

MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 10.12.14

DATE: Wednesday 10th December 2014 **TIME:** 11.00am **LOCATION:** G18

ATTENDEES: Richard Sanders, Acting Chief Executive (RS)
Paul Dixon, Director, Certification Services (PRD)
James Clark, Assistant Director, National Measurement System Policy (JC)
Christine Munteanu, Assistant Director, Legislative Policy, (CM)
Tania Raynor, NMO Secretariat (TR)

ON CALL FOR ITEM 4: Peter Sayce, Security and Governance Officer (PS)

OBSERVER: Michael Sawyer, Compliance Officer

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** Sarah Glasspool, Finance Director, (SMG), JC on behalf of Jo Symons, Director of Change & Development (JS), Richard Frewin, Director, Enforcement (RF), CM on behalf of Lynnette Falk, Acting Director, Regulation Policy (LF), David Barrett, Head of HR, (DB).
2. **Minutes of the Last Meeting (13.11.14)**
The Minutes of the last meeting were approved with no amendments.
3. **Matters/Actions Arising From Last Minutes**
The following action remained open, and carried forward to the following month:
 - **Corp Serv 4: Take a more substantive look at NMO security measures to be brought back to the MBPOL for approval (SMG, Nov/Dec).** SMG explained that work was ongoing and the policy would be resubmitted to the MB for endorsement in January.
4. **Agency Risk Register (including risks elevated from BTM)**
No risks had been elevated from the BTM. The Agency Risk Register was fully reviewed and all revisions were noted by PS who joined the meeting for this item. **Update and incorporate any changes to the register accordingly (SMG/PS, Dec):**
 - **CE19 – The MB agreed that in order to accurately reflect staff shortages within the Certification Services, Utilities, Enforcement and Corporate Services directorates the Probability had risen from 2 to 3.**
 - **CorpServ 3 – Incorporate agreed wording changes to Control Strategy paragraphs 4 & 5. Liaise with SMG/DS to confirm if annual IT disaster had been postponed to Q1 2015.**
 - **CE 20 – Add the following to the Control Strategy “BTM TORs updated to reflect MB responsibility towards Health & Safety.**
 - **CorpServ 4 – Amend Control Strategy text to “Other laptops/PCs which are not under the control of the IT Manager, e.g. laboratory computers, may not need to be encrypted.”**
 - **C&D 1 – Raise Impact from 3 to 4, raise Probability from 1 to 3, and change Risk Assessment from Low to High. Liaise to agree Control Strategy wording following meeting with the Partners on 17.12.15 (JC/PS, Dec/Jan).**
 - **C&D 3 – Change Key Risk Description to “Reputational Risk if the price we pay to bring NPLML back to public sector ownership is too high.**
 - CE 18 – The Board discussed this risk regarding staff morale due to the proposals for the future shape of NMO. MS said that there was a degree of uncertainty amongst staff, but this had been reduced due to the regular updates and good communication with staff from the CE. The C&D and Programmes & Estate teams now had more certainty also, and NMO continued to deliver its Corporate Plan objectives. PRD explained that he was more concerned about his team’s morale post new shape, when Enforcement would be the main focus of the organisation, rather than Legal Metrology. **Reduce Probability from 3 to 2.**
5. **Finance Report**
 - The MB reviewed the report and there were no further comments. However, It was noted that to end April 2015 there would be two extra regular features to this report as per external audit recommendations: Programmes Forecast Out-turn (NMS Science Programmes only) and Estate 2014/15 Forecast Out-turn (Capital)

6. Health & Safety Committee and Management Review Meeting Minutes – 10.10.14

PRD explained that this meeting was a requirement under BS OHSAS 18001, in order to demonstrate that top management were reviewing and were content with current process. However, some internal concerns had been raised regarding records management at this meeting. The subsequent BSI assessment identified two major non conformities also based on record keeping. An action plan was immediately implemented to address these issues.

BG had stated that all Agency staff should be aware that any equipment with the potential to cause hazard that had been bought into the building, should be reported to BG prior to purchase, and recorded on the 'hazard list' after purchase. *Remind staff of this via the Comms Friday newsletter (PRD, Dec/Jan).*

Managers were reminded that it was a legal requirement for cases of long-term sick leave to be reported to the HSE via the Head of HR, in order for the HSE to assess if there were any underlying problems with the building or organisation or with poor working practice causing long-term sick leave.

7. NPL Wireless Network Extension Business Case

Paul Broadbent (PB) joined the meeting for this item to answer any questions on behalf of RG/IMcD.

This case to provide CCTV coverage in areas where there were sensitive or business critical equipment supporting the key services that NPL delivered. Three main benefits of installing such a visible security system were as follows:

- Prevention – a visible security system could deter the potential of terrorist attacks or sabotage by “casual offenders/chancers”. Good security could also increase opportunities in pharmaceuticals where high security was a requirement.
- Detection – CCTV would greatly assist in tracing a theft or act of sabotage and prevent repeat offences.
- Protection – CCTV could facilitate the quick detection and remedial action in the event of investigating fire/emergency alarms.

NPL were very keen to push this case through given that the proposed partnership with the Universities was expected to bring a significant influx of third party personnel to the site, which would increase the importance of having a high quality security system.

CM asked if there were cheaper providers and was unclear as to why there was such a perceived risk given that there was little history of such events occurring. PRD required further clarification as to why Option 1 was the preferred Option.

RS said that in the absence of meaningful NPV calculations and a positive recommendation from the Capital Investment Group, he was unable to endorse spending a fairly large sum of public money. The Board felt the business case was lacking in argument, and more evidence was required to justify this case. The Finance Director had not yet submitted any comments. So although JS, LF and RG had indicated that they were content, the Board asked for the case to be rebuilt including NPVs and CIG approval. It should then be electronically re-circulated to the MB for approval.

9. AOB

There was no other business.

RS asked MS his thoughts on attending this meeting. MS said that it was interesting to see the degree of scrutiny prior to approval, and although not all items were relevant to Enforcement, it was interesting nonetheless.

10. Date of next meeting: *Tuesday 13th January 2015*

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
14.3.14	CorpServ 4: Take a more substantive look at NMO security measures	SMG	Jan	SMG explained that work was ongoing and the policy would be resubmitted to the MBPOL Meeting for endorsement.	Open
Standing Item	Update Risk Register in accordance with comments emerging from MB monthly review	SMG/PS	Ongoing	Standing action item	Open
10.12.14	Remind all staff (via the Comms Friday newsletter) that the Agency should be aware of any equipment with the potential to cause hazard that had been bought into the building, and that it should be reported to BG prior to purchase, and recorded on the 'hazard list' after purchase.	PRD	Dec/Jan		Open
8.10.14	Draft note to BIS finance team to ensure as smooth a transition as possible. The following two actions emerged as a result of much discussion: <ul style="list-style-type: none"> o Discuss finance transfer resource with BIS sponsor, and ensure that this was elevated to the NMS Risk Register. o Raise the issue with BIS at a finance meeting the next day. 	RS JS SMG	Nov Nov Nov		Closed