



# Marine Management Organisation

## Board meeting minutes: 13 May 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) – MMO 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  
Michael Coyle (MC) – Head of Marine Conservation and Enforcement – Item 2 only  
David Abbott (DA) - Head of Marine Compliance – Items 2 and 3 only  
Leanne Stockdale (LS) – Senior IFCA Byelaws and Liaison Officer – Item 2 only  
Bernhard Friess (BF) – European Commission, Maritime Affairs and Fisheries DG,  
Director ‘Atlantic, Outermost Regions and Arctic’ – Item 3 only  
Tom Holton (TH) – Director, Defra Network Strategic Alignment – Item 4 only  
Paul Boyd (PB) – Head of Human Resources – Item 14 only

### Apologies:

None

### Item 1: Agenda overview

1.1 Sir Bill Callaghan (BC) described the agenda to attendees and set out timings for this meeting. BC confirmed that items 2 to 4 form a strategy session.

### Item 2: Management and enforcement of marine protected areas

2.1 The Board welcomed Michael Coyle (MC), David Abbott (DA) and Leanne Stockdale (LS) to the meeting. MC, DA and LS delivered a presentation that encompassed an introduction to MPAs; the MMO role in MPA management; the MMO approach to MPA management; delivery and examples of MPA management

so far and next steps. The Board engaged in detailed discussion on this subject. The Board thanked MC, DA and LS for an informative session. MC and LS left the meeting.

### **Item 3: EC perspective on fisheries management**

3.1 The Board welcomed Bernhard Friess (BF) to the meeting. BF was attending the meeting in representation of the European Commission, Maritime Affairs and Fisheries DG, Directorate 'Atlantic, Outermost Regions and Arctic'. BF engaged with the Board as to the EC's perspective on fisheries management, supplemented by detailed discussion with the Board on a variety of matters including CFP reform and regionalisation. The Board thanked BF for taking the time to visit the MMO and engaging in discussion. BF and DA left the meeting.

### **Item 4: One Business**

4.1 The Board welcomed to the meeting Tom Holton (TH), Director, Defra Network Strategic Alignment. TH delivered to the Board a presentation on the background to 'one business', with discussion on workstream aims and benefits. The Board welcomed the presentation from TH, engaging on a number of elements related to the delivery of the one business vision, such as measures and governance. The Board thanked TH for his presentation and for engaging openly. TH left the meeting.

### **Items 5 to 7**

5.1 Items 5 to 7 were dealt with in closed session.

### **Item 8: Board meeting – welcome and introductory remarks: Sir Bill Callaghan**

6.1 The Chair, Sir Bill Callaghan (BC), opened the Board meeting and welcomed all attendees.

### **Item 9: Declarations of interest**

7.1 The standing declarations from Nigel Reader (NR), regarding his interests in Natural England (NE) and Natural Resources Wales (NRW), and Jane Ryder (JR), regarding her interest in Seafish, continue to be noted. NR also advised that he was a reserve Audit Committee member for the Joint Nature Conservation Committee (JNCC) on behalf of NRW. No other declarations of interest were noted.

### **Item 10: Minutes of the 18 March 2014 Board meeting and actions update**

8.1 The minutes from the 18 March 2014 Board meeting were agreed.

8.2 The actions update paper was noted by the Board. James Cross (JC) confirmed to the Board that the publication of the final report from the Triennial Review of the MMO is awaiting ministerial authorisation.

### **Item 11:**

9.1 *Minute withheld*

### **Item 12: First draft Annual Report for 2013/14**

10.1 Michelle Willis (MW) confirmed that the purpose of this paper was to provide the Board with early sight of the 2013/14 Annual Report, which provides an end of year summary of MMO performance, and to receive early comment to maintain the NAO timetable for the Annual Report and Accounts.

10.2 The Board welcomed the draft, confirming to MW that they would provide feedback outside of committee to assist in the development and refinement of the report, in advance of final audit, set to commence on the 9 June 2014.

### **Item 13: 14/15 Budget Allocation**

11.1 MW presented to the Board a paper that set out the rationale for the 2014/15 budget allocation. MW confirmed that she would be asking the Board to agree the budget allocations for the current financial year and to note their allocation across the key categories of expenditure.

11.2 The Board noted that in order to prepare the 2014/15 budget, it was important to recognise that during 2013/14 many of the activities undertaken in respect of realigning staffing to priority activities, reviewing and understanding cost drivers of high value contracts, improving both non-financial/financial governance and better management of discretionary areas of expenditure did have the effect of re-baselining the MMO budget. MW described to the Board the key assumptions to note in the proposed budget for 2014/15. The Board confirmed to MW that the paper could be considered as read and discussed in detail the 14/15 budget allocation. Following discussion, the Board approved the budget allocation for 2014/15.

### **Item 14: MMO Management Report**

12.1 BC welcomed Paul Boyd (PB) to the meeting for item 14.

12.2 JC presented CEO key messages to the Board for noting and discussion.

12.3 The Board held a discussion on One Business in which they welcomed the earlier presentation from Tom Holton. The Board expressed a wish to keep a watching brief on whether the programme of work attached to this initiative is delivering the expected savings.

12.4 JC advised the Board that the MMO had delivered the forecast budget to within a 0.06% variance notwithstanding the lower than expected navigational dredging income. MW and the team were commended for their performance.

12.5 The Board noted progress on contract re-negotiations and asked to be kept sighted on progress in this regard.

12.6 JC referred to the adoption of England's first ever Marine Plans on 2 April 2014. The Board congratulated Steve Brooker (SB) and his team on this achievement.

12.7 JC introduced the Health, Safety and Wellbeing Report, setting out the progress made to date on improving the Health and safety culture. JC advised that later that week the Executive Team were conducting a role-play session to prepare for potential issues and strengthen the response to crisis management.

12.8 It was noted by the Board that respective data systems held by SSD and MMO in relation to days lost due to sickness absence highlighted conflicting data. Paul Boyd (PB) said he would review this discrepancy and report back at a future Board meeting. PB reported that the recent drive to ensure that staff were reporting 'near hits' was working and the team were investigating incidents and sharing lessons learned.

12.10 PB pointed out to the Board that a figure of '223' days lost in 2012/13 due to Manual Handling related to one incident and gave the impression of an artificial high as a result. PB left the meeting.

**Action 29/02:** PB to report back to a future Board Meeting on sickness absence data

### **Item 15: Forward Look**

13.1 The Board noted the Board and Committee Forward Look paper.

### **Item 16: Next meeting: 10 June 2014, Board meeting and workshop**

14.1 BC confirmed that the next meeting of the MMO Board will take place on the 10 June 2014 in Newcastle and this would take the form of a Strategy session and an opportunity to give further scrutiny to staff survey results. The vision for the Board Meeting on 24 June was discussed which comprised of a staff engagement session over breakfast in the morning followed by the open Board meeting in the afternoon.

### **Item 17: AOB and close of meeting**

15.1 BC closed the Board meeting, thanking all for engaging in the meeting and for their valuable contributions.