



Marine Management Organisation

Board Meeting Minutes: 5 October 2016

Held in: Newcastle upon Tyne

Board

Sir Bill Callaghan (BC) – Chair
Rob James (RJ) – Board member
Derek Langslow (DL) – Board member
Nigel Reader (NR) – Board member
Jayne Scott (JS) – Board member
Robin Teverson (RT) – Board member
Andrew Wells (AW) – Board member

In Attendance

John Tuckett (JT) – Chief Executive Officer
Steve Brooker (SB) – Chief Planning Officer
Phil Haslam (PH) – Director of Operations
Stuart Rogers, (SR) – Chief Scientific Advisor
Michelle Willis (MW) – Director of Finance, EU and Licensing
Claire Scutt (CS) – PA to Chair, Board Secretariat
Cara Morris (CM) – Chief Staff Officer to the CEO
Jane Donaldson – Diary Secretary to CEO and PA to the Chief Planning Officer
Gemma Harper – Deputy Director for Marine and Chief Social Scientist for the Defra Group (item 8 only)
Rachel Muckle – Marine and Fisheries Evidence, Defra (item 8 only)
Paul Egginton – Head of Business Engagement and Change, Defra Digital Data and Technology Services (item 9 only)
David Painter – Head of Stakeholder Engagement Team, Defra Digital Data and Technology Services (item 9 only)

Apologies

Craig McGarvey (CM) – Director of Business Development and Transformation

Observers

Gary Daines – MMO European Grants Team
Katharine Ludford – MMO Marine Licensing Team

1. Welcome and Introductory remarks: Sir Bill Callaghan

1.1 Bill Callaghan (BC) welcomed attendees to the meeting noting apologies from Craig McGarvey (CMc).

2. Declaration of Interests

2.1 BC invited attendees to declare any interests. Robin Teverson's (RT) interest as Chair of a Select Committee on EU, Energy, Environment and Fisheries was noted. RT advised the Board that the Select Committee was leading an inquiry into 'Brexit' and Fisheries policy. Nigel Reader's (NR) standing interests in Natural England (NE), Natural Resources Wales (NRW), Joint Nature Conservation Committee (JNCC) and as an ex-officio member of the Defra ARC were also noted. NR updated that from 1 September 2016 he had become an independent member of JNCC's Audit and Risk Assurance Committee (having previously attended under NRW sponsorship and advised that he had acted as temporary Chair of the Animal and Plant Health Agency (APHA) ARAC on 6 September 2016 whilst recruitment was on-going.

3. Minutes of the 5 July 2016 Board meeting including actions update

3.1 BC invited attendees to raise any points of accuracy in respect of the 5 July 2016 meeting. The minutes were confirmed as an accurate record of discussions.

3.2 The Board discussed the recorded actions as follows:

Action: 50/03: An update to be provided to the Board on audits which have attracted a 'limited' assurance rating.

3.3 NR confirmed that the Audit and Risk Assurance Committee (ARAC) would be standing over this action for Board assurance. NR also advised that a standing agenda item on implications from Britain's exit from the European Union had been added to the ARAC forward look.

4. Engagement Framework for 25 year Environment Plan

4.1 The Chair welcomed Gemma Harper (GH) and Rachel Muckle (RM) to the meeting who gave presentations to the Board on the '25 year Environment Plan' engagement framework and the 'Pioneer Project' respectively.

4.2 GH outlined the engagement plan, and set the context and ambition for the 25 year Environment Plan which was: "For the country will be a healthy, beautiful place to live, work and bring up a family and for ours to be the first generation to leave the environment in a better state than we found it".

4.3 GH advised that the EU Referendum result had caused the Engagement Plan to be revisited however the Secretary of State and Minister remained very engaged with the Plan and were keen to publish the framework in the autumn. GH advised, following a question from NR, that a specific timeframe had not yet been finalised.

4.4 RM gave further detail on the Marine Pioneer Project which she described as one project on two sites in North Devon and East Anglia which would focus on inshore MPA management and were expected to last for approximately three years.

4.5 RM expressed an interest in suggestions from the Board in relation to financing and thoughts on how the project would develop.

4.6 Rob James (RJ) asked how GH and RM saw the Pioneer Project playing out alongside Marine Planning and how if they had identified innovative sources of funding.

4.7 GH responded to confirm that one part of the project would be in the Eastern Area, which has a marine plan although they had considered the project in the South may have hindered progress with the marine plan. GH agreed that they would be open to all potential financial opportunities.

4.8 The Board engaged in discussion and expressed concern as to whether the activities of the Pioneer Project may duplicate the work already being progressed by the MMO's marine planning team and by the IFCA's in the delivery of their statutory duties.

