



# Marine Management Organisation

## **Board meeting minutes: 24 June 2014**

### **Board:**

Sir Bill Callaghan (BC) – Chair  
Rob James (RJ) – Board member  
Derek Langslow (DL) – Board member  
Jeremy Loyd (JL) – Board member  
Nigel Reader (NR) – Board member  
Jane Ryder (JR) – Board member  
Jayne Scott (JS) – Board member  
Robin Teverson (RT) – Board member  
Andrew Wells (AW) – Board member

### **In Attendance:**

James Cross (JC) – Chief Executive Officer  
Andy Beattie (AB) – Director of Operations  
Steve Brooker (SB) – Director of Marine Development  
Michelle Willis (MW) – Chief Finance Officer  
Darren Sanders (DS) – Board and Executive Services Manager – Secretariat  
Claire Scutt (CS) – PA to Chair and Chief Executive Officer – Secretariat  
Amy Wardlaw – Senior Media Officer - Observer  
Kevin Williamson – Head of Statistics and Fisheries Management - Observer

### **Apologies:**

None

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### **Item 1: Board meeting - welcome and introductory remarks: Sir Bill Callaghan**

1.1 The Chair, Sir Bill Callaghan (BC), opened the Board meeting and welcomed all attendees, including Kevin Williamson and Amy Wardlaw as observers. BC informed all attendees that this meeting was being held in public and that members of the public had been invited to observe proceedings. BC confirmed that a 45 minute slot had been allocated at the end of the meeting to answer any questions from members of the public choosing to observe this Board meeting.

### **Item 2: Declarations of interest**

2.1 The standing declarations from Nigel Reader (NR), regarding his interests in Natural England (NE), Natural Resources Wales (NRW) and the Joint Nature Conservation Committee (JNCC), and Jane Ryder (JR), regarding her interest in Seafish, continue to be noted. No other declarations of interest were noted.

### **Item 3: Minutes of 10 June Board meeting and actions update**

3.1 BC invited attendees to raise any points of accuracy in respect of the 10 June 2014 meeting minutes. The minutes were confirmed as an accurate record of discussions subject to a change at 4.3 to correct “the Head of Shared Services” to “audit committee chairs”. The actions update paper was noted by the Board.

### **Item 4: Health Safety and Wellbeing Report**

4.1 JC introduced the Health, Safety and Wellbeing Report to the Board. JC advised that he considered the paper to be read and that he welcomes any comment or discussion. JC highlighted to the Board that the MMO’s Health and Safety Working Group, together with the Director of Operations, have oversight of the Health and Safety Action Plan which sets out an on-going plan of activities categorised as (1) governance and ownership (2) training and skills (3) policies and processes (4) audits of our practice. JC advised that a copy of the action plan is provided at Annex 1 which also provides progress summaries.

4.2 JC advised that the second of two audits into Health and Safety within the MMO had concluded. JC advised that there were concerns as to the recommendations and advised that the Audit and Risk Assurance Committee (ARAC) would drilldown into the audit report at its meeting on the 4 July 2014. JC also advised that high-risk areas would be addressed during the course of a range of workshops in the summer. Andy Beattie (AB) reflected that enhanced line-management would be key to ensure an appropriate health and safety culture, particularly in the high-risk areas.

4.3 JC confirmed that the current part-time secondment of a Health and Safety Officer came to an end in May and that a further six month secondment had been agreed with Natural England. The Board were informed that during this period, a review of the MMO’s requirements will take place and findings reported back to the Board once complete. The Board agreed that they have a role in promoting health and safety awareness when out and about at MMO offices, including highlighting the high-risk areas.

4.4 JC reported to the Board the outcomes of his visit to Anglian Water in January 2014, touching upon the lessons learned, advising the Board that they have considerable experience of operating dispersed teams in remote locations whilst carrying out high-risk activities. JC advised that the MMO’s system of reporting would be revised to include a bespoke MMO version of the Business Health Assessment, with monthly monitoring provided by the MMO’s Performance and Risk Management Board.

### **Item 5: Annual Report for 2013/14 (including Governance Statement and Sustainability Report)**

5.1 Michelle Willis (MW) presented to the Board the Annual Report for 2013/14, including the Governance Statement, Remuneration Report and Sustainability Report. MW thanked the Board for their comments on previous iterations of the Annual Report and advised that the draft presented at this meeting has been revised to impact their comments together with those emerging from the audit currently underway by the National Audit Office (NAO).

5.2 MW described the Report to the Board, touching upon delivery highlights in 13/14, and confirmed that the Remuneration Committee had agreed the Remuneration Report element of the document at their meeting yesterday. MW also advised that the audit by the NAO would complete later this week and that the ARAC would give final consideration of the Report at their meeting on the 4 July 2014, together with receiving feedback from the auditors. Following further discussion as to detail within the Report, the Board were asked to confirm that they are content to approve the final 2013/14 Annual Report in advance of the ARAC's recommendation for signing on the 4 July 2014. The Board confirmed that they were content to approve the 13/14 Annual Report in readiness for final scrutiny by the ARAC so that it may be laid in Parliament in accordance with requisite timescales. The Board thanked the Executive Team for their efforts in producing the Annual Report.

#### **Item 6: Annual Accounts for 2013/14 (including Analytical Review)**

6.1 MW presented to the Board the Annual Accounts for 2013/14 together with a high-level analytical review, which highlights any significant variances in the reporting period, providing explanations for these movements. MW confirmed that the final audit by NAO is underway, having commenced on the 9 June 2014.

