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MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 11.7.13

DATE: Thursday 11 July 2013 **TIME:** 11.30 am **LOCATION:** F12

ATTENDEES: Peter Mason, Chief Executive (CE/PEM) – Chair
Richard Sanders, Director, Regulation (RS)
Sarah Glasspool, Director, Finance (SMG)
Richard Frewin, Director, Enforcement (RF)
Paul Dixon, Director, Certification Services (PRD)
Matt Savage, Technical Liaison Manager (MS)

OBSERVER: Tan Wah Ip, Financial Accountant (TWI)

ON CALL FOR ITEM 4: Peter Sayce, Security and Governance Officer (PS)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** RG (on business) - MS to deputise, JS (on business).
2. **Actions Arising from 13.6.13 Management Board (MB) Minutes**
 - The Minutes were approved as amended. The actions identified at the 13.6.13 MB Performance (BTM) Meeting were reviewed as follows:
 - There was an action on PRD/MG to circulate the minutes of the IMS Annual Review Meeting of 8/2/13 to attendees of that meeting and return them to an MB Policy meeting. This was ongoing.
 - There was an action on SMG/NB to make the following agreed changes to the NMO Digital Strategy for 2013/14 document:
 - The document should include the internal digital aspect i.e. the intranet which needed improvement
 - Section 70 Returns (p.9 of the document) - the third sentence of the first paragraph should be changed to end '... which is used to produce a Weights and Measures risk matrix for local authorities.' **ACTION: SMG to check that this action had been done.**
 - There was an action on SMG to update the NMO procurement business case. This had been done and the NMO procurement business case agreed.
 - There was an action on SMG to update the CS Reform Plan and bring it back to the next MB Policy Meeting for discussion. This had been done and the Plan approved.
 - The following actions had been done:
 - There was an action on PS to email JS that if absent from the MB Performance Meeting she should affirm whether or not there were any changes to the C&D risks in the interests of governance.
 - There was an action on PS to revise CE14 on this.
 - There was an action on PS to ask JS to update and shorten the Control Strategy.
 - There was an action on PS to update the Risk Register for June 2013.
3. **Agency financial performance and position**

SMG presented a report on NMO Finances to the end of June 2013 which highlighted a capital underspend. Any spend planned for 2014/15 should be brought forward to 2013/14 where possible.
4. **Agency Risk Register**

The Agency Risk Register was reviewed and the following points were noted:
CE11 - Insufficient staff resources was identified as a substantial work item with respect to the Head of HR function. **ACTION: SMG to recast key risk CE11 regarding the recruitment process and its impact both reputational and on income.**

ACTION: PS to update the Risk Register for June 2013.

5. **Biennial Conservation Report**

MS presented this item and reported that the next biennial historic property report ('Biennial Conservation Report for Bushy House and Associated Buildings 1 April 2011 - 31 March 2013') was due for submission

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to English Heritage (EH). The MB endorsed the report for submission to EH as an accurate account, subject to clarification of when the Amey contract ends.

6. **AOB**

None.

7. Date of next meeting: *Thursday 5 September 2013*

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