



Marine Management Organisation

Board Meeting Minutes: 10 December 2019

Held in: Newcastle

Board

Hilary Florek (HF) – Chair
Belinda Howell (BH) – Board Member
Bill Dickson (BD) – Board member
David Lyall (DL) – Board Member
Peter Judge (PJ) – Board Member
Robert Wilson (RW) – Board member
Terence Jagger (TJ) – Board member
Tony Delahunty (TD) – Board member
William Roberts (WR) – Board member

In Attendance

Tom McCormack (TMc) – Chief Executive Officer
Sonia Phippard (SP) - Director General, Environment, Rural and Marine
Andrew Wareing (AW) – Director of Business Development and Transformation
Michelle Willis (MW) – Director of Finance EU and Licensing
Phil Haslam (PH) – Director of Operations
Trudi Wakelin (TW) – Director of Marine Planning and Licensing
Selina Stead (SS) – Chief Scientific Advisor
Emma Moir (EM) – MMO EU Exit Director
Gary Saunders (GS) – Head of HR (items 6 only)
Joanna Stockill (JS) – Head of Blue Belt (item 7 only)
Cos Manfredi (CM) – NAO (item 10 only)
Claire Scutt (CS) – Board Secretariat
Sarah Cullen (SC) – Board Support

Defra – By Invitation

Sonia Phippard – Defra

Apologies

Terry Robertson – Director of Strategic Development and Planning

Minutes

1. Welcome and introductory remarks: Hilary Florek

1. The Chair, Hilary Florek (HF) welcomed attendees to the meeting, particularly welcoming Sonia Phippard (SP), Director General, Environment, Rural and Marine, Defra to what would be her last MMO Board meeting before her retirement later in the month.

2. Declaration of Interests

2.1 The Chair invited attendees to declare any new interests noting those previously declared. Belinda Howell (BH) advised that she had joined a project team with the World Wildlife Fund (WWF) which will look at increasing electronic monitoring on an international basis.

3. Minutes of 26 September and actions arising

3.1 The Chair invited attendees to raise any points of accuracy in respect of the minutes of the 26 September meeting minutes. No points of accuracy were raised and the minutes were confirmed as an accurate record of discussions.

3.2 The Chair invited attendees to comment on the action and decision log from the previous meeting. The Board noted the updates and decisions recorded.

3.3 Tom McCormack (TMc) updated that the latest all-colleague call had in excess of 150 lines dialing in and reported that the calls were proving very popular across the organisation.

4. Matters arising from the 17 October ARAC and 9 December meeting

4.1 William Roberts (WR) advised that there had been a commitment at the 17 October meeting from the CEO to review all outstanding audit recommendations as well as the organisational risks and the products from these reviews were presented to the December meeting.

4.2 WR further updated on the ARAC meeting held the previous afternoon. WR advised that the ARAC had conducted a Review of Effectiveness exercise as well as discussing organisational risks in some detail and the Committee and Executive had held a discussion regarding the provision of the MMO's internal audit service going forward.

5. Notes from the 18 October Remuneration Committee meeting

5.1 Robert Wilson (RW) provided an update on the Remuneration Committee business discussed advising that he would be seeking to put structure around the timetabling of meetings so the Committee could provide the required scrutiny at key decision points.

5.2 At the meeting on the 18 October, the Committee had endorsed the 2019 Pay Remit submission to the Secretary of State which had subsequently been approved. In addition, the Committee had discussed the non-consolidated bonus award process in some detail.

5.3 TMc suggested that a meeting should take place to discuss and agree the Remuneration Committee's core purpose and Terms of Reference.

6. Performance, Finance and Risk pack

6.1 Michelle Willis (MW) introduced the pack to the Board, and confirmed that a mid-year review of expenditure had taken place.

6.2 MW informed the Board that the Performance Summary included activity for Quarter 2 which included the peak annual leave period as well as EU Exit preparations both of which had impacted on business as usual activity.

