

MANAGEMENT BOARD (MB) PERFORMANCE MEETING MINUTES – 14.3.14

DATE: Friday 14 March 2014 **TIME:** 11.30am **LOCATION:** G18

ATTENDEES: Peter Mason, Chief Executive (PEM)
Richard Sanders, Chair, Deputy CE, and Director of Regulation (RS)
Robert Gunn, Director, Programmes & Estate (RG)
Jo Symons, Director, Change and Development (JS)
Paul Dixon, Director, Certification Services (PRD)
Dave Barrett, Head of HR (DB)
Tania Raynor, CE's Office, Secretariat (TR)

OBSERVER: Aysha Malik

ON CALL FOR ITEM 5: Peter Sayce, Security and Governance Officer (PS)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:**

Richard Frewin - External Event. Sarah Glasspool – on business

2. **Minutes of the Last Meeting (12.2.14)**

The Minutes of the last meeting were approved with no amendments.

3. **Matters/Actions Arising From Last Minutes**

All actions had been discharged

4. **Agency Financial Performance and Position**

NMO finances to end February 2014 were reviewed and there were no further questions

Forecasts for several of the business streams had been updated following meetings with TWI and BTMs. The Agency was forecasting a small under-spend (£263k) for non-ringfenced DEL which NMO was expecting to manage within agreed budgets for both programme and admin for 2013/14

5. **Agency Risk Register (including risks elevated from BTM)**

Appendix 3 required further action. **Send amendments to PFHS (JS, March)**

One risk was elevated to the MB by PRD regarding the CAMS database. There were potential problems with the host company of the CAMS scheduling tool for ACB activity. ML and MG would be approaching other organisations experiencing the same issues to explore alternative systems with better support and with a more efficient process of updating. If this issue with business critical software was not resolved it could be disastrous for ACB income. **Forward appropriate wording to PHFS (PRD, March)**

6. **AOB**

- RS had noted that the NMO Disaster Recovery Procedure 2009 was out of date and in need of updating. PRD responded that BIS Internal Audit would be visiting to discuss Business Continuity Plans with PRD. After this meeting, the procedure would be refreshed accordingly
- There was feeling that the note on the website regarding RS' temporary CE appointment could present Staff and Stakeholders with some uncertainty. Questions were being asked. This was considered a business risk, and therefore some form of wording needed to be agreed in explanation and to allay fears. **Forward draft wording to Mark Holmes for approval emphasising that a review of NMO's shape post NPL Review was distinct from a review of NMO (RS, March)**
- PEM discussed the visit to NMO from Martin Donnelly (BIS Permanent Secretary) on Friday 21st March. Martin was due to arrive at 9am and would split his four hour visit evenly between NMO and NPL (starting with NMO). Despite the tight timing, Martin had indicated a desire to address all

staff, when there would be a brief opportunity for Qs and As. PEM would accompany Martin on lab tours and the Board would make short presentations to Martin to communicate the following points:

- NMO's business and approach to it
- To emphasise NMO's policy activity and the international dimension
- To emphasise the Agency's technical and legislative knowledge and how it had a global influence
- To demonstrate the way in which enforcement, certification and regulation work together in the best interests of fair trade and consumer protection
- To enhance understanding of the work of the NMS and the NPL

Circulate slides used for meeting with Jonathan Preece (MD UKSBS) to MB (PEM, March)

- *Confirm list of activities that will require auditing as part of the Internal Audit Schedule (PRD/MG, March)*
- *Propose Internal Audit Schedule for next f/y so that a decision may be reached as to who may conduct audits (PRD/MG, March)*

7. Date of next meeting: **Thursday 10th April**

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
12.2.14	Forward appropriate wording to PHFS regarding the elevated CAMS Risk	PRD	March		Open
12.2.14	Appendix 3 required further action – send amendments to PFHS	JS	March		Open
12.2.14	Forward draft of more appropriate/explanatory wording to MH for approval regarding the note on the NMO website about RS's temporary CE appointment. Emphasise that a review of NMO's future functions was distinct from a review of NMO	RS	March		Open
12.2.14	Circulate slides used for meeting with Jonathan Preece (MD UKSBS) to MB	PEM	March		Open
12.2.14	Confirm list of activities that will require auditing as part of the Internal Audit Schedule	PRD/MG	March		Open
12.2.14	Propose Internal Audit Schedule for next f/y so that a decision may be reached as to who may conduct audits	PRD/MG	March		Open