification system	SMG	Jan	Peter Sayce had been nominated	Closed
8.11.13 26.2.14	Email all staff with details/guidance on New Classifications as agreed by the MB at the February Policy Meeting	SMG/PFHS	March	A paper had been submitted that day for MB approval – guidance would be circulated subject to approval	Open
8.11.13 26.2.14	Investigate costs involved with obtaining the necessary laptops/encryption package to access the BIS intranet and whether they could be incorporated into Directorate accounts by y/e. Provide an update next month	SMG	March	Ongoing	Open
8.11.13 26.2.14	Produce Guidance/Policy regarding Agency Travel Insurance and Medical Insurance Card (including clarification on medical and luggage coverage)	SMG	March	This action was being progressed by NRB and upon approval, the policy would be added to the new staff induction programme	Open
30.1.14	Inform PRD (as MB champion for Quality and H&S) of BTM decision to opt in or out of ISO9001 accreditation	Directors	Feb	All had responded	Closed
30.1.14	Establish new overhead time coding for ISO9001	SMG (action officer amended from RG)	End Mar	To be completed by financial y/e	Closed
30.1.14 26.2.14	Put the Agency Sustainability Ministerial target % figure into page 8 of the new SDAP under "Specific Actions" and also into Corporate Plan	RG/SMG	March	Ongoing	Open
30.1.14 26.2.14	SDAP - Update the purchasing/procurement from UKSBS	RG (action officer amended from SMG)	March	Ongoing	Open
30.1.14	Ask DB to produce a paper on IIP	SMG	March	DB had been asked and a paper would be submitted at next month's meeting	Open
30.1.14	Discuss spacing of Enforcement Staff photos with Jack Gibson	SMG/Comms	Feb	Ongoing – hopefully refresh to be completed by Martin Donnelly's visit on 21.3.14	Open