

MANAGEMENT BOARD (MB) POLICY MEETING MINUTES – 24.02.15

DATE: Tuesday 24th February 2015 **TIME:** 10:00 am **LOCATION:** G18

ATTENDEES: Richard Sanders, Acting Chief Executive (RS)
Sarah Glasspool, Director, Finance (SMG)
Jo Symons, Director, Change & Development (JS)
Richard Frewin, Director, Enforcement (RF)
Paul Dixon, Director, Certification Services (PRD)
Lynnette Falk, Director, Regulation (LF)
David Barrett, Head of HR (DB)
Tania Raynor, Executive PA and Secretariat (TR)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** Robert Gunn, Director, Programmes & Estate (RG)
2. **Minutes of the last meeting (27.1.15)**
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:

- **Check completion of all outstanding actions from the XDIAS Disposals audit recommendations for MB review (SMG/RF Feb).** This action was now closed. The Auditor had suggested that a facility to run a report on the internal system would be favourable, but there were insufficient funds available for the required upgrade to run such a technical capability. SMG and Peter Sayce (PS) had identified an interim solution yet to be cleared by the Auditor. The long-term lesson learnt was that the system was fit for purpose for its original remit, which had not included the requirement for report production. However, this capability would be considered in the future.
- DB's action to **"Investigate mechanics of setting up a Property Deposit Loan Scheme"** was carried forward to March. Progress had been made and UKSBS had created a function on their system accordingly that was still in test phase prior to roll out across BIS & NMO. This should be used as a positive recruitment attraction. Further progress would be reported next month.
- **Review the work of NMO, job roles and cross team interaction and produce detailed action plan for MB endorsement (DB).** This action was carried forward to March.
- Guidance on the In-Year Reward Scheme and award spreadsheet had been updated but the action to **Remind Managers (electronically) of the scheme and managerial duties to recognise good work (DB, Feb)** had yet to be discharged. Proposals for rewards for f/y 2014-15 should be received by Thursday 5th March. **Remind staff (via the Friday Newsletter) that any individual could make a recommendation via the correct form (DB, Feb).**
- An ABS Project Update would be given later during that meeting to address the points made the previous month.
- **Ask RF to consider extending Jean Spragg's (JS) remit to booking travel for the Regulation, Certification and Enforcement Directorates, using time codes to avoid cross funding (RF/DS, February).** RF explained that until 1st April JS would be very busy getting up to speed with her new role in the Enforcement team and still assisting IMcD in the Estate Team. However, once the Estate function transferred Jean would assist with travel bookings for a transition period (end June) after which staff should have learned to book travel for themselves. Training sessions would be arranged for April and May and staff would need to liaise with Alastair Hooley in order to be established on HRG Online. **Agree wording and issue an all staff email outlining the new travel booking arrangements (SMG/RF, Feb)**
- It was noted that estate issues/queries should be directed to G1 who will be adopting the "Building Liaison Officer" role post NMS Transfer. RS confirmed that if provided with the detail he would issue all staff email regarding the new facilities arrangements and an update on the NMS transfer and the staff location, provided this had been formally agreed by BIS K&I. **Provide RS with draft wording for this email (SMG/DB, February).**
- SMG confirmed that the Emergency Contact List had been updated and placed in HPRM. SMG recognised that the Disaster Recovery Policy was in need of a refresh and suggested an updated

version be submitted to the MB the following month for endorsement. *Add this to the MB Policy Meeting Agenda in March (TR, March).*

4. The Future Shape of NMO

- RS reported that a submission went to the Minister the previous week. The Minister had decided that NMO should remain an Executive Agency sponsored by BRDO in Enterprise and Skills, and to simplify technical regulation for the benefit of British business. The Agency's name would be changed to National Measurement & Regulation Office (NMRO) to better reflect the breadth of work carried out by the organisation. The Minister would communicate this decision in a letter to Isobel Pollock, NMO Steering Board Chair.
- NMRO would transfer from Knowledge & Innovation (K&I) to Enterprise and Skills Directorate within BIS.
- RF said that some NMO customers (e.g. DECC) had expressed worry about the Agency's future direction as they were unfamiliar with BRDO.
- BIS would assume responsibility for the National Measurement System (NMS) and the sponsorship of NPL, although it was agreed that it would be beneficial for the NMS team to remain at NMO (a) to share accommodation costs and (b) to maintain close working links with the NMS which still has a connection with legal metrology.
- JS mentioned that there had been some tension with NPL who had assumed that they would be responsible for the NMS programme. This was causing some problems with NEL and LGC and clarification was required soonest as to the role/relationship of NPL with the NMS. The Framework document with NPL required a refresh prior to submission to Cabinet Office or Treasury.