6.2 The Board discussed the detail of the Annual Accounts. MW advised that NR, as Chair of the ARAC, had been engaged during the process and was thanked for providing comment and steer throughout. MW confirmed that the final scrutiny would be provided by the ARAC at their meeting on the 4 July 2014, in advance of the Comptroller and Auditor General signing the Audit Certificate. MW advised that a provisional date of 16 July had been agreed for laying the MMO's Annual Report and Accounts in Parliament.

6.3 BC asked the Board to confirm that they are content to approve the final 2013/14 Annual Accounts. The Board agreed to approve the final 2013/14 Annual Accounts subject to a small number of tweaks that had been provided to MW.

#### **Item 7: MMO Management Report**

7.1 JC introduced the Management Report for Board members to note and discuss.

7.2 JC advised the Board that the MMO Corporate Plan for 2014-17 had been adopted and published. JC pointed out that this Corporate Plan version had followed the same methodology as had been used from the MMO's inception in 2010 and it was accepted that this was no longer relevant for the future. JC stated that with this in mind the Executive had started thinking about the methodology for the next Corporate Plan which would be designed to be user-friendly, signal the MMO's purpose and measure our output. JC said the September Board meeting would allow members to work through MMO's mission, vision and objectives and these outputs would inform the shaping of the next Corporate Plan.

7.3 *Item withheld*

7.4 JC raised the final performance statistics on Marine Licensing for 2013/14 which reflected a step change in performance improvement. JC drew the Board's attention to the statistics relating to renewable energy applications which had increased dramatically.

7.5 JC updated Board members on the current position with Falmouth Harbour Commissioners (FHC) commercial dredging project. JC advised that FHC are expected to make an application in the near future and that this was a 'milestone' case for MMO with awareness at a high level of Government. JC advised that Board members would be kept sighted on progress as they may be asked about it over the coming months.

7.6 *Item withheld*

7.7 *Item withheld*

7.8 JC advised that the Welsh Government were seeking an extension to the section 83 agreement signed in 2013. JC reminded members that the agreement delegated the power to licence Welsh fishing boats to the Welsh Administration. JC pointed out that the terms of the agreement were the same with some inconsequential amendments to the wording and that the Welsh Government are making good progress on an administrative solution to clarify that they have the powers to licence Welsh fishing board. The Board agreed that JC could authorise a 12 month extension on their behalf.

**Action 31/01:** JC to authorise a 12 month extension to the Sec 83 agreement with Welsh Government

7.9 JC gave an update on progress on delivery of the 2014/17 Corporate Plan advising that two measures had been completed, two had significant risk and three were causing concern; namely ICT, CFP and Scoping Decisions on Licensing.

7.10 AB gave further details on the risk surrounding E-logs and VMS where compliance dates had been set however technical problems meant that these dates may be missed. AB stated that his staff were assisting with testing to help resolve these issues. It was agreed that the RAG status for this measure should be altered to Amber.

**Action 31/02:** The RAG status of 3G1 to be altered to Amber

### **Item 8: Pathway to 2021**

8.1 SB presented a paper to provide the Board with the latest thinking around the delivery of England's Marine Plans by 2021.

8.2 SB presented three options which he considered as the best way of delivering the programme of work.

Option 1 - proceed with three plans at a time

Option 2 - proceed with all six plans after the South in one go

Option 3 - pause the South and take it forward with three other plans

8.3 The Board held a detailed discussion to work through any advantages and disadvantages of these options, taking into account staffing levels, how other devolved administrations were considering delivering marine plans and EU drivers.

8.4 Following this discussion it was agreed that SB would take option 1, as well as a proposed programme, to the Marine Programme Board.

**Action 31/03:** SB to present option 1 with a proposed programme to Marine Programme Board

**Item 9: EFF and EMFF**

9.1 MW introduced a paper with the purpose of providing the Board with an update on the current state of play for delivery of the European Fisheries Fund (EFF) and the development of the European Maritime and Fisheries Fund (EMFF).

9.2 MW advised the Board that in respect of EMFF, Defra have carried out a public consultation on the policy priorities and measures for support. The results are currently being impacted by Defra and a response will be issued in July 2014. MW confirmed that the UK has received its overall EMFF budget allocation which is €243m for Core, Control and Data Collection activities, and that the high level percentage split of this budget has been agreed by Officials in each Devolved Administration. MW also advised that the MMO has supported Defra in the development of the draft EMFF Operational Programme including Control and Enforcement requirements. The Board noted the paper and discussed the content, including the lessons learned from delivery of the EFF scheme, noting that the Annual Control Report has been accepted and that we have come out of interruption. The Board thanked MW for the update and that they look forward to receiving updates in advance of the EMFF scheme commencing.

**Item 10: Forward Look**

10.1 The Board discussed the location for September's meeting regarding which there were possibilities around basing the meetings in either Liverpool or Falmouth. Darren Sanders (DS) agreed to look at logistics to determine the most appropriate location and venue for the meeting.

**Action 31/04:** DS to explore potential locations for the September Board meeting

**Item 11: AOB**

11.1 BC updated the Board on his and JC's attendance at a Board Dinner hosted by Natural England. BC reported that it had been a good discussion and that MMO should consider inviting guests to future events. BC thought it would be appropriate to invite the Minister to attend as the MMO's first dinner guest.

**Action 31/05:** DS to explore the Ministers availability to attend a dinner hosted by the MMO Board