

Research Management Board Meeting – 13 November 2002 at NRS

Present: Dr P Freer-Smith
Mr W Mason
Mr T Cornwell
Mr K Charles

[cc: Head of Internal Audit]

Minutes of Last Meeting

1. Accepted with one amendment, action for para. 9 should read 'PFS'. **Noted**

Matters Arising

2. H. of NRS to write to Area Land Agent querying the basis of the valuation of NRS and informing him that we are considering seeking an independent valuation of NRS buildings. **Action: BM**
3. The DG will be addressing staff at NRS on 16th December. **Noted**
4. CEO and P&AO attended the AAIS/TAT Board meeting on 22 October. AAIS have written informing us that they do not want to move out of the main building. P&AO and HoF to meet and discuss options. **Action: KC, TC**
5. CEO will discuss with Hugh Evans our concerns that the Nematode Unit is staffed by casuals. **Action: P-FS**
6. The FR Quinquennial Review has been issued to HoBs and a copy is in AH and NRS Libraries. The summary report is on the Internet. **Noted**
7. P&AO has publicised the proposed timetable for research promotion boards to all staff. H. of NRS has given CEO suggestions for external members. **Noted**
8. Integrated Management – Experimental Database, the Chair of this Committee is answerable to the RMB and acts with its full authority. **Noted**

Reports

9. CEO and Alison Melvin met with the DG to brief him on FR's plans for making full use of the Alice Holt site for research and knowledge transfer. **Noted**
10. Next joint FR Staff Council meeting is on 11 March 2003 and will be by video link. **Noted**

GIS Working Group Report *(Steve Smith and Juan Suarez attended for this subject)*

11. Purchase of specific servers for GIS will be considerable under 'capital' for next FY. **Action: TC**
12. Training programme, using an external trainer, is agreed in principle with funds being found through Business Planning process in addition to our normal training budget. Steve Smith to let P&AO know how much is required, P&AO to apply for funds. **Action: KC, SS**
13. Agreed that FR GIS Group be tasked to co-ordinate a FR GIS strategy. The RMB suggested staff that might be members of the Group. Steve Smith will chair. The group will:
 - a. prepare a GIS Strategy for FR
 - b. define training required and cost
 - c. seek budget approval.

The group will report progress to the March '03 meeting of the RMB. **Action: SS**

14. The Chair (Steve Smith) will be FR's representative on the FC GIS Managing Group. **Action: SS**
15. CEO will announce to staff, through the December FR Newsletter, the formation of this group. CEO/H. of NRS to announce to AH and NRS HoB meeting. HoBs to cascade to staff. **Action: PF-S**

Finance

16. We have moved from a surplus of £30K to a deficit of £50K due to a readjustment of Branch income forecasts. However, as a result of pay and grading reviews it may mean that we miss the full recovery target by £198K. This can be rectified by each Branch surrendering £12K. This will be discussed with HoBs at the Business Planning meetings. HoF to advise HoBs of the situation. **Action: TC**
17. Business Planning meetings, with individual Branches, start on 14 November. **Noted**

Capital

18. A Framework 5 capital investment programme to be prepared for the RMB and then for wider circulation for additions etc. **Action: TC**

19. The following were approved for cash expenditure [payment] after 31 March 2003 [but work could commence early in 2003];

Completion of Pathology Laboratory [NRS]	- £10000
15 data capture devices [TSU[N], W. Surveys, TSU[S]	- £30000
GIS IT equipment [Servers and Software]	- £20000 to £35000
NRS bungalow alterations	- £12000

In addition, clearance was given to Entomology to plan and obtain quotations for its laboratory refurbishment at Alice Holt with a ceiling budget of £40000. No work to begin until the new FY or until financial approval is given by the RMB. HoF to advise Branches of the above. **Action: TC**

Staffing

20. The RMB expressed concern at the projected increase in the number of staff forecast for end of this FY bearing in mind the financial situation of the Agency. **Noted**
21. Agreed that Alvin Milner be replaced. **Action: KC**
22. Agreed that David Payne be replaced at PB6b, Central Services, Alice Holt. **Action: KC**
23. Agreed that Chris Jones, TSU(S), Talybont be replaced at FOII. **Action: KC**
24. HoF to resurrect his pro-forma for application for new and replacement posts. Applications to be limited to one page of A4. **Action: TC**

Corporate Governance

25. P&AO to circulate his Risk Management paper to HoBs, publish it on the FR Intranet with a link to FC Risk Management Strategy (Boyd Glen will advise how this links in). **Action: KC**
26. Risk Management paper to be circulated to RMB members for discussion and up-dating at next RMB. To be put on December RMB agenda. **Action: KC**

Date of next meeting – 9th January 2003 at Alice Holt