



Marine Management Organisation

Board Meeting Minutes: 9 November 2017

Held at: MMO, Lancaster House, Newcastle, NE4 7YH

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

In Attendance

John Tuckett (JT) – Chief Executive Officer
Paul Gilliland (PG) – Acting Chief Planning Officer (from item 8)
Phil Haslam (PH) – Director of Operations
Craig McGarvey (CMc) – Programme Director Overseas Territories Blue Belt
Selina Stead (SS) – Chief Scientist
Trudi Wakelin (TW) – Director of Licensing
Andrew Wareing (AWa) – Director of Business Development and Transformation
Michelle Willis (MW) – Director of Finance EU and Licensing
Kate Hargreaves (KH) – Chief Staff Officer to the CEO
Claire Scutt (CS) – PA to Chair, Board and sub-committee Secretariat
Jane Donaldson – PA to CEO and Board Support Officer
Elizabeth Anderson – PA to Directors (observer)
Carl Jonsson – Marine Planner - Evidence and Analysis (observer)

Apologies

Andrew Wells (AW) – Board member

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.

3. Minutes of the 19 September Board meeting (open session) including actions update

3.1 BC invited attendees to raise any points of accuracy in respect of the 19 September 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 or would be dealt with later in the agenda.

4. Matters arising from the 31 October Audit and Risk Assurance Committee (ARAC)

4.1 Jayne Scott (JS) provided an update from the recent ARAC meeting advising the Board on controls put in place to ensure the internal audit process runs as smoothly as possible. JS advised that a Committee and audit only session had not resulted in any issues to report to the Board.

4.2 JS updated on the ARAC drill down into ICT and Business Continuity and the work completed by Andrew Wareing (AW) and his team to review if MMO systems were fit for purpose. JS advised that the take home message was that if IT systems failed adequate plans were in place for bringing them back up to speed. The Board discussed the fact that there were both technical and operational impacts if this were to happen and Phil Haslam (PH) advised that the operational impact would be of greater significance if systems were down for a long period.

4.3 BC thanked the ARAC for conducting the ICT drill down and noted the update.

5. Licensing Directorate Briefing

5.1 Trudi Wakelin (TW) introduced members of the Licensing Team who attended to brief the Board on the Licensing Directorate; namely, Shaun Nicholson, Victoria Pointer, Andy Kerrigan and Carl Jonsson.

5.2 TW set out the changes which had been made to the Licensing team over the last 12 months; particularly in relation to the Licensing senior team. TW advised that since taking up the role of Director of Licensing in February 2017, strategic engagement had been a high priority and over the last six months she had met with a number of stakeholders capturing feedback, making links and setting up industry interchange.

5.3 Victoria Pointer (VP) set out the specific roles of each team within the Directorate and drew the Board's attention to the performance indicators where the team were consistently achieving their targets of determining licensing decisions within 13 weeks.

5.4 TW updated the Board on the Thames Tideway Tunnel (TTT) project.

5.5 Carl Jonsson (CJ) provided the Board with some specific details regarding the TTT project and this model of working.

5.6 The Chair thanked TW and her team for the informative update and congratulated the team on their successes.

6. Marine Pioneers/25 Year Environment Plan

6.1 Aisling Lannin (AL) introduced her presentation to provide the Board with further details of the Marine Pioneer project which she described as a project to manage use of the marine environment so that it is healthy and stays that way for future generations

6.2 AL advised of two current projects; one on the Suffolk Coast and the other in North Devon. AL advised that the pioneers were engaging a diverse range of people on the projects.

6.3 AL confirmed that the present focus of the project centred around; *Interpreting the vision using collective experience and knowledge, Identifying work streams and demonstration studies, Identifying advisors and experts and Identifying funding streams and developing knowledge.*

6.4 AL explained that the next steps of the project were to get firm endorsement and launch officially; working with a wide range of experts and interested parties to set up some appropriate and ambitious demonstration projects.

6.5 BC thanked AL for the presentation and requested that the Board were kept updated on progress.

7. Review of the Board Terms of Reference

7.1 MW introduced a paper to provide the Board with the Term of Reference (ToR) with a view to discussion and steer on how these should be revised particularly to reflect the draft, revised MMO/Defra Framework Document.

7.2 MW advised that other than a small change to reflect quorum during a period the MMO Board were running on reduced numbers the ToR had not undergone a significant revision since the MMO vested in 2010.

7.3 NR stated that he would be happy to be a Board member volunteer to work on the ToR with MW if this would be helpful.

7.4 The Board held a discussion on open Board meetings and how these might take place in the future bringing in comparisons with their experience from other organisations. The Board were keen to demonstrate transparency whilst also having an opportunity to engage with as many stakeholders as possible in a meaningful way.

7.5 There was an agreement to revisit the discussion on the best mechanism for stakeholder engagement once the new Chair takes up post.

8. Health, Safety and Wellbeing Presentation

The Chair welcomed Moira Calboutin (MC), Health, Safety and Wellbeing Business Partner, to the meeting.

8.1 MC provided an overview of the developments over the last 2 years in relation to organisational safety, health and wellbeing, accident and 'near miss' reporting.

8.2 MC provided further information regarding the suite of policies implemented during this time frame and also reflected on successes in relation to sourcing occupational health resources as well as an eye care provision for staff. Further, MC outlined progress in relation to training 17 members of staff as mental health first aiders.

8.3 The Board received a detailed breakdown in relation to accident and 'near miss' reporting for the period from May – October 2017 including the types of incident reported.

8.4 NR was particularly keen to understand how the Board could contribute to ensuring the cultural shift surrounding health and safety was maintained. MC advised that continuing to keep health, safety and wellbeing at the forefront of conversations with staff, particularly during coastal engagements would be key.

8.5 The Chair thanked MC for the update and the positive work on-going in relation to health, safety and wellbeing.

9. CEO and Director Report, including Finance (mid-year position) and Performance Pack

9.1 JT introduced the report which was taken as read and asked the Board to raise any matters for specific questions.

9.2 Derek Langslow enquired about the process to monitor the effectiveness of Marine Protected Areas. PH advised that this was a 6 yearly process whereby Natural England reported back to Parliament on marine conservation zones.

9.3 The Board noted specific updates in relation to Planning, Licensing and Finance.

9.4 JT drew the Board's attention to the progress report against the MMO Action Plan adding that this was on track for delivery.

10. Corporate and Strategic Risks and Issues

10.1 AW introduced the Corporate and Strategic Risks and Issues register advising the Board that This would undergo further analysis to determine whether the ICT risk would remain the same following the recent drill down with the audit and risk assurance committee.

10.2 The Board noted the update.

11. Board and Committee Forward Look

11.1 The Board noted the Forward Look to February 2018.

12. Next meeting: Board Workshop: 14 December 2017

12.1 BC confirmed the next meeting would be as a workshop format on 14 December 2017.

13. Any other business and close of meeting

13.1 BC invited attendees to signal any items for discussion under any other business. None were received.

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