

**MANAGEMENT BOARD (MB) OPERATIONAL MEETING MINUTES – 12.3.15**

**DATE:** Tuesday 12<sup>th</sup> March 2015      **TIME:** 11.00am      **LOCATION:** G18

**ATTENDEES:** Richard Sanders, Acting Chief Executive (RS)  
 Sarah Glasspool, Director, Finance (SMG)  
 Robert Gunn, Director, Programmes & Estate (RG)  
 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)

**ON CALL FOR ITEM 6:** Paul Broadbent (PB), NMS Programmes & Estates Team Support Officer (PB)

Please note actions appear in **BLUE**

1. **Apologies for Absence/Substitutions:** Jo Symons (JS), Director, Change & Development, Richard Frewin (RF), Director, Enforcement.
2. **Minutes of the Last Meeting (12.2.15)**  
 The Minutes of the last meeting were approved with no amendments.
3. **Matters/Actions Arising From Last Minutes**  
 All but one action had been discharged and the following was noted:
  - The Enforcement transfer MOU had now been signed removing the risk that had been elevated the previous month.
  - **Finance Report – the following action was carried forward to March: Amend wording of the second paragraph under Programme as follow: “Programme income was less than plan by £274k. 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”. (SMG, March)**
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):**
  - **CE 19** – Given that despite the current resource situation i.e. a temp in Utilities, 3 vacancies in Corporate Services, half a vacancy in Finance and vacancies in Enforcement NMO was still adequately delivering its Agency expectations, it was agreed that the ‘Probability’ should decrease from 3 to 2. **Amend Accordingly.**
  - Corp Serv 3 was discussed at length in light of the huge increase to staff numbers post Enforcement transfer and to ensure smooth transition/integration of IT infrastructure and the database used by the incoming Enforcement team to monitor their work if required. However, no changes were made to the risk.
  - **CE 20 – Lower ‘Probability’ from 2 to 1.**
  - **C&D 1** – In the absence of JS the Board decided to keep this risk in the short term until after the team transferred, as NMO was responsible for the transfer. **Lower ‘Probability’ from 4 to 3 subject to confirmation from JS.**
  - **C&D 3 – Change desired risk to 3.1.**
  - **CE 18 – Lower ‘Probability’ from 2 to 1, thus meeting the desired risk and dropping off the register.**
  - **CE 21** – Several amendments were made to this risk:
    - **Change ‘Description’ wording to “Risk to long-term sustainability as a result of Government funding cuts due to next Spending Review”.**
    - **Raise ‘Probability’ from 3 to 4.**
    - **Control Strategy - Replace with the following sentences:**
      - **Future shape of NMO was now clear for the next year.**
      - **Staff attended Business Case courses as appropriate.**
      - **Directors/BTMs to make scenario plans for potential Government income reductions of circa 25%.**
      - **Consider using fixed term contracts for all future recruitment.**
  - **Copr Sev 12 – Lower ‘Probability’ from 2 to 1, thus meeting the desired risk and dropping off the register.**

- **CE 22 - Lower 'Probability' from 2 to 1, thus meeting the desired risk and dropping off the register.**
- **C&D 4 – Amend 'Description' wording to "Risk that BIS and NMO fail to transfer the staff, functions and finances to BIS & NPL effectively....."** DB confirmed that to date there was no definitive transfer date for the Estates Team.
- **Enf 3 – Remove this risk from the register now that the MOU had been signed.**

## 5. Finance Report

The MB reviewed the report and DB made the following comment:

- The second paragraph under Programme was discussed and it was agreed that the text should be reworded to more accurately reflect staff costs as follows: "Programme income was less than plan by £276k. 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." **Incorporate wording change accordingly (SMG, March).**
- SMG explained that the £172k administration expenditure under-spend was due to lower than expected costs on general expenses, consultancy and staff costs (where staff had not been replaced).
- SMG explained that there would be lower costs and income in the new 2015/16 f/y so there would be a lower limit of significance.
- Peter Cowley, Non Executive Director, NMO Audit Committee and Steering Board had agreed to increase his term to cover the transition period.

## 6. Module 10 Humidification Repairs Business Case Including Unquantified Risks

- RG confirmed that this Business Case had already been submitted to and approved by the Capital Investment Group (CIG), who had scrutinised the finance and that had been attended by SMG. RG explained that this cost would go through on next year's budget when the responsibility would transfer to NPL.
- RG outlined issues with the humidity affecting the microphones in Module 10 that dealt with acoustic measurement. Due to flaws in the existing system standing water would build up which introduced the risk of Legionella.
- The Board endorsed this business case and were confident that the H&S risks were accurate.

