

Met Office Board

Summary

21 May 2020

Meeting held remotely using Microsoft Teams

- There were no apologies.
- Rob Woodward (Chair) confirmed that the terms of 3 Directors had been extended by the Secretary of State as follows: Sir John Beddington to 31/05/2021; Robert Drummond to 21/03/2021; and Catherine Quinn to 03/04/2023.
- The Board agreed that Alan Thorpe (Non-Executive Director) should be appointed to the Audit, Risk and Assurance Committee (ARAC) for a period of 2 years. Alan Thorpe was duly appointed to ARAC for two years with effect from 22/05/2020.
- It was confirmed the Minutes of the meeting held on 25 March 2020 had been approved as a true record of the meeting.
- Penny Endersby (Chief Executive) presented her report and the Board noted a number of points, including a key milestone in the Next Generation Modelling Systems programme; clarity from BEIS on the spending review and supercomputer funding for 2020/21; the Eurocontrol aviation revenue issues the CAA had flagged; actions being taken to offset the loss of aviation meteorological observations; and the positive overall position of the 2019/20 KPIs.
- The Board discussed the actions the Major Incident Management Team were taking to support remote working during COVID-19 and to ensure service delivery to customers. Well-being was a priority. Options for workplace models when restrictions were eased were being considered.
- The Board discussed the development of ECMWF's strategy, noting also the importance of the Copernicus programme to UK science.
- Nick Jobling (Chief Financial Officer) presented the Finance Report which was consistent with the draft Annual Report and Accounts which ARAC had reviewed the previous day. He updated the Board on cash flow in the light of COVID-19 and in particular the issues with Eurocontrol aviation revenues.
- Given the minor delays to accounts stemming from COVID-19 issues an additional Board Meeting would be convened to approve the Annual Report and Accounts.
- James Partington (NED, BEIS representative) briefed the Board on activities at BEIS, particularly the support being provided to UK business during the COVID-19 Emergency. The 2020/21 spending settlement for the Met Office was ready to be sent out.
- Dave Britton (Head of Marketing and Communications) presented the final draft of the Engagement Strategy. The Board noted the need to convey the full range of the Met Office's role in the domains of both weather and climate and to prioritise clearly the actions stemming from the strategy.
- Tammy Lillie (Interim HR Director) provided an update on the actions being taken following the Employee Attitude Survey, particularly in the area of change management. The Board also discussed the Employee Assistance Programme and how it could support well-being and help address stress.
- The Board reviewed the responses to the 2019/20 Effectiveness Review, which Rob Woodward supplemented with feedback from his one-to-one meetings with Directors. An action plan would be developed.
- Charlie Ewen (Director of Technology) presented a paper on the Common Data Platform (CDP) Strategic Action. The paper outlined the role the CDP played in the Met Office's infrastructure and the Board discussed the role of internal and external 4th line assurance in supporting this key technical programme.

- Andy Cooper (Head of Plans and Performance) presented the proposals for the KPI structure for 2020/21. The Board agreed further work should be undertaken to make the metrics as outcome-based as possible, with a final version to be presented at the next meeting.
- The Board discussed the outline budget and agreed the current version provided a working basis until BEIS confirmed the final approach to be taken in the light of COVID-19.
- Andy Kirkman (Director, Government Services) presented the initial findings from the 2018/19 National Meteorological and Hydrological Services benchmarking survey. The Board discussed how the survey could help explain the scope and scale of the Met Office's role to stakeholders.
- Andy Kirkman presented the business cases for the Weather & Information Services for Africa (WISER 3) and Prism. The Board approved both cases.
- Hunada Nouss (Chair, ARAC) updated the meeting on the ARAC meeting the previous day. The draft Governance Statement and Accounts had been reviewed. Final approval would be at the additional Board meeting.
- Catherine Quinn (Chair, Remuneration Committee) updated the meeting on the Committee meeting the previous day.
- The next (additional) meeting was to be convened on 1 July 2020.