

NPMA LIMITED

Minutes of a meeting of the Board of Directors held on 1st November 2016 in Chelmsford.

PRESENT: Mrs S Lynam
Mr S Powell
Mr S Bennett (Chair)

IN ATTENDANCE: Mr A Lefley
Dr A Oluwatudimu
Miss C Ludlam
Miss E Harwood
Mrs D Ledwell

649. DECLARATION OF INTERESTS

649.1 There were no declarations of interests.

650. APOLOGIES

650.1 Apologies were received from Denise Thorpe.

651. MINUTES OF THE PREVIOUS MEETING

651.1 The minutes of the meeting held on 25th July 2016 were agreed as a correct record.

652. MATTERS ARISING

652.1 There were no matters arising from the minutes of the meeting held on 25th July 2016.

653. UPDATE ON CAPITAL AND MINOR WORKS PROJECTS

653.1 The Board noted the report.

654. PROPOSED PROCUREMENT ACTIVITY 2016/17

654.1 The Board noted the contracts scheduled for renewal during 2016/17.

654.2 The Board discussed the possibility of putting their own framework in place to govern new contracts and those up for renewal.

654.3 The Board discussed the option of bringing contracts in-house and agreed that consideration should be given based on control and value for money when contracts come up for renewal/retender.

655. UPDATE ON HR MATTERS

655.1 The Board agreed that the current established practice of withholding 2% of salary until successful completion of probation was discontinued to encourage successful applicants to accept roles with NPMA.

655.2 The Board noted that there was currently no staff survey in place and that it could be a useful source of information. Discussions with HR to establish a survey were in hand.

655.3 The Board noted staff within NPMA did not have access to e-learning packages available to Anglia Ruskin staff and could not book courses directly on Agresso. A resolution was in progress but recent follow up indicated that there was still a problem.

655.4 The Board noted the Xmas closure arrangements for NPMA staff.

656. FINANCIAL STATEMENT FOR THE YEAR ENDED 31 JULY 2016

656.1 The Board approved the financial statements for the year ended 31st July 2016.

656.2 The Board approved the use of group relief or capital allowances to mitigate its taxable profits whichever was the most efficient to the Group.

656.3 The Board authorised a Director (Stuart Powell) and the Company Secretary to action point 654.2 above.

656.4 The Board re-appointed the auditors, Scrutton Bland, for the year ended 31st July 2016.

657. BANK MANDATE

657.1 The Board approved the proposal in 3.1 of bank mandate and signed the mandate amendment form.

657.2 The Board approved the proposal in 3.2 of bank mandate and signed the mandate amendment form.

658.1 DATE OF THE NEXT MEETING

658.1 It was noted that the date of the next meeting would be on 20th February 2017 at 1pm in the Tindal Dining Room, Chelmsford.

CHAIRMAN

DATE