5/6. NMO IT Acceptable Use Policy/How to Address the Use of Social Media by Staff

- All NMO Security Policies were reviewed annually by Internal Audit, who had suggested that the policy be updated to include Social Media. The Audit Committee had also asked if the Board were going to consider the monitoring of social media and if so, how?
- The Policy had been updated to include social media (page 6) accordingly, and once endorsed, would be published within HR One-Stop-Shop on the intranet.
- The MB agreed that there was a need to address or respond to (rather than monitor) the use of social media and would encourage Line Managers to do so. However, it would be communicated to staff that individuals were responsible for their own behaviour, as promoted in the NMO induction process.
- *The MB approved the Policy subject to the following amendments to be incorporated by SMG (February):*
 - *In the interests of good version control, update the issue date, version number and review date within the footer of each page*
 - *Page 3 – "Purpose of Use" – final paragraph – amend first sentence to "Only NMO & BIS email addresses and official social networking identities should be used for NMO communications."*

7. Storing Flexi Records in HPRM/TRIM

The MB agreed that all records should be stored in HPRM/TRIM.

- *Refresh Guidance on flexible working Policy (DB, February).*
- *Publish modified WFH flexi sheet on intranet & circulate to all staff (SMG/JG, February).*
- *Publish WFH flexi rules on the intranet (DB, February).*
- *Publish leave and part-time leave forms on intranet (SMG/JG, February).*

8. NMO Promotion Policy

- DB presented this revised document, designed to help control the organisation's career progression.
- *The Board endorsed this policy subject to the following amendments to be incorporated by DB:*
 - *Page 1, "Background", Paragraph 1 – insert "and also financial circumstances" at end of first sentence.*
 - *Page 2, "Non Standard Promotions":*
 - *Amend second sentence to "In situ promotions are limited to trainee posts."*

- *Bullet point to start with “These are posts....” and delete final sentence of bullet point.*

9. ABS Project Update

RF briefly updated the Board. The contract with DEFRA worth £40k had been signed and they would begin the necessary recruitment process.

10. Certification Services Accommodation Changes

- IMcD joined the meeting for this item.
- PRD outlined the options for moving his team so that they could all sit together. RS queried why the accommodation proposal for 24 people when the team was currently 18. PRD said he was planning to expand the team and it would be sensible to have sufficient space now rather than have to move again in the future.
- RS thought the paper had not taken into account the Cabinet Office end-2015 target for BIS buildings having an occupation density of 10m² per FTE and 10 people per 8 desks. IMcD also confirmed this and that Government were pushing for a work station approach across all UK Departments that were expected to show compliance. Currently, NMO could confirm a figure of 20m² per FTE. There was also a request from NPL for NMO to offer some accommodation as a short-term decant, which should be considered as a way of sharing costs. *Produce costings for the various location options for moving his directorate NMO (PRD, March)*

11. AOB

- RF highlighted that Cabinet Office had raised some issues with the enforcement branding. In response, RF proposed compliance with central branding regulations and would explore a centralised branding identity accordingly. It was agreed that RF/NRB should explain that NMO was awaiting Ministerial decision on an Agency name change and we must to be careful about unnecessary expenditure. Thus, existing paperwork stock should be used up in the meantime. *Draft official response to Cabinet Office for NRB to reply (RF, February).*
- RS circulated the new Civil Service Leadership Statement aimed at Senior Civil Servants but was relevant to all Managers. DB explained that this applied across the entire Civil Service as part of a big drive to improve performance, although it was recognised that it would take time for this to embed. *Disseminate downwards within business streams (Directors, Feb).*

