

MANAGEMENT BOARD (MB) POLICY MEETING MINUTES – 28.04.15

DATE: Tuesday 28th April 2015 **TIME:** 10:00 am **LOCATION:** G18

ATTENDEES: Richard Sanders, Acting Chief Executive (RS)
 Sarah Glasspool, Director, Finance (SMG)
 Richard Frewin, Director, Enforcement (RF)
 Paul Dixon, Director, Certification Services (PRD)
 Lynnette Falk, Director, Regulation (LF)
 Tania Raynor, Executive PA and Secretariat (TR)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** None. RS welcomed attendees to the first MB Policy meeting under the new Agency name of the National Measurement and Regulation Office (NMRO) and of the new f/y.
2. **Minutes of the last meeting (24.3.15)**
 The minutes of the last meeting were approved with no amendments.
3. **Matters/Actions Arising from Minutes of Last Meeting**
 All actions were reviewed and the following comments were made and outstanding actions were noted: DB had now transferred from NMRO to the Home Office, but had updated TR on the status of his outstanding actions as follows:
 - **“Investigate mechanics of setting up a Property Deposit Loan Scheme”** – BIS had advised that they continued work to set up the scheme this financial year, and that NMRO would wish to be included in that. NMRO staff could possibly expect to benefit from the scheme later this year or early 2016.
 - **Review the work of NMO, job roles and cross team interaction and produce detailed action plan for MB endorsement (DB).** This action had been discharged and Directors were reminded to consider IIP findings when taking forward wider employee engagement plans.
 - **Remind Managers (electronically) of the scheme and managerial duties to recognise good work.** The MB continued to remind their teams that any individual (not just Directors) could make a recommendation for a recipient in any directorate to receive an in-year reward via the correct form. DB would discuss further with SMG and suggest that she takes this action point over.
 - **Storing Flexi Records -** The following actions had all been carried forward from last month:
 - **Refresh guidance on flexible working policy.** Detailed policy guidance had been circulated to the MB and Marek Bokota for comment (8.4.15.). Suggestions would be incorporated and the refreshed document would be re-circulated for endorsement prior to publication on the HR intranet upon receipt. PRD confirmed that risk assessment requirements for home-working were non-specific under ISO18001
 - **Publish modified FWH Flexi Sheet on intranet & circulate to all staff.** This had been published. **Circulate to all staff with hyperlink on Friday messages with explanatory note (SMG, May)**
 - **Publish FWH Rules on the intranet.** The MB agreed that there was no requirement to update these rules, but that a rationalisation of all old HR documentation was needed.
 - **Publish leave and part-time leave forms on intranet or via Friday All Staff News Message (SMG, May).**
 - DB had explained that there was a clear difference between someone employed as a home worker (e.g. VCA staff) and staff appointed to work at NMRO in Teddington, who then agree home working arrangements, such as working from home 3 days and 2 days in the office. Staff assigned to Teddington were on the London BIS pay-scale and staff assigned as home workers were on the BIS National pay-scale, unless of course COSOP applied (which would not be the case for new appointments).
 - **Draft Agency Business Continuity Plan (BCP):**

- SMG confirmed that the link for the Emergency Contact Details had been circulated. It was now up to Directors to establish key personnel as Disaster Recovery Officers within their teams.
- SMG confirmed that the BCP was an Agency plan rather than a plan for Building 84 that would need to capture NMRO tenants.
- *Send suggested amendments to SMG via email for incorporation (Directors, April).*
- **Review of Directorate Business Impact Assessments (BIAs):**
 - *Establish what systems were bespoke to external IT provider remit and forward to DS/SMG accordingly (Directors, June).* A start had been made on this and the action was carried forward to June.
 - *Revisit Directorate Business Continuity Plans (BCPs) and update them to align with BIAs (Directors, end June).* Directors continued to update BCPs in the new template. PRD suggested that a Quality Procedure set the framework for the Business Continuity procedure, and that QP1150 supported Business Continuity.
 - *Extend RM8 viewing access for the NMRO Emergency Contact List to include Directors (TR, May).*
- **Sustainability Development Action Plan (SDAP) including Travel Plan:**
 - After a handover with RG, RF had taken over responsibility for the Sustainable Development Action Group (SDAG), which would be meeting the following week.
 - The following action was carried forward to October: *Remove energy consumption target/commitment as the number of staff would significantly increase next f/y and handover and refine final document (RG/RF, Oct).*
 - *Refresh SDAG TORs and constitution proportionately across the Agency, and align the SDAP with NMRO aims & objectives and submit to the MB for sign-off (RF, Oct).*
- **Outline Business Case for Upgrade of Accounts System:** *Engage other Directorates in how to improve financial process, and then formulate formal Business Case (SMG, June).*

