



# Marine Management Organisation

**Board Meeting Minutes: 19 September 2017**

**Held in: Hull**

## **Board**

Sir Bill Callaghan (BC) – Chair  
Tony Delahunty (TD) – Board member  
Terence Jagger (TJ) – Board member  
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  
Paul Gilliland (PG) – Acting Chief Planning Officer  
Phil Haslam (PH) – Director of Operations  
Trudi Wakelin (TW) – Director of Licensing  
Andrew Wareing (AWa) – Director of Business Development and Transformation  
Selina Stead (SS) – Chief Scientist  
Michelle Willis (MW) – Director of Finance EU and Licensing  
Claire Scutt (CS) – PA to Chair, Board and sub-committee Secretariat  
Jane Donaldson – PA to CEO and Board Support Officer

## **Apologies**

Kate Hargreaves (KH) – Chief Staff Officer to the CEO  
Craig McGarvey (CMc) – Programme Director Overseas Territories Blue Belt

## **1. Welcome and Introductory remarks: Sir Bill Callaghan**

1.1 Bill Callaghan (BC) welcomed attendees to the meeting.

## **2. Declaration of Interests**

2.1 BC invited attendees to declare any interests noting those standing interests which Board members had previously declared. Robin Teverson (RT) declared an interest in Anchorwood Developments.

## **3. Minutes of the 5 July 2017 Board including actions update**

3.1 BC invited attendees to raise any points of accuracy in respect of the 5 July 2017 meeting Minutes. None were received and the minutes were confirmed as an accurate record of discussions.

3.2 The Board noted that the actions arising from the meeting were complete.

#### 4. MMO Framework Document and Board Terms of Reference

4.1 MW introduced a paper to update the Board on the progress to complete revisions to the MMO/Defra Framework Document (FD) which would in turn inform revisions to the Board Terms of Reference.

4.2 MW updated that following a meeting with the Defra Head of Governance and Accountability, Eileen Mortby, EM had informed MW that the Permanent Secretary had agreed specific wording with Her Majesty's Treasury on *Operating as the Defra Group* which must be included in all FD's to ensure a consistent approach. These were described as 'red lines' for the Permanent Secretary. It was noted that the Environment Agency and Natural England had adopted their FD's and it was hoped that those remaining would be adopted in October 2017.

4.3 The Board noted the update and agreed the revised FD template could be adopted and the Board Terms of Reference would be an agenda item for the 9 November Board meeting.

**Action: 56/01: Revised template for MMO/Defra Framework Document agreed.**

**Action: 56/02: A draft revised Terms of reference to be an agenda item at the 9 November Board meeting**

#### 5. CEO and Director Report

##### Operations

5.1 BC queried a discrepancy in sentences in two reported prosecution cases. PH confirmed the two cases in question were distinctly different and sentencing guidelines had been followed in both cases.

##### Planning

5.2 Paul Gilliland (PG) gave an update on the South Marine Plan reporting that it was close to being finalised for submission to the Secretary of State. PG advised that the Planning team had liaised with government departments throughout the preparation of the plan.

##### Licensing

5.3 Trudi Wakelin (TW) gave an update on the Licensing Directorate reporting that she and her team had been involved in extensive engagement with stakeholders over the last 6 months. TW advised that a major restructure of the Licensing team had led to enhanced performance.

5.4 TW advised on two licensing applications and the Board queried how MMO approached any concerns regarding the evidence and the capability of consultants which applicants use. TW advised that the MMO pre-application process had led to a better standard of applications. Selina Stead (SS) suggested reaching out to academic colleagues in the Oil and Gas field to develop a network of contacts who could develop models.

##### Finance and EU

5.5 MW gave an update on recharging for Blue Belt and EU exit staff reporting that this would be dealt with at the mid-year review stage.

5.6 MW gave further information in relation to a bid to which would largely be used for IT build.

## **Business Development and Transformation**

5.7 AWa confirmed that the team were making the most of in-house capability in relation to the Transformation portfolio.

5.8 AW also advised that there would be a presentation on Marine Pioneers at the November Board meeting.

## **6. Corporate and Strategic Risks and Issues**

6.1 AWa presented the papers on MMO Corporate and Strategic Risks and Issues, inviting the Board to consider and discuss.

6.2 The Board noted CR091 – *ICT assets are unsupported in the future become out of date and fail* which was both ‘very high’ in impact and ‘very high’ in likelihood. AWa confirmed he had taken up NR’s suggestion of discussing this with his opposite number at APHA and had held a helpful discussion. It was further noted that the ARAC were holding an ICT deep dive at the meeting on 31 October.

6.3 AW pointed out that CR098 – *Impact on ‘business as usual’ due to Blue Belt resourcing* – was declining as posts were being filled and some external staff had been brought in. This risk was now captured as ‘high’ in both impact and likelihood. AWa reported that a further related risk CR097 – *Inability to provide specialist expertise to the Blue Belt project impacts on MMO* – had also declined.

6.4 AWa pointed out that CR092 – *MMO fails to implement the entirety of Control Regs leading to infraction* – would remain in its current position on the Risk Register pending the outcome of a meeting due to be held in October.

6.5 AWa drew the Board’s attention to a further risk around the churn within the Board whereby the Chair and 3 Board members would end their terms of office in January 2018. This would be added to the Risk Register going forward.

6.6 The Board noted the update.

## **7. Board and Committee Forward Look**

7.1 The Board noted the Forward Look to December 2017.

## **8. Next meeting: Board Meeting: 9 November 2017**

8.1 BC confirmed the next meeting would take place in Newcastle on 9 November 2017.

## **9. Any other business and close of meeting**

9.1 BC invited attendees to signal any items for discussion under any other business. No further items were received.

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