4.9 RT raised the difficulty of getting visibility in other departments and enquired how we would get continued commitment from across government.

4.10 GH confirmed that a number of departments had an interest in the marine space and there was on-going exploration as to how the Marine Pioneer project could connect to a recently launched cross government project looking at the future of our seas.

4.11 Michelle Willis (MW) commented that developers in the private sector may have an interest in becoming involved and it would be a key resource to tap into.

4.12 DL enquired as to the boundaries and whether this was an England only programme. GH confirmed this was the case. DL expressed a concern that the project could lack coherence.

4.13 The Chair thanked GH and RM for the information presented. GH agreed to return to a subsequent Board meeting.

5. Defra ICT Strategy

5.1 The Chair welcomed Paul Egginton (PE) and David Painter to the meeting who presented Defra's Digital Transformation Strategy to the Board.

5.2 PE introduced the strategy which he described as 'enabling Business Change to align with the Defra 2020 strategy' and adhering to strategic design principles. PE advised that by 2020 Defra had an ambitious target to reduce its overall cost of ICT by £93m a year.

5.3 PE stated that the ambition was that the strategy would empower cultural change in Defra in order to: Succeed in achieving day-to-day outcomes, Become an open data organisation, Implement far-reaching changes across its business, improve the experience of our customers and Deliver savings in line with the 2015 Spending Review.

5.4 BC enquired as to whether the expected savings were realistic. PE advised that significant capital funds were available to invest in cultural change.

5.5 JS asked about the approach to HR/Workforce Strategy which she saw as a big challenge to get right. PE confirmed that he had strengthened the HR lead and was close to and hardwired into the Defra Transformation Programme.

5.6 The Board discussed how Brexit, Engagement and a reluctance to embrace IT systems could impact the strategy going forward.

5.7 The Chair thanked PE and DP for their attendance and noted that a paper on MMO ICT requirements would be on the agenda for the November Board meeting.

6. CEO and Directors Report

6.1 JT introduced the CEO and Director report, beginning with CEO key messages to the Board.

6.2 NR enquired about the recorded incidences of near hits in relation to Health and Safety reporting, remarking that these appeared low. JT confirmed that staff are actively encouraged to report near hits and agreed to discuss this issue further with the Head of HR and the Health, Safety and Wellbeing Business Partner.

6.3 The Board noted that income had been higher than expected in August. MW confirmed that some changes in the recording of billable and non-billable work had been made as well as ensuring Tier 3 was better structured.

6.4 RT commented on the positive work of the EMFF team and asked for thanks to be passed on to the team.

6.5 The Board engaged in discussions on the Licensing Improvement Project and developments in relation to charging and scientific advice.

6.6 Stephen Brooker (SB) advised the Board that the South Plan had received approval from the Secretary of State to go out to public consultation.

Action: 51/03: JT to discuss mechanisms for encouraging staff to report near hits with HR team

7. Summary of Legal Work

7.1 JT introduced a paper to bring the Board up to date on the work of the Legal Team in 2016/17 and to share objectives for 2016/17.

7.2 JT highlighted the results from the Legal team Survey, the efficiencies in budget achieved and the progress and the performance against key performance indicators.

7.3 NR commented on the tremendous achievement since 2014 and highlighted the substantial assurance rating the team had achieved in relation to a recent audit into Legal Procurement.

7.4 The Chair thanked JT for the update and asked for the Board's appreciation to be passed on to the team.

8. Integrated Management System Update

8.1 JT presented a paper to the Board to update on the current position in relation to the Integrated Management System (IMS).

8.2 JT highlighted the progress to date in the phased implementation of the IMS and the benefits realised including training staff members as internal auditors, continuous improvement in Licensing and the achievement of ISO status.

8.3 NR noted the proposal to bring updates regarding the sharing and progressive coordination of audit programmes to the ARAC and confirmed ARAC would be happy to receive this.

8.4 The Chair noted the update and asked for thanks to be passed on to the team.

9. Board and Committee Forward Look

9.1 The Board and Committee noted the Forward Look to December 2016 and noted the confirmed dates for Board and ARAC meetings throughout 2017.

10. Next meeting: Board Meeting: 17 November

10.1 BC confirmed the next Board meeting would be held in Newcastle on 17 November. BC advised that Sonia Phippard, Defra Director General for Environment, Rural and Marine would attend the next meeting.

11. Any other business and close of meeting

11.1 BC invited attendees to signal any items for discussion under any other business. None were proposed.

11.2 BC thanked attendees for their participation and closed the meeting.

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