4. NMRO's Policy on Work Experience

The BIS Policy on work experience was discussed. The Board considered the opportunity to offer work experience to young people would be a positive initiative, consistent with NMRO's corporate responsibility, but that would require some effort from the sponsoring member of staff. The MB unanimously agreed that the NMRO policy should shadow the BIS Policy. *Refine the Policy and forward to Jack Gibson (JG) to put on the intranet (LF, May).*

5. AOB

- RF asked colleagues to be aware that BRDO had begun a review of the Enforcement team against the Regulators' Code. This was about checking that NMRO was an exemplar of best practice. RF confirmed he would report back to the MB on any findings that might be beneficial.
- PRD asked about NMRO standing strategy post election. The MB discussed giving consideration as to how other organisations might run their policy meetings and how the NMRO policy meeting agenda could be further developed to best capture the "bigger political picture". RS said that GIAA had already been tasked to audit NMRO's Management Board effectiveness later on the year but it would be a good idea to have a strategic topic for discussion at each meeting *Add standing agenda item for a strategic topic (to be proposed monthly) to future NMRO Policy Meeting agendas (TR, May).*
- SMG was keen to establish an annual agenda/corporate timetable to highlight annual financial events and when policies etc were due for review. *Design blank timetable format in TRIM as appendix to MB Pol ToR (TR, June).*
- RS had already updated and circulated the Board the ToRs for management meetings for comment. *Re-circulate to the Board with the draft annual timetable for population (TR, June).*
- The MB agreed to cancel the August Policy meeting due to holiday absences meaning quorum could not be satisfied. *Cancel via Outlook (TR, May).*
- RS/RF had attended the "Supporting Women in the Workplace" seminar, which had mainly been attended by a female audience. This excellent conference communicated the need to have

measures in place to drive forward the equality and diversity agenda, and this could easily be done via the Agency Balanced Scorecard. Also, RS would communicate, via the PMR reviews and Agency scorecard, the requirement for all line managers to complete the 'Unconscious Bias' training course.

- **There was discussion on the effectiveness and format of the Friday all-staff update. Ask all staff for feedback on the Newsletter that Friday (SMG, April)**
- RS discussed HR support arrangements now that the Head of HR had transferred. He explained that given that NMRO had funding for the current year's corporate plan, and that the Agency needed HR support due to the heavy recruitment workload and other HR issues, he had decided that there was a need to replace this post rather than pursue the shared services route.
Communicate current temporary HR support arrangements to all staff via NMRO Friday Newsletter (RS, May).

