

## **MANAGEMENT BOARD POLICY MEETING (MBPOM) MINUTES – 08.11.13**

**TIME** : 10.00pm **LOCATION** : G18

**ATTENDEES** : Peter Mason, Chair, Chief Executive (PEM, CE)  
Richard Sanders, Deputy CE/Director, Regulation (RS)  
Sarah Glasspool, Director, Finance (SMG)  
Robert Gunn, Director, Programmes & Estate (RG)  
Richard Frewin, Director, Enforcement (RF)  
Paul Dixon, Director, Certification Services (PRD)  
Tania Raynor, Secretariat for Meeting (TR)

**FOR ITEM 7** : Peter Sayce, Security and Governance Officer (PFHS)

*Please note actions appear in **BLUE***

- 1. Apologies for Absence/Substitutions:** Jo Symons (JS), Director, Change & Development - Non Working Day
- 2. Minutes of the last Meeting** - The minutes were approved with no amendments
- 3. Matters/Actions arising from Minutes of last meeting (26.09.13):** All actions had been discharged. The following points were noted:
  - NMO Enforcement Disposal mechanisms were discussed. RF said various ideas had been explored in liaison with BIS. It had been agreed that there were significant risks related to disposal via charitable donations. However, NMO would continue to explore the opportunity to feed Agency disposals into various auctions where funds raised were returned to the Treasury e.g. The UK Border Agency. This positive contribution should enhance relationships between NMO, Border Agency and customer Departments
  - SMG mentioned that NMO had been given the opportunity to comment upon the procurement service of UKSBS via a procurement questionnaire, and the Agency would be providing a coordinated response soon
  - RS had mentioned at the last meeting that David Moorhouse had been approached by DECC regarding the Energy Efficiency Directive. RS was able to update the MB that this related to a request for regulatory advice on heat meters and the Energy Efficiency Directive which DECC are implementing into UK law. RS met with DECC (Graham Allardice), and had outlined how NMO might be able to assist. RS and RF had been invited to comment upon the enforcement section of the Consultation Document, and had 'tweaked' some text accordingly. Although, still in the early stages, some enforcement and certification opportunities may emerge in the future
  - It was confirmed that James Devenish had circulated an email to all staff thanking them for their responses to the Intranet Survey and the recommended changes were endorsed by the Management Board
  - IT refresh proposals were discussed and SMG confirmed that DS had tried to negotiate with BIS the possibility of purchasing Dell laptops on the back of their arrangement. However, BIS had only finalised this commercially sensitive deal the previous week. Thus, BIS were only now open to wider conversations. DS would continue to explore the idea of joining the GSI in a cost effective manner whilst remaining mindful of the expenses that would be incurred to gain the required formal accreditation (via Klass Consultants) to do so
  - Harriet Caruana (HC) had volunteered via the Staff Focus Group (SFG) to organise the NMO Christmas lunch
- 4. Magna Carta Website Supporter Enquiry**

RS outlined that the 800<sup>th</sup> anniversary of the signing of the Magna Carta at Runnymede (in June 2015) could be used to enhance public understanding of the influence of the document in terms of trade and standardised weights and measures. RS had approached the organisers to discuss the links with W&M and suggested that a publicity event could be held on site with press coverage. The 35<sup>th</sup> Clause of the original charter is all about standard measures and NMO, to this day, maintained the measurement standards (weights, volume and length measures) used to ensure trade measurements remain accurate, fair and legal. NMO owned the W&M Act which grew from the Magna Carta and celebrating the event

could be an opportunity to positively raise the profile of the work of the Agency. The Board agreed that this could be beneficial and NMO should consider promoting this historical event. However we should be aware that participation could attract the attention of lobbying groups interested in units of measurement. PEM felt that the potential political risk was minimal as this event was likely to be of more interest to the general public than other of NMO's activities

[Find out a little more from the event organiser and take forward \(RS, November/December\)](#)

## **5. Site Incident – 12.9.12 – Implications and Lessons Learnt**

RG recalled that in September 2012 the site had experienced a gas explosion that had resulted in a loss of power/IT for NPL, which had to shut down for part of the day. The incident had revealed major flaws in the infrastructure of the main NPL building that had serious safety implications requiring urgent action. To further examine the problems and potential solutions a full review involving NPL, NMO and Amey staff took place in October 2012. The review concluded that the emergency response to the incident had been very good with NMO, NPL and Amey working efficiently together to ensure staff safety and quickly restore services. However, infrastructure problems had been deemed critical and would require immediate attention.

