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MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 12.9.13

DATE: Thursday 12 September 2013 **TIME:** 11.30 am **LOCATION:** G18

ATTENDEES: Peter Mason, Chief Executive (CE/PEM) – Chair
Sarah Glasspool, Director, Finance (SMG)
Robert Gunn, Director, Programmes & Estate (RG)
Richard Frewin, Director, Enforcement (RF)
Tania Raynor, CE's Office, Secretariat (TR)

OBSERVER: None on this occasion

ON CALL FOR

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

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** Richard Sanders, Director, Regulation (RS), Jo Symons, Director, Change & Development (JS), Paul Dixon, Director, Certification Services (PRD)

2. The Minutes of the last meeting were approved (11.7.13)

3. **Actions Arising from 11.7.13 Management Board Performance Meeting (MBPM) Minutes**

All actions had been discharged apart from the first one below as follows:

- ***Liaise with NRB to confirm that sentence 3, third sentence of paragraph 1 on page 9 of the Section 70 Returns had been amended to "...which is used to produce a Weights and Measures risk Matrix for local authorities." (SMG, September)***

4. **Agency Financial Performance & Position to end August 2013**

The Agency was ahead on Programme and Admin, and the Programme expenditure was less than plan by £399k mainly due to phasing and that this seemingly large figure was, in reality, only 2% of the budget.

The Carbon Reduction Commitment charge had now been paid and thus would reduce the £146k Accommodation costs under-spend.

The inclusion of Capital charges in the reports was discussed, as this was new this month.

Discuss with BTMs the treatment of Capital Charges and if they would like visibility of them in the BTM accounts (SMG, September)

TWI had prepared an even more up to date financial summary for the Steering Board that had been circulated for comment. However, PRD, who was currently away on business, had yet to comment

Agency Risk Register (including risks elevated from BTM)

The Agency Risk Register was thoroughly reviewed and the following points/actions emerged:

Change the date from July to September 2013 (SMG, September)

EST 1: - NMO's disaster recovery procedures would be audited Q4 and tested next f/y

5. **AOB**

PEM explained that there would be two HR papers taken at the Steering Board on Friday 20th September:

- (a) HR Update (including HR policies and Employee Engagement)
- (b) Follow up to 2012 Staff Survey results

There had been changes to the Performance Development System across the Department, and a new Appraisal Form would be introduced to NMO. Moving forwards, the Agency intended to adopt half yearly reviews with a new revised form. Nevertheless, adoption would be agreed at the Management Board Policy Meeting on the 26th September, taking into account when current reviews were running

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i.e. those teams that were up-to-date with their review process would be allowed to continue with the process of 4 - 2 interim reviews per year. However, other teams may prefer to move to half yearly reviews with immediate effect.

- *Circulate the above HR papers today to Management Board Policy Meeting attendees (SMG, September)*
- *Liaise with DB to ensure the HR Update is consistent with what had been discussed during this meeting (SMG, September)*

7. Date of next meeting: **Wednesday 16th October, 2013**

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