

MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 12.2.14

DATE: Thursday 12 February 2014 **TIME:** 11.30am **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)
Tania Raynor, CE's Office, Secretariat (TR)

OBSERVER: Harriet Caruana

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

ON CALL FOR ITEM 6: Simon Trevenna, Enforcement Support Officer (ST)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:**

Paul Dixon - On business
Robert Gunn – Left the meeting at 12.45 in order to attend another important meeting

2. **Minutes of the Last Meeting (12.2.14)**

The Minutes of the last meeting were approved with no amendments. The Board agreed the inclusion of the new Action List at the end of the Minutes was most helpful as a quick reference

3. **Matters/Actions Arising From Last Minutes**

All actions had been discharged and the following comments emerged:

- SMG had received notification of a fee of £13k for HR Services. SMG confirmed that HR Services would now forward a proper invoice for this
- PEM commented that there appeared to be a discrepancy with the BTM accounts regarding overheads. TWI had looked at this along with the new segmentation, amendments had been made and the issue had been resolved
- As suggested by the Audit Committee, RG confirmed he had reviewed AML risks on the Agency Risk Register, and JS had reviewed the Control Strategies for the C&D risks accordingly

4. **Agency Financial Performance and Position**

NMO finances to end January 2014 were reviewed. SMG commented that the team had been trying to balance overall Programme and Admin for this f/y, paying particular attention to Lawyers fees etc. It was also important to note that the revaluation of the Estate could impact upon depreciation costs.

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

There were no risks for elevation from the BTM, and the Agency Risk Register was reviewed (having been thoroughly examined at the last Audit Committee). JS wanted a further wording change to a Change & Development (C&D) Control Strategy. **Send alternative wording for C&D Control Strategy to PFHS (JS, March)**

6. **ABS Negoya**

This item was taken ahead of item four, prior to RG and Simon Trevenna needing to leave the meeting to attend external commitments.

The paper submitted sought MB approval of the appointment of the NMO as Competent Authority for the ABS regulation (Access to Genetic Resources and the Fair and Quitable Sharing of Benefits Arising from Their Utilization to the Convention on Biological Diversity).

The Management Board approved the ongoing engagement with DEFRA in progressing towards an MOU

7. AOB

- Top Management were expected to support the QMS. The MB had seen the Quality Management Review Meeting minutes. Post meeting notes had been added including comments on IIP that were inaccurate. *Delete these comments (PRD/MG, March)*. The MB endorsed the current functioning and support of the Quality System
- JS mentioned that official approval for an extension to the Serco contact had been received. It was recognised by all that this was thanks to David Legg's hard work as he had been instrumental in providing the necessary information to Cabinet Office

9. Date of next meeting: **Friday 14th March**

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
18/11/13	Understand the deduction of £13k from NMO's Admin budget	SG	12/2/14	Confirmation that not for UKSBS procurement – following further investigation a fee of £13k for HR Services had been factored in. HR services would not forward a proper invoice	Closed
11/12/13	Resolve discrepancies of overheads in BTM accounts	SG	12/2/14	TWI had looked at this along with the new segmentation and amendments had been made and the issue had been resolved	Closed
10/1/14	Review AML and C&D risks	JS	12/2/14	RG had reviewed AML risks on Agency Risk Register. JS wanted a further wording change to C&D Control Strategy and would send suggestions to PFHS accordingly	Open
12/2/14	Delete comments under 'Post Meeting Notes – QMRM Meeting Minutes' regarding IIP that were inaccurate	PRD/MG	14/3/14		Open