

PROTECT

MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 18.11.13

DATE: Monday 18th November 2013 **TIME:** 11.30 am **LOCATION:** G18

ATTENDEES: Richard Sanders, Chair, Deputy CE, and Director of Regulation (RS)
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

ON CALL FOR

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

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** PEM (on business), SMG (on business), JS joined the meeting late (at item 3) due to a telecon
2. **Minutes of the Last Meeting (16.10.13)**
The Minutes of the last meeting were approved with no amendments
3. **Matters/Actions Arising From Last Minutes**
All actions were reviewed as follows:
 - **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 their learning and development and to demonstrate the MB's commitment to openness and transparency to staff (TR, November)**
TR and David Barrett, Head of HR had discussed this action. It was agreed that some background about this forum should be included in the email and that TR should draft in liaison with PEM/RS
 - **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)**
 - NRB had amended the sentence accordingly so the action was discharged – **Risk EST 1: - NMO's Disaster Recovery Procedures/Business Continuity would be audited Q4 (Jan-March) and tested next f/y. Team reports had been forwarded to PRD but had not yet been published on the QS. Publish on QS (PRD, December)**
 - The following actions for Risk EST 3 had yet to be discharged:
 - **Re specify risk centred around reputation and handling of risk (RG/PS, October)**
 - **Change 'probability' from 5 to 4 (RG/PS, October)**
 - An action emerging from the review of the Agency Financial Performance & Position remained outstanding:
 - SMG said she had received notification 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, December)
4. **Agency Financial Performance and Position**
NMO finances to end of October 2013 were reviewed and there were no further comments
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.
6. **NMO Corporate Plan Timetable and Structure**
This paper was approved subject to the following timetable amendments (made so as not to lose BTM input):
 - Row 3 – change to "Send out word version of plan for updating to BTMs and Directors"

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- Row 5 – change to “Word Version and Excel spreadsheets completed and sent back to SMG via TRIM links”. Also change ‘Action By’ column to read “Directors/BTMs”
- Row 7 – change to “Issue of Draft 2 to MB incorporating sponsor comments”
- Row 10 – change to “One to one PEM and BTM scrutiny. Also change ‘Action By’ column to read “PEM/BTMs/Directors

7. AOB

- *Circulate paper regarding selection of new coffee machine (RG, Jean Spraggs [SG], December)*
- *Ask Dan Shipp to delete previous Secretariat’s BTM/Management Board Policy and Performance calendar appointments in Outlook so that TR can resend with permissions to make any amendments as necessary (TR, December)*

8. Date of next meeting: **TBC**

MBPM.18.11.13.

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