### F9-L14 Refurbishment business Case

- RG explained that none of the existing facilities currently on the Teddington site met the requirements for a suitable space purposely designed for the safe handling of nanomaterials synthesis – a priority investment and research area of the UK Government that would be a key area of work at NPL for the foreseeable future. The work was required to deliver £1.1m of NMS research over three years, and that NPL's commercial activities in this area were expected to grow by between £200k and £400k per annum.
- The Board were satisfied that the CIG had scrutinised the finance, and endorsed the business case accordingly.

## 7. AOB

### Time Recording Licences

- SMG had asked the Corporate Services Directorate whether they considered booking their time on the time recording system (TRS) to be of any value. The Directorate had responded that there was limited value to them, other than to record L&D activity that was also captured on their Personal Development Reviews. SMG proposed that rather than purchase costly new ones, the current time recording licences from the NMS and Corporate Services teams be used by others in the Agency.
- LF also felt that the current TRS was of limited value to the Regulation Directorate. **Discuss with TWI (LF, March).**
- PRD said the Certification Services did use the system, but would be happy to capture information on an alternative or improved system.
- RS welcomed the opportunity to explore value for money and improve upon current systems.
- The Board agreed that it was sensible for Corporate Services to cease using the TRS.
- **Investigate alternative, cheaper, easier TRS (SMG/Finance Team, June/July)**
- PRD mentioned that the swipe card entry system into the laboratories would be reactivated the following day. RS confirmed he needed entry to host laboratory tours and that Dan Shipp should also have access. RF/PRD were authorised to amend the access list held by Peter Sayce.

## 8. Date of next meeting: **Thursday 9<sup>th</sup> April 2015**

### **Action List**

Date of Meeting	Action	Action Officer	Date	Progress	Open or Closed
12.2.15	Explore capacity to house all Corporate Services Policies (excluding HR Policies) in a single intranet location.	SMG	March	In progress	Closed
12.3.15	<p>Update Risk Register in accordance with comments emerging from MB monthly review:</p> <ul style="list-style-type: none"> <li>• CE 19 –Decrease ‘Probability’ from 3 to 2.</li> <li>• CE 20 – Lower ‘Probability’ from 2 to 1.</li> <li>• C&amp;D 1 –Lower ‘Probability’ from 4 to 3 subject to confirmation from JS.</li> <li>• C&amp;D 3 – Change desired risk to 3.1.</li> <li>• CE 18 – Lower ‘Probability’ from 2 to 1, thus meeting the desired risk and dropping off the register.</li> <li>• CE 21: <ul style="list-style-type: none"> <li>○ Change ‘Description’ wording to “Risk to long-term sustainability as a result of Government funding cuts due to next Spending Review”.</li> <li>○ Raise ‘Probability’ from 3 to 4.</li> <li>○ Control Strategy - Replace with the following sentences: <ul style="list-style-type: none"> <li>▪ Future shape of NMO was now clear for the next year.</li> <li>▪ Staff attended Business Case courses as appropriate.</li> <li>▪ Directors/BTMs to make scenario plans for potential Government income reductions of circa 25%.</li> <li>▪ Consider using fixed term contracts for all future recruitment.</li> </ul> </li> </ul> </li> <li>• Copr Sev 12 – Lower ‘Probability’ from 2 to 1, thus meeting the desired risk and dropping off the register.</li> <li>• CE 22 - Lower ‘Probability’ from 2 to 1, thus meeting the desired risk and dropping off the register.</li> <li>• C&amp;D 4 – Amend ‘Description’ wording to “Risk that BIS and NMO fail to transfer the staff, functions and finances to BIS &amp; NPL effectively.....”</li> <li>• Enf 3 – Remove this risk from the register now that the MOU had been signed.</li> </ul>	SMG/PS	Ongoing	Standing action item	Open
12.3.15	<p><u>Finance Report:</u> Amend wording of the second paragraph 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.”</p>	SMG	March		Open
12.2.15	Provide paper on desired accommodation outcome for next MB Policy Meeting.	PRD	Feb		Closed
12.2.15	<p><u>Corporate Plan:</u></p> <ul style="list-style-type: none"> <li>○ Arrange MB Corporate Plan meeting after the half term break.</li> <li>○ Establish BTM/MBOM, MBPOL, SB meetings for f/y 2015/16.</li> </ul>	TR TR	Feb Feb		Closed
12.3.15	Discuss value of TRS to Regulation Policy team with TWI.	LF	March		Open
12.3.15	Investigate alternative, cheaper, easier TRS.	SMG	June/July		Open