NERC Management Board (NMB) Meeting

Summary of discussions

23 May 2018
BEIS, 1 Victoria Street, London

Members present:
Professor DJ Wingham, Mr PJ Fox, Mr R Gledhill, Mr P Hayden, Ms A Robinson, Mr R Thomas.

Apologies: Dr P Heads, Professor T Wheeler.

Other attendees: Mr B Dark (Health & Safety Advisor, item 1), Professor M Bailey (CEH Centre Director, item 1), Professor E Hill (NOC Centre Director, item 1), Dr B Sclarb Ridley (in place of BAS Centre Director, item 1), Professor S Mobbs (NCAS Centre Director, items 1 and 3), Dr N Badcock (Head of National Capability Commissioning, item 4), Mrs F Goff (Head of Evidence, item 4), Dr M Webb (Head of Research, Marine, item 4), Mrs M Simpson (Head of Operations, NERC HO, item 6), Mr D Hyett (Head of Information Governance, item 7), Mrs C Turner (Director Finance, item 8), Miss N Probert (Risk & Assurance Manager, items 9 and 10), Mrs J Kendall (ARAC Secretary, item 10).

Secretary: Mrs SJ Morrell.

Chief Executive Update

Professor Wingham opened the meeting and welcomed members.

He informed the Board of the items that would be presented to the NERC Council in June.

There were no other significant issues of the moment for discussion.

Annual Report on H&S

The Board was informed that the report had already been extensively reviewed by the Safety Management Team and would also be presented to Audit Risk and Assurance Committee (ARAC), together with NMB’s comments.

Professor Wingham commented that the report had improved over recent years in terms of the data provided and the comparisons to other organisations.

NMB agreed that H&S was satisfactorily managed within NERC.

Discussions were taking place on the harmonisation of H&S within UKRI and NERC had representation on the UKRI Committee. An update on this would be given to NMB later in the year.

FAAM Financial and Contractual Planning 2019/20 to 2023/23

NMB was reminded that a paper had been presented to it in December 2017 and this provided
an update on the expected financial and contractual changes.

Assurance was given that extensive work on other technologies had been carried out and alternatives were not viable. It was noted that collaborations with other countries was possible which would complement the work.

The Board provided comments on the proposed recommendations.

**Evaluation of NC Large Research Infrastructure report and management response**

NMB was presented with the evaluation findings and their implications for NC-LRI commissioning and the Head Office management response. The Board provided some comments and requested that this item be brought back to NMB at its September or October meeting.

**Head Office People Survey 2017: Proposed action plan**

The Board was provided with a proposed action plan to address issues raised from the Head Office people survey and further staff engagement. The steps that had already been taken were highlighted. NMB provided comments on the plan and actions and noted that the plan would be reviewed throughout the year and launched to staff in mid-June at a Head Office staff meeting. The Directors would review the plan again in September.

**Head Office Plan - quarterly exception report**

The Board was presented with the exceptions update for Quarter 4 of last year’s Head Office Plan and the management actions against them. NMB was assured that all of the nine exceptions listed were in hand and informed that staff had been thanked for their efforts at a Head Office staff meeting.

NMB agreed that the non-executive directors (NEDs) should have sight of the new 2018/19 plan and the process for monitoring delivery against it. This would therefore be included in the next meeting of NMB in June and would become part of the HO Plan process moving forward with annual presentation of the HO Plan to the NEDs through NMB.

**Annual Report on Security 2017/18**

NMB were advised that the report was for the legacy Council, which would be submitted to BEIS. It was confirmed that all except one of the physical security standards had been met (tidy desk policy), which it was felt should be implemented in HO as part of a cross UKRI approach.

**Future NERC internal assurance arrangements**

The paper submitted was for comment before being presented to ARAC the following month. It contained details of the integrated governance and proposed onwards assurance. The Board agreed with the proposal.

**EU Staff and student data report**

The Board noted that there did not appear to be any detectable trends in these data.
Standing items

NMB also noted a couple of standing items including the monthly finance update, the risk register review and the rolling programme of business.

Date of next meeting

The next NERC Management Board meeting will be held on 21 June 2018.