

MANAGEMENT BOARD (MB) POLICY MEETING MINUTES – 29.5.14

DATE: Thursday 29th May **TIME:** 11:15 am **LOCATION:** G18

ATTENDEES: Richard Sanders, Chief Executive (RS)
Sarah Glasspool, Director, Finance (SMG)
Robert Gunn, Director, Programmes & Estate (RG)
Richard Frewin, Director, Enforcement (RF)
Lynnette Falk, Director, Regulation (LF)
David Barrett, Head of HR
Tania Raynor, Executive PA and Secretariat (TR)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** Jo Symons (JS), Paul Dixon (PRD). LF joined the meeting via teleconference.
2. **Minutes of the last meeting (23.4.14)**
The Minutes of the last meeting were approved with one amendment to a typo:
Change first word of last sentence of bullet point 1 under Item 3 from red font to black (TR, May)
3. **Matters/Actions Arising from Minutes of Last Meeting**
All actions were reviewed and had been closed. The following comments were noted:
 - Initial enquiries had been made regarding costs involved with obtaining the necessary laptops/encryption package to access the BIS system and a quote of £1680 per year, per laptop, plus VAT had been received. Business teams would need to allocate costs for this purchase and staff requiring a BIS laptop needed to inform Dan Shipp and attend training organised by and located at BIS. So far, David Legg (DL), LF and DB had completed this training.
 - TR confirmed she had calendarised the Board's moderation exercise of PDRs via Outlook. DB said that managers should already have an idea of indicative markings, but that these should not be made known to job holders.
4. **Update to Probation Policy & Probation Procedure**
DB presented this item and explained that there was an increased use of staff on fixed term contracts. This policy (which had been aligned with the Civil Service centralisation process) built on existing good practice but had been refined to ensure that all factors were considered in such circumstances, i.e. when an individual joined the Civil Service, how long they had been on probation and if such probation needed to be transferred or extended. To summarise, all Civil Servants must complete a 9-month period of probation.

DB said he would be happy to offer and arrange training for line managers dealing with probationers.

RS said these documents were of great benefit, but should also include the templates of the form and appointment letters.

The Management Board approved this policy subject to some minor amendments to the "fairness" section and the sections detailing the length of probation and delegated the final approval of the revised text, the form and associated letters to RF:
 - **Meet with DB to approve revised text, form and associated letters (RF/DB, June)**
 - **Make policy procedure and associated documents available to all staff in TRIM (DB, June)**
5. **Teddington Site High Electrical Switchgear Upgrade and Business Case – NPL HV Switchgear Refurbishment**
 - RG explained that it had been necessary for him to make an emergency decision (following approval by the Capital Investment Group to incur expenditure of approximately £695k) regarding the replacement of the existing electrical switchgear in Buildings 80 and 99. The equipment would be considered to be end of life, and one switch in Building 80 would need replacing as it was unreliable and there was a concern that it might not switch off in an emergency

- SMG confirmed that although the Business Case was not presented in the usual NMO format, it met the requirements of NMO's usual Business Cases. Appraisals for NPV calculations, pricing, risks and contingency planning, delivery plans and different options had all been covered. However, SMG said that it would be good to refresh the NMO Business Case format in the Quality System. *Review and update the NMO Business Case format in the QS (SMG, September)*
- The MB unanimously approved the Upgrade and Business Case accordingly

6. AOB

- RF circulated a paper regarding Enforcement Update e-Alerts for the new .gov website. The paper highlighted that since the transition project, functionality had changed and e-Alerts had stopped. There now appeared to be only one e-Alert for the entire Agency. Simon Trevenna (ST) had been tasked with meeting the provider to try and resolve the issue. At a meeting the previous day, ST had been informed that e-Alerts were regarded as add-ons, which had to follow data protection rules, and have an on/off capability for subscription. There would be a cost of £600/month to restore the previous e-Alerts. After much discussion, ST managed to secure a deal for £200/month which would be allocated direct to the Enforcement team programme spend rather than overheads.. This meant there would be less money for frontline enforcement - previously this service had been free of charge. For an enhanced package for the entire Agency the cost would be £600/month.. . *Disseminate this information to Business Team Managers and ascertain the importance of e-Alerts feedback to Simon Trevenna by Thursday 5th June (Directors, May/June)*
- *For greater clarity, RS proposed a change to the names of two of the monthly management meetings as follows:*
 - the "Business Team Managers (BTM) Performance Meeting" to "Business Team Managers Operational Meeting"
 - the "Management Board (MB) Performance Meeting" to "Management Board Operational Meeting"

The Board agreed the suggested meeting name changes. *Incorporate meeting name changes accordingly (TR, June)*
- There was a brief discussion on VCA. MH/AB were yet to make a decision on whether NMO should take this work on, and delays were beginning to impact upon timeframes and undermine the Team's confidence. RG had a similar experience regarding the continuing uncertainty over the future of his team. SMG commented that due to the this lack of certainty, her team were also finding it difficult to make long term decisions. Concerns were starting to surface Agency wide. However, the message both to staff and externally should be one of business as usual as set out in the Corporate Plan. *Write to BIS about the difficulties being experienced with the delays in the decision of possible transfer of work from VCA to NMO (RS, June)*

7. Date of Next meeting: **Tuesday 24th June 2014**

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Status
8.11.13 26.2.14 27.3.14	Investigate costs involved with obtaining the necessary laptops/encryption package to access the BIS intranet and provide an update next month	SMG	May	A quote of £1680 per year, per laptop, plus VAT had been received	Closed
29.5.14	Change first word of last sentence of bullet point 1 under Item 3 from red font to black	TR	May	TR had made the change accordingly	Closed
29.5.14	<p><u>Probation Policy & Probation Procedure:</u></p> <ul style="list-style-type: none"> • Meet with DB to approve revised text, form and associated letters • Make policy procedure and associated documents available to all staff in TRIM 	RF/DB DB	June June		Open
29.5.14	<p><u>Teddington Site High Electrical Switchgear Upgrade and Business Case – NPL HV Switchgear Refurbishment:</u></p> <p>Review and update the NMO Business Case format in the QS</p>	SMG	Sept		Open
29.5.14	<p><u>AOB:</u></p> <ul style="list-style-type: none"> • Disseminate e-Alert information & costs to Business Team Managers and ascertain the importance of e-Alerts • Change name of BTM Performance Meeting to BTM Operational Meeting & MB Performance Meeting to MB Operational Meeting • Write to BIS about the difficulties being experienced with the delays in possible transfer of work from VCA to NMO 	Directors TR RS	May/June June June		Open Open Open