

Met Office Board
Summary
29 July 2020

Meeting held remotely using Microsoft Teams

- Apologies from Stephen Belcher (Chief Scientist) were accepted.
- It was confirmed the Minutes of the meeting held on 1 July 2020 had been approved as a true record of the meeting.
- The Board Reviewed the action list from the Board Effectiveness Review. These would be appended to future Board packs and reviewed during the forthcoming year.
- Penny Endersby (Chief Executive) presented her report and the Board noted a number of points, including current working arrangements under COVID-19. She also provided an update on the organisational redesign. The Board discussed the Met Office's capacity, while working remotely, to handle surge staffing to address major weather events during the winter months.
- The Board discussed the Met Office's relationships with a number of other government and academic organisations and potential future funding arrangements for scientific research. The Board also noted the role of ECMWF and the future of the Copernicus and other programmes in the light of EU departure.
- Nick Jobling (Chief Financial Officer) presented the Finance Report. The Board discussed the impact of the pandemic on revenues, particularly from the aviation industry, and on Met Office costs, as well as potential implications for cash flow. The Board reviewed the actions the Met Office were taking to address the issues and asked to be kept updated should any further financial pressures arise.
- James Partington (NED, BEIS representative) briefed the Board on activities at BEIS, including the appointment of the new Permanent Secretary, Sarah Munby, and the priorities for BEIS in the current environment.
- Andy Kirkman (Director, Government Services) and Derrick Ryall (Associate Director, Public Weather Service) explained the framework and performance metrics incorporated into the Customer Supply Agreement (CSA) for the Public Weather Service (PWS). The Board approved the 1-year extension to the PWS CSA for the financial year 2020-2021.
- Admiral Duncan Potts (Chair of the Public Weather Service Customer Group (PWSCG)) joined the meeting to provide an update since he had taken over the role at the beginning of the year. The PWSCG had been impressed with the Met Office's response to working through the pandemic. Admiral Potts explained the PWSCG's initial thoughts on what they were considering for the next 5-year PWS CSA starting in April 2021.
- Tammy Lillie (People Director) provided an update on the actions stemming from the People Strategy. The Board discussed the need for training and support for managers to handle remote and hybrid working arrangements.
- Andy Kirkman provided an update on the supercomputer procurement, subject to the confidentiality restrictions the process required. The Board discussed the timetable around the approval process, the contingency arrangements around current supercomputer provision and the links of this programme with other key strategic actions.
- Stephen Marshall (Interim Operations Director) summarised the annual Health & Safety (H&S) Report. The Board discussed H&S issues relating to home working, especially the need to keep Display Screen Equipment (DSE) assessments up to date. Current arrangements around social distancing and cleaning where staff were in offices were also considered. Updates had been provided to the Union.
- Stephen Marshall outlined the process underway to consider the opportunities for new working methods and address the issues arising from COVID-19.

- Penny Endersby provided an update on Environmental Policy and the Net Zero strategic action, noting the successful ISO14001 recertification and the recent switch to a fully renewable electricity tariff. The Board requested to be kept informed as the Net Zero strategy was formulated.
- Albert Klein Tank (Director, Met Office Hadley Centre (MOHC)) and Peter Stott (Science Fellow) gave a presentation on the work of the MOHC and the plans leading up to the Conference of the Parties (COP26) in Glasgow in November 2021. The opportunities to showcase and promote the MOHC's leading research were discussed.
- Catherine Quinn (Chair, Remuneration Committee) updated the meeting on the Committee meeting the previous day.
- The next meeting was scheduled for 30 September 2020.