

**MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 13.11.14**

**DATE:** Thursday 13<sup>th</sup> November 2014    **TIME:** 11.00am    **LOCATION:** G18

**ATTENDEES:** Richard Sanders, Acting Chief Executive (RS)  
 Sarah Glasspool, Director, Finance (SMG)  
 Robert Gunn, Director, Programmes & Estate (RG)  
 Jo Symons, Director, Change & Development (JS)  
 Richard Frewin, Director, Enforcement (RF)  
 Paul Dixon, Director, Certification Services (PRD)  
 Lynnette Falk, Director, Regulation (LF)  
 Dave Barrett, Head of HR, (DB)  
 Tania Raynor, NMO Secretariat (TR)

**OBSERVER:** Matthew Eglinton

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

Please note actions appear in **BLUE**

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

None

2. **Minutes of the Last Meeting (9.10.14)**

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

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

The following two actions remained open, and the comments below were noted:

- **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.
- **Draft note to Director Innovation to steer BIS finance team to ensure as smooth a transition as possible. (RS, Nov).** The following two actions emerged as a result of much discussion:
  - **Discuss finance transfer resource with DD Innovation, and ensure that this was elevated to the NMS Risk Register (JS, Dec).**
  - **Raise the issue with BIS at a finance meeting the next day (SMG, Nov).**
  - **No need to draft the note to Director Innovation at the moment.**

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

The 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, Nov).**

- The MB agreed with SMG's proposal to add a new Corporate Services Financial risk to the Agency Risk Register, regarding VAT: **"VAT inspection results in an increase in costs or reduction in income for NMO". IMPACT: 4, PROBABILITY: 3, RISK ASSESSMENT: HIGH, RESPONSIBILITY: SMG, CONTROL STRATEGY: "Engage with NMO clients and HMRC", DESIRED RISK: 4.1.**

5. **Finance Report**

- Certification Body income was less than planned due to the ACB. However, it was still higher than last year. There was an income reduction to the Certification Plan.
- Programme expenditure was less than plan due to science programme spend, and lower than planned spend on enforcement testing
- A small capital overspend was expected due to the purchase of NPL's net assets, which was anticipated to be slightly more than the under-spend on the AML. An under-spend on "Business as

Usual” capital was also expected. It was hoped that this could be used on bringing forward project spend from subsequent years. Confirmation from BIS Finance was awaited.

- SMG expected a higher level of scrutiny of the smaller post-transfer NMO accounts. The Capital budget was likely to be a bit tighter when NMO was within Enterprise and Skills. There was still much uncertainty over budgetary movements and science horizons to 2021.
- RS suggested we start to plan for the potential cost implications of connecting NMO and its laboratories up to the GSI system.

6. **AOB - ME left the meeting for this discussion.**

- There was an important meeting with BRDO on Wednesday 26<sup>th</sup> November requiring the attendance of some of the Board. This would clash with the date of the next MB Policy meeting. As there were some important papers for endorsement the Board agreed not to cancel, but to bring forward the meeting to Monday 24<sup>th</sup> November.
- DB confirmed that a new Special Leave Policy had been released by BIS and that he would amend the NMO Policy to align accordingly.
- LF asked about decision deadlines for the future shape of NMO paper submitted to the BIS Board, and PRD asked if there was any information about the merger to convey to staff. RS re-stated the importance of being open and transparent but in fact there was no substantial news to report. However, in the interests of maintaining good staff engagement, RS agreed he would email staff explaining that discussions were ongoing between the key parties, and that work would continue in order to get the best outcomes for staff and the Agency. A joint Comms programme was being established. In the meantime, a ‘business as usual’ approach should be adopted by all and NMO should continue to deliver its obligations under the Corporate Plan.
- The next Whitley (Union) meeting was taking place the following week (18<sup>th</sup>) and any staff concerns would be discussed accordingly.
- The next NMO Steering Board (SB) was scheduled for 20<sup>th</sup> November. However, given the uncertainties, RS had agreed with the NMO SB Chair to consult with the Director Innovation about the value of holding or postponing the meeting.

8. **Date of next meeting: *Wednesday 10<sup>th</sup> December 2014***

**Action List**

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
14.3.14	<a href="#">CorpServ 4:</a> Take a more substantive look at NMO security measures	SMG	Nov/Dec	SMG explained that work was ongoing and the policy would be resubmitted to the MBPOL Meeting for endorsement.	Open
Standing Item 13.11.14	Update Risk Register in accordance with comments emerging from MB monthly review: <ul style="list-style-type: none"> <li>• Add a new Corporate Services Financial risk to the Agency Risk Register, regarding VAT: <b>“VAT inspection results in an increase in costs or reduction in income for NMO”</b>.  <b>IMPACT: 4, PROBABILITY: 3, RISK ASSESSMENT: HIGH, RESPONSIBILITY: SMG, CONTROL STRATEGY: “Engage with NMO clients and HMRC”, DESIRED RISK: 4.1.</b></li> </ul>	SMG/P S	Ongoing	Standing action item	Open
8.10.14	Draft note to Director Innovation to steer 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"> <li>○ Discuss finance transfer resource with DD innovation, and ensure that this was elevated to the NMS Risk Register.</li> <li>○ Raise the issue with BIS at a finance meeting the next day.</li> </ul>	Not needed yet  JS  SMG	  Nov  Nov		Open