6.3 Trudi Wakelin (TW) asked the Board to note that while she was hopeful that the submission of the remaining draft Marine Plans to Defra to go to public consultation would be a high priority following the General Election, there were be a high volume of high priority items and there may be a risk that the plans may be delayed until the end of January.

6.4 MW updated the Board on Internal Audit planning for 2020/21.

6.5 Gary Saunders (GS) introduced the Health, Safety and Wellbeing 6-monthly report noting that a number of procedures had been updated and new members of the Mental Health Support Team had been appointed increasing the team to 20 members across the organisation.

6.6 GS updated that a colleague toolkit had been developed and which had been well received across the MMO and had resulted in a small increase in contact with the Employee Assistance Programme. TJ noted that the existence of the toolkit did not solve problems alone and colleagues may require the support and encouragement of their line management in addition. This point was acknowledged by all attendees.

6.7 GS updated on incident and near miss reporting advising the Board that a new process had been introduced in November which it was hoped would streamline the process and lead to an increase in reporting.

6.8 GS advised that a Health, Safety and Wellbeing review across the Operations Directorate had recently been undertaken following feedback from new appointees.

6.9 The Board noted the update.

7. Blue Belt Programme summary

7.1 Trudi Wakelin (TW) and Joanna Stockill (JS) presented to the Board on the Blue Belt Programme following extension to March 2021.

8. CEO Update

8.1 Emma Moir (EM) updated on EU Exit preparations advising that Defra Marine and Fisheries had recently won a Civil Service award for work on EU Exit.

8.2 EM also noted an all-colleague call was planned for the 19 December to update colleagues across the MMO. Board members expressed an interest in dialing in if available.

8.3 TMc updated that an ELT away day was planned for the following week (17 December) to develop the MMO story. This should be ready to share with the Board by early February and would feature at the next Board meeting.

8.4 TMc shared the headline figures from the Civil Service Annual Staff Survey. TMc advised that the overall response rate had decreased from 82% to 72% and the engagement score had increased 3 points to 64.

8.5 TMc advised that the Communications Team would share results with all colleagues once the detail was received and the resultant action plan would be shared with the Board in due course.

9. Defra Perspective

9.1 Sonia Phippard (SP) advised that Shaun Gallagher has been appointed as Director-General, EU Exit and International Trade and Paul Kissack has been appointed as the new Director-General for Strategy and Change.

9.2 SP noted that with the election later in the week it was expected that there will be a busy period in the coming weeks.

9.3 SP advised that given her retirement at the end of the week David Hill, previously Defra's Director for Environmental Quality would be succeeding her as Director General, Environment, Rural and Marine.

10. Board Review of Effectiveness

10.1 Cos Manfredi (CM) presented the Board Review of Effectiveness noting that the ARAC Review of Effectiveness had been presented at the ARAC meeting the previous day. CM noted that there had been little time to analyse the results and as the Board were seeing the results for the first time they were invited to reflect on the comments and provide any further thoughts out of Committee via the Secretariat or direct to CM. This item would then feature on a subsequent agenda.

11. Board and Committee Forward Look

11.1 HF noted that the next two Board meetings in February and April were two-day events with the intention that one of the meetings should be held in London and also that there was also a strong desire to include coastal offices when possible.

11.2 PH reiterated an invitation to non-executives to visit the south west marine area. HF advised the non-executives to send their names to Secretariat should they wish to visit.

11.3 TMc requested that the dates for Board, ARAC and Remuneration Committee were aligned to key events. Secretariat to explore this possibility.

12. Next meeting: 11-12 February 2020

12.1 The next meeting will be held on 11 and 12 February with the timings and location to be confirmed following the election.

13. Any other business, review and close of meeting

13.1 BH requested that the outcome from the December Fisheries Council was added to the agenda for February Board meeting.

13.2 HF took the opportunity to thank Sonia Phippard for her huge contribution and support to the MMO and wished her well in her forthcoming retirement.