

MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 9.4.15

DATE: Tuesday 9th April 2015 **TIME:** 11.00am **LOCATION:** G18

ATTENDEES: Richard Sanders, Acting Chief Executive (RS)
 Sarah Glasspool, Director, Finance (SMG)
 Richard Frewin (RF), Director, Enforcement.
 Paul Dixon, Director, Certification Services (PRD)
 Lynnette Falk, Director, Regulation Policy (LF)
 David Barrett, Head of HR (DB)
 Tania Raynor, NMO Secretariat (TR)

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 (12.3.15)** - The Minutes of the last meeting were approved with one amendment: **Page 2, Item 7 AOB: Delete final action and replace with “RF/PRD were authorised to amend the access list held by Peter Sayce” (TR, April)**
3. **Matters/Actions Arising From Last Minutes** - All actions had been discharged.
4. **Agency Risk Register (including risks elevated from BTM)**
 There were no risks for elevation and 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, Feb):**
 - **CorpServ 5 – Control Strategy:**
 - **Delete “Apprentice has joined finance team” and replace with “Apprentice now helping out with financial processes”.**
 - **Add the following sentence “Managers have a chance to challenge the Board at BTM meetings”.**
 - **CorpServ 3 – Control Strategy:**
 - **Delete “to integrate VCA into NMO’s IT infrastructure” and replace with “Ensure ongoing continuity of NMRO’s IT external infrastructure”.**
 - **Delete “NMRO’s IT system capacity originally set up to handle approximately 55 staff. Would it be adequate to handle increase in staff numbers to 100+ staff....” and replace with “Continuation of the adequacy to handle increase in staff numbers to 100+ staff....”**
 - **CE 20 – Change ‘NMO’ to ‘NMRO’ and add the following sentence to the Control Strategy: “Monthly QH&S Report to the BTM meeting as a standing agenda item”.**
 - **C&D 1** –The Board agreed that this risk should be removed from the register now that the team had transferred. **Remove this risk accordingly.**
 - **C&D 3** – The Board agreed that this risk should be removed from the register now that the team had transferred. **Remove this risk accordingly.**
 - **EST 6** - The Board agreed that this risk should be removed from the register now that the team had transferred. **Remove this risk accordingly.**
 - **EST 7** - The Board agreed that this risk should be removed from the register now that the team had transferred. **Remove this risk accordingly.**
 - **CE 21 – Control Strategy:**
 - **Delete “Future Shape of NMO confirmed” and replace with “Status of NMRO as Executive Agency confirmed”.**
 - **Add “by end June” to second sentence.**
 - **C&D 4** – The Board agreed that this risk should be removed from the register now that the team had transferred. **Remove this risk accordingly.**
5. **Finance Report** - There was no finance report that month due to financial year end.
6. **AOB**
 - The Board recognised that given the changes to quorum and the Agency name change the NMRO Management Meetings ToR’s required updating. **Refresh accordingly and re-circulate for comment (RS, April).**
 - It was agreed that the length of the Policy meeting should be extended. **Amend agenda accordingly (TR, April).**

- PRD asked if a list of new enforcement staff (their responsibilities and contact details) was available. RF said he would commission one post haste. **Circulate list by end of week (RF, April).**
- LF discussed the Time Recording System (TRS). There were a limited number of licences and the Regulation Policy Directorate had devised a simpler system to record only time spent on training & work that should be charged to another team. Tan Wah Ip had confirmed he was satisfied with this alternative method. Thus the Board agreed that the Regulation Policy Directorate could cease to use the old TRS.
- LF explained that Iain McDowall had discussed the possibility of her team moving to 8 desks per 10 people. LF said that whilst in principle, she was happy to commit to this which is in line with Cabinet Office recommendations for office space, there should be a agency-wide policy on accommodation in the interests of fairness to all teams. RS explained that there was a Civil Service drive to reduce space to 10m² per person. The pros (in terms of engagement) and cons of co-location were discussed. Finding occupants to rent spare space would reduce costs but could require significant capital investment to fill the building to maximum capacity of 200 people. A hot-desking policy could be introduced but would involve a cultural shift requiring careful change management. RS recognised that this was an emotive subject and that consistency was essential. **Discuss further with IMcD (LF, April)**

7. Date of next meeting: **Thursday 12th May 2015.**

Action List

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
9.4.15	Page 2, Item 7 AOB: Delete final action and replace with "RF/PRD were authorised to amend the access list held by Peter Sayce".	TR	April		Open
9.4.15	Update Risk Register in accordance with comments emerging from MB monthly review: <ul style="list-style-type: none"> • CorpServ 5 – Control Strategy: <ul style="list-style-type: none"> ○ Delete "Apprentice has joined finance team" and replace with "Apprentice now helping out with financial processes". ○ Add the following sentence "Managers have a chance to challenge the Board at BTM meetings". • CorpServ 3 – Control Strategy: <ul style="list-style-type: none"> ○ Delete "to integrate VCA into NMO's IT infrastructure" and replace with "Ensure ongoing continuity of NMRO's IT external infrastructure". ○ Delete "NMO's IT system capacity originally set up to handle approximately 55 staff. Would it be adequate to handle increase in staff numbers to 100+ staff....." and replace with "Continuation of the adequacy to handle increase in staff numbers to 100+ staff...." • CE 20 – Change 'NMO' to 'NMRO' and add the following sentence to the Control Strategy: "Monthly QH&S Report to the BTM meeting as a standing agenda item". • C&D 1 - Remove this risk accordingly. • C&D 3 – Remove this risk accordingly. • EST 6 - Remove this risk accordingly. • EST 7 - Remove this risk accordingly. • CE 21 – Control Strategy: <ul style="list-style-type: none"> ○ Delete "Future Shape of NMO confirmed" and replace with "Status of NMRO as Executive Agency confirmed". ○ Add "by end June" to second sentence. • C&D 4 – Remove this risk accordingly. 	SMG/PS	Ongoing	Standing action item	Open
12.3.15	<u>Finance Report:</u> Amend wording of the second paragraph	SMG	March		Closed

	under Programme as follows: "Programme income was less than plan by £247k. This was due to Enforcement work not starting on the Flegt and Access and Benefits Sharing contracts and over £300k reductions in planned spending due to the time lag from securing a contract to appointing new starters."				
9.4.15	Refresh Management meetings TORs to reflect Agency name change and changes to quorum, and re-circulate for comment.	RS	April		Open
9.4.15	Lengthen meeting time on all future MBPOL agendas.	TR	April		Open
9.4.15	Circulate list of new enforcement staff (their responsibilities and contact details) by end of week.	RF	April		Open
9.4.15	Further discuss accommodation issues with IMcD	LF	April		Open
12.3.15	Discuss value of TRS to Regulation Policy team with TWI.	LF	March		Closed
12.3.15	Investigate alternative, cheaper, easier TRS.	SMG	June/July		Closed
12.3.15	Compile a list of staff that would require swipe card entry into the labs.	PRD/RF	March		Closed