

PROTECT

MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 16.10.13

DATE: Wednesday 16th October 2013 **TIME:** 11.30 am **LOCATION:** G18

ATTENDEES: Peter Mason, Chief Executive (CE/PEM) – Chair
Richard Sanders, Deputy CE and Director of Regulation (RS)
Sarah Glasspool, Director, Finance (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 volunteers came forward - *Circulate reminder email to all staff to volunteer their names to TR should they wish to attend this meeting as an observer as part of learning and development (TR, November)*

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

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** None
2. The Minutes of the last meeting were approved (26.9.13)
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." (RS, September)*
RS agreed to take this action forward and liaise with JD in the absence of NRB
4. **Agency Risk Register (including risks elevated from BTM)**
This agenda item was taken early so as JS (who had a discharged action to discuss) needed to leave the meeting early. The Agency Risk Register was thoroughly reviewed
5. **Agency Financial Performance & Position to end September 2013**
The NMO finances were reviewed.
 - TWI would continue to work on segmentation for circulation
 - BTM forecasts should be as accurate as possible and capital spend proposals were due in this month
 - SMG said she had received the allocation letter which had unexpectedly sliced of £66k and then a further £13k for SBS
Discuss this offline and share conclusions with Management Board at the next meeting in November (PEM/SMG, November)
6. **NMO High Level Disposal Policy**
 - This item was taken by RF in the absence of CS who was out on business travel. The policy was a requirement of the recent XDIAS audit report.
Consider this broad statement of intent and forward comments/additional drafting to CS by month end (Management Board, October)
 - RS was keen that the location of all NMO intranet policies should be reviewed upon NRB's return to the office
7. **AOB**
None
8. Date of next meeting: **Monday 18th November, 2013**