The IT problems were due to a lack of battery back-up for the air conditioning units that subsequently needed to be shut down. This had now been addressed by connecting the units to a dedicated combined emergency generator, and enhancing the design and equipment specification of the server room to accommodate more IT hardware to keep the NLP IT network operational in such situations.

To improve resilience of the site on the single feeds of electricity and gas, Amey recommended undertaking a full scoping project to identify an optimal solution and necessary preparatory work for on-site tri-generation i.e. producing electricity, heat and chilling on site. A business case was being prepared to support this enhancement to the 'greenness' of the Teddington site. With project costs likely to exceed £10 m, this would require approval and funding from BIS as the work could not be funded solely from within NMO's existing capital allocation.

Possible litigation was being considered (in liaison with BIS legal) against responsible parties for a breach of best practice/negligence and lack of compliance. NMO/NPL were owed a Duty of Care by those professionals.

RG was convinced that the EDF substation caused the spike that caused the short in the cable, and the gas pipe sat immediately above the electricity cable. It was vital to rectify the situation where there was only one gas turn off switch by the main gate. RS asked about the chance of recurrence and RG responded that insulation work was amongst some of the immediate remedial action that had been undertaken in order to avoid explosion should a spike recur

## **6. NPL Future Project Update**

- PEM explained that the initial assessment process, conducted by the assessment panel had been completed
- A potential shortlist of four universities had been identified, two of which would need to significantly amend their proposals
- A revised paper would be reissued at some point to put those parties back on a level playing field
- The Agency was limited as to what to communicate to staff as it was governed by Ministerial decision
- A bidding group structure had been agreed to speed up the next stage of the process.
- Equity would not be a pre-requisite and a joint venture would not be insisted upon – there was a possibility that NPL may become a Government owned company/Public Corporation e.g. like the Royal Mint

## **7. New Security Classifications**

PFHS presented this item regarding the new Government Security Classification Policy that would come into being on 2<sup>nd</sup> April 2014. The current 6 classifications would be reduced and replaced with 3: Official, Secret, Top Secret. The Agency would be considering the following:

- Any IT implications (i.e. adjustments for TRIM)
- How to employ the new system (i.e. training for staff)

- How to best safeguard legal information (i.e. enforcement documentation), commercially sensitive information and personal/staff information
- Sub headings for internal NMO documentation
- **PFHS was asked to write a paper for February Management Board Policy Meeting on rules to be implemented with NMO and IT solutions (SMG/PFHS, February)**
- **It was agreed to nominate a single Project Manager to develop and incorporate all strands of new classification system (SMG/NRB/PFHS, February)**
- **There should be an email to all staff with details/guidance as agreed by the Management Board at the February Policy Meeting (SMG/PFHS, February)**

Another important point to consider was the use of RITE tokens used to access the BIS I.T. system. Rite tokens would be withdrawn during March 2014 meaning NMO users would need a BIS FLITE laptop to access to the BIS intranet. Thus, NMO would need to ensure RITE token owners receive a FLITE laptop (or an alternative method to access the BIS system).

**Investigate how costs would be met to obtain the necessary laptops/encryption packages to access the BIS intranet and whether this could be done by y/e (SMG/PFHS, February)**

## 8. AOB

- SMG made proposals suggesting the establishment of a subcommittee to assist RG and support the proposals for capital submissions to BIS. Subcommittee members and TOR to be approved as part of the Agency Governance structure  
**Prepare details for approval at future Management Board Policy Meeting (SMG, Feb)**
- Many difficulties had been experienced regarding the ordering of stationery from SBS  
**Feedback procurement problems to the centre (SMG, PFHS/SB, Jan)**
- RF updated the meeting on the work of the Enforcement team - future bids/contracts won, office accommodation, recruitment campaigns and staff increases. There were lots of irons in the fire and RF would keep the Management Board well informed of any further opportunities before bidding for any potential business  
**Produce note for the minutes and IP (RF, November/December)**
- RS asked about Christmas leave and if the Agency would be closed on 30/31 December due to the likely low number of staff coming into work. It was agreed that there would be no closures over the holiday period but reception may not need to be staffed depending on staff responses to PFHS' email regarding attendance over the Christmas period
- RS reported that Peter Edwards would be going part-time from February 2014 and the implications of this were to be considered
- PRD was concerned that there was no up to date guidance on the intranet regarding Agency Travel Insurance and the Medical Insurance Card. Further details on medical and luggage coverage, and theft should be produced. PEM agreed that a message to all staff stating that NMO would support its staff on their travels for any reasonable claim  
**Produce guidance/policy and circulate statement to all staff (SMG, November/December)**

9. Date of next meeting: **Thursday 28th November 2013**