

MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 10.1.14

DATE: Friday 10 January 2014 **TIME:** 12.05 am **LOCATION:** G18

ATTENDEES: Peter Mason, Chief Executive (PEM)
Richard Sanders, Chair, Deputy CE, and Director of Regulation (RS)
Sarah Glasspool, Finance Director (SMG)
Robert Gunn, Director, Programmes & Estate (RG)
Jo Symons, Director of Change and Development (JS)
Richard Frewin, Director, Enforcement (RF)
Paul Dixon, Director of Certification Services (PRD)
Tania Raynor, CE's Office, Secretariat (TR)

OBSERVER: No observer requests this month

ON CALL FOR ITEM 5: Peter Sayce, Security and Governance Officer (PS)

*Please note actions appear in **BLUE***

1. Apologies for Absence/Substitutions:

Robert Gunn and Richard Frewin- On business

2. Minutes of the Last Meeting (11.12.13)

The Minutes of the last meeting were approved with no amendments

3. Matters/Actions Arising From Last Minutes

The following two actions remained outstanding, but all other actions had been discharged:

- This action had emerged from the review of the Agency Financial Performance & Position: SMG said she had received notification which had unexpectedly sliced off £66 k and then a further £13 k for SBS. She was able to confirm that the Admin allocation for years 2014-19 had been slashed by £71k. However, the £13k was not for UKSBS procurement as originally thought. It was noted that this reduction had not been reflected in any of the forecasts at team level.

Discuss this offline and share conclusions with Management Board at the next meeting (PEM/SMG, January)

- PEM commented that there appeared to be a discrepancy with the BTM accounts regarding overheads. This will be looked at along with the new segmentation. ***Discuss with PEM offline and resolve with TWI (SMG, January).***

4. Agency Financial Performance and Position

NMO finances to end December 2013 were reviewed and SMG commented that the Qtr 3 return was due soon to BIS. An initial meeting had been held with Powis Hughes regarding the valuation of the Estate and, other issues had already been discussed at the BT meeting.

5. Agency Risk Register (including risks elevated from BTM)

There were no risks for elevation from the BTM, and the Agency Risk Register was thoroughly reviewed. It was suggested that the AML risks should be reviewed by R Gunn and also the control strategies for the C&D risks. ***Review AML risks (RG) and review control strategies for C&D risks (JS) prior to 20 January 2014***

7. Agenda for Steering Board meeting

It was decided to rearrange the items so that the routine items came first followed by the more strategic issues

8. AOB

There was no AOB, and no informal MB decisions were made since the last MB performance meeting that need to be documented.

9. Date of next meeting: *Thursday 13th February*

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
18/11/13	Reminder email to be sent out to all staff if they wish to attend MB meetings as an observer	TR	31/12/13	Email sent out in January	Closed
18/11/13	Understand the deduction of £13k from NMO's Admin budget	SG	31/12/13	Confirmation that not for UKSBS procurement – further investigations to be done	Open
11/12/13	Resolve discrepancies of overheads in BTM accounts	SG	31/1/14	Will be addressed in segmentation	Open
11/12/13	Review Risk Register	TR	31/1/14	Reviewed 10 Jan	Closed
11/12/13	Resend draft note of last Steering Board awayday	RS	31/1/14	Re-sent 10/1/14	Closed
11/12/13	Schedule item for Steering Board agenda Jan MB perf meeting	TR	10/1/14	Agenda item on 10/1/14 meeting	Closed
10/1/14	Review AML and C&D risks	RG & JS	20/1/14		Open