12. Date of Next meeting: **Tuesday 26th May 2015.**

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Status
24.3.15	Change all references under "Storing Flexi Records in HPRM/TRIM" from WFH to FWH	TR	April		Closed
24.11.14	Investigate mechanics of setting up a Property Deposit Loan Scheme.	DB	April	Progress had been made, but this scheme was remained unavailable due to issues at UKSBS.	Open
24.2.15	<u>Storing Flexi Records in HPRM/TRIM</u> <ul style="list-style-type: none"> • Refresh Guidance on flexible working Policy. • Publish modified FWH flexi sheet on intranet & circulate to all staff. • Publish FWH flexi Rules on the intranet. • Publish leave and part-time leave forms on intranet. 	DB	May	<ul style="list-style-type: none"> • Detailed policy guidance had been circulated to the MB and Marek Bokota for comment (8.4.15.). Suggestions would be incorporated and the refreshed document would be re-circulated for endorsement 	Open
		SMG/JG	April	<ul style="list-style-type: none"> • Now on intranet but to be circulated to all staff with hyperlink via NMRO Friday Newsletter 	Closed Closed
		DB	April	<ul style="list-style-type: none"> • The MB agreed that there was no requirement to update these rules, but that a rationalisation of all old HR documentation was needed. 	Open
24.3.15	<u>Changes to NMO's T&S Policy</u> <ul style="list-style-type: none"> o Page 1 - Amend date in first paragraph "...with effect from 1 January 2011...". o Page 1 - Delete fourth bullet point "Expenses incurred by staff prior to 1st January 2011 remain subject to the previous policy and guidance". o Page 29 - Delete paragraph on Posthumous Awards. o Page 31 – Delete table indicating approval process as pertinent only to BIS. o Page 32 – Remove link to BIS Travel and Expenses Guidance. 	SMG	April		Done
		SMG/JG	May	<ul style="list-style-type: none"> • To be circulated to all staff via NMRO Friday Newsletter 	Open
24.3.15	<u>Draft Agency Business Continuity Plan (BCP):</u> <ul style="list-style-type: none"> • Ensure Directors have access to the Emergency Contact Details in TRIM. • Confirm if this plan is an Agency or a policy for Building 84 that would need to capture NMRO's tenants [BIS/NMS]. 	SMG	April	<ul style="list-style-type: none"> • SMG confirmed that the link for the Emergency Contact Details had been circulated 	Closed
		SMG	April	<ul style="list-style-type: none"> • SMG confirmed that the BCP was an Agency plan rather than a plan for Building 84 that would need to capture 	Closed

	<ul style="list-style-type: none"> Send suggested amendments to SMG via email for incorporation. 	Directors	April	NMRO tenants.	Open
24.3.15	<u>Review of Directorate Business Impact Assessments (BIAs):</u> <ul style="list-style-type: none"> Establish what systems were bespoke to external IT provider remit and forward to DS/SMG accordingly. Revisit Directorate Business Continuity Plans and update them to align with BIAs. 	Directors Directors	June End June	<ul style="list-style-type: none"> A start had been made on this and the action was carried forward to June. Directors continued to update BCPs in the new template. 	Open Open
24.3.15	<u>Outline Business Case for Upgrade of Accounts System:</u> Engage other Directorates in how to improve financial process, and then formulate formal Business Case.	SMG	June		Open
24.3.15	<u>Sustainability Development Action Plan (SDAP) including Travel Plan:</u> <ul style="list-style-type: none"> Remove target/commitment as the number of staff would significantly increase next f/y and handover and refine final document. Refresh SDAG TORs and constitution proportionately across the Agency, and align the SDAP with NMRO aims & objectives and submit to the MB for sign-off. 	RF	October	RF had taken over responsibility for the Sustainable Development Action Group (SDAG)	Open
28.4.15	Outline Business Case for Upgrade of Accounts System: Engage other Directorates in how to improve financial process, and then formulate formal Business Case.	SMG	June		Open
28.4.15	Refine the NMRO Work Experience Policy and forward to Jack Gibson (JG) to put on the intranet.	LF	May		Open
28.4.15	Add standing agenda item "Strategy Moving Forward" to future NMRO Policy Meeting agendas.	TR	May		Open
28.4.15	Design blank Corporate Agenda/timetable format in TRIM as appendix to TOR.	TR	June		Open
28.4.15	Incorporate any suggestions to updated Management Meeting TORs and re-circulate to the Board with the draft annual timetable for population.	RS	June		Open
28.4.15	Cancel August MB policy meeting via Outlook.	TR	May		Open
28.4.15	Ask all staff for feedback on the NMRO Friday Newsletter via the newsletter that Friday.	SMG	April		Open
28.4.15	Communicate current temporary HR support arrangements to all staff via NMRO Friday Newsletter.	RS	May		Open