11. Date of Next meeting: *Tuesday 24th March 2015.*

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Status
24.6.14	Check completion of all o/s actions from the XDIAS Disposals audit recommendations and review next month.	SMG/RF	Feb	This action was now closed. The Auditor had suggested that a facility to run a report on the internal system would be favourable, but there were insufficient funds available for the required upgrade to run such a technical capability. SMG and Peter Sayce (PS) had identified an interim solution yet to be cleared by the Auditor. However, the report capability would be considered in the future.	Closed
24.11.14	Investigate mechanics of setting up a Property Deposit Loan Scheme.	DB	March	Progress had been made & UKSBS had created a function on their system accordingly, that was still in test phase, prior to roll out across BIS & NMO.	Open
24.11.14	<u>IIP Report</u> <ul style="list-style-type: none"> • Review the work of NMO, job roles and cross team interaction and produce detailed action plan for Management Board endorsement. 	DB	March		Open

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24.11.14	<ul style="list-style-type: none"> Remind Managers (electronically) of the In Year Reward scheme. Remind staff (via the Friday Newsletter) that any individual could make a recommendation via the correct form. 	DB	March	<ul style="list-style-type: none"> Reminder yet to be circulated 	Open
27.1.15	<p>ABS Project: Address the following points at the February MB Policy Meeting:</p> <ul style="list-style-type: none"> Give assurance that additional funds would be spent so as to reduce the surplus and get nearer to break-even. Clarify whether a recruitment exercise would be required. Confirm VAT status. 	RF	Feb		Open
27.1.15	<ul style="list-style-type: none"> Consider extending JSp's remit to booking travel for the Regulation, Certification and Enforcement Directorates, using time codes to avoid cross funding. 	RF	Feb	RF explained that once the Estate function had transferred, Jean would assist with travel bookings for a transitional period until staff were trained to do so for themselves. Training sessions would be arranged for April and May and staff should liaise with Alastair Hooley in order to be established on HRG Online.	Closed
24.2.15	<ul style="list-style-type: none"> Agree wording and issue an all staff email outlining the new travel booking arrangements Provide RS with draft wording for all staff email on new facilities arrangements and NMS transfer & location, once a formal statement had been issued from Paul Hadley. 	SMG/RF SMG/DB	Feb Feb		Open Open
24.2.15	<ul style="list-style-type: none"> Add Updated Disaster Recovery Policy to the MB Policy Meeting Agenda in March for endorsement. 	TR	March		Open
24.2.15	<p><u>NMO IT Acceptable Use Policy/How to address the Use of Social Media by Staff</u></p> <ul style="list-style-type: none"> In the interests of good version control, update the issue date, version number and review date within the footer of each page Page 3 – “Purpose of Use” – final paragraph – amend first sentence to “Only NMO & BIS email addresses and official social networking identities should be used for NMO communications.” 	SMG	Feb		Open
24.2.15	<p><u>Storing Flexi Records in HPRM/TRIM</u></p> <ul style="list-style-type: none"> Refresh Guidance on flexible working Policy. Publish modified WFH flexi sheet on intranet & circulate to all staff. Publish WFH flexi Rules on the intranet. Publish leave and part-time leave forms on intranet. 	DB SMG/JG DB SMG/JG	Feb Feb Feb Feb		Open
24.2.15	<p><u>NMO Promotion Policy</u></p> <ul style="list-style-type: none"> Page 1, “Background”, Paragraph 1 – insert “and also financial circumstances” at end of first sentence. Page 2, “Non Standard Promotions”: <ul style="list-style-type: none"> Amend second sentence to “In situ promotions are limited to trainee posts.” Bullet point to start with “These are posts....” and delete final sentence of bullet point. 	DB	Feb		Open
24.2.15	Draft official response to Cabinet Office on enforcement branding for NRB to reply.	RF	Feb		Open
24.2.15	Disseminate Civil Service Leadership Statement downwards within business streams.	Directors	Feb		Open

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24.2.15	Produce costings for the various location options for moving his directorate & circulate to MB by email.	PRD	March		Open
27.1.15	<u>Report on Network Failure Incident – Lessons Learnt:</u> <ul style="list-style-type: none">• Review Disaster Recovery Plan and update the details and IT documents.• Update Emergency Contact List in TRIM and copy to SMG and DSh.	SMG/DSh TR	Feb		Closed