



The Coal  
Authority

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## **MINUTES of the Two Hundred & Sixth Meeting of the Board**

**Held at the Coal Authority, 200 Lichfield Lane, Mansfield,  
Nottinghamshire on Tuesday 18 June 2013**

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### **Present:**

Stephen Dingle, Chair  
Paul Frammingham  
Tricia Henton  
Philip Lawrence  
Simon Reed  
Stephen Redmond  
Bob Spedding

### **In Attendance:**

John Delaney  
Lisa Lax

### **2280 Minutes of the Two Hundred and Fourth Meeting of the Board held on 19 March 2013**

The minutes of the Two Hundred and Fourth meeting of the Board held on 19 March 2013 were signed as a true record.

### **2281 Procurement Update – Framework of Strategic Control (AP/OM/1592)**

Paul Frammingham introduced the paper which sought re-approval of the Framework of Strategic Control for procurement activity and agreement on those contracts for which more detailed strategy papers require to be submitted for Board consideration.

Appendix 2 of the paper identified contracts which required to be procured during 2013-14 that were either above the European Union threshold or had an impact across the Authority.



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It was agreed that as there would be no fundamental changes to the requirements for the provision of services for emergency response and call out to surface hazards there was no requirement to prepare a strategy paper for Board consideration.

There was, however, a requirement to produce a paper for Board consideration at the December 2013 meeting which reviewed the implementation of the internal ICT service provision and provided an overview of the contractual arrangements in place with service providers.

## **Action – Paul Frammingham**

Reference was made to sustainable procurement and for the need to continue to develop the health, safety and environment ethos in all procurement activities throughout 2013-14.

## **Action – Paul Frammingham**

The Board:

- (i) approved the Framework of Strategic Control for procurement activity and agreed contracts for which it would like to receive more detailed strategy papers;
- (ii) noted progress made during 2012-13 and the ongoing priorities for 2013-14; and
- (iii) agreed that a further procurement strategic control update paper be prepared for consideration in June 2014.

## **2282 Risk Appetite (AP/OM/1593)**

Paul Frammingham introduced the paper which had been produced to facilitate a debate to confirm the Board's risk appetite as mapped against the Board's objectives for 2013-14. Although the Authority was reasonably risk mature and had good risk processes in place, there was still a need to implement further action across the organisation to enhance the risk management culture as outlined in the paper.

Reference was made to the Board risk appetite output grid produced following the risk workshop in 2012. It was agreed that although the grid gave a consensus view of the risk appetite of the Board against the objectives for 2013-14, its usage would have to be determined on a project by project basis.



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The Audit Committee will review the risk management process in November 2013 and then determine whether it should be referred back to the Board.

## **Action – Paul Frammingham**

It was agreed that all future Board decision papers should include within the risk appraisal section a contextualisation to the risk grid by means of a reference.

## **Action – Philip Lawrence**

### **2283 Information Risk Management and Appetite (AP/OM/1594)**

Paul Frammingham introduced the paper which provided an update on the approach adopted in order to manage information risk and sought approval of the revised Information Risk Management Policy which was attached to the paper at Appendix B.

To ensure effective governance of the Authority's information assets throughout their life a number of processes, procedures and roles have been defined. These are audited annually by way of an Information Assurance Maturity Model (IAMM) assessment.

The next IAMM assessment is due to take place in July 2013. It is believed that the Authority now has the appropriate proportionate controls in place and the outcome of the audit is awaited.

The Board:

- (i) noted and were comfortable with the proportionate governance arrangements adopted by the Authority to manage information risk; and
- (ii) approved the Information Risk Management Policy.

### **2284 Stakeholder Management Discussion Paper (AP/OM/1595)**

Philip Lawrence introduced the paper which set out the principles that have been adopted to produce a more focussed stakeholder management strategy to assist with the delivery of the five year plan.

A stakeholder classification by influence and interest grid utilising an Institute of Directors developed methodology has been produced to identify stakeholders level of influence, interest and impact in assisting the Authority with delivering its five year plan.

It was agreed that stakeholder management will be fluid with stakeholders moving both ways on the grid depending on the activities being undertaken at a particular time within the plan period. The quarterly report to the Board should



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focus on stakeholder activities in the coming three months and include media relationships.

A similar strategy is to be developed for stakeholder management below Strategic Management Team level which will focus on developing operational relationships necessary to deliver the five year plan.

The Authority was considering its position in having a central management structure in place to provide a coordinated, effective response to activities that arise in Scotland.

**Action – Philip Lawrence**

## 2285 **Board Objectives for 2013-14 (AP/OM/1596)**

The Board:

- (i) formally adopted the Board objectives for 2013-14 as set out in the paper; and
- (ii) agreed that progress against the objectives for 2013-14 will be reviewed at the Board meeting in December 2013 and subsequently communicated to all staff.

## 2286 **Any Other Business**

- (i) Dr Helen Mounsey OBE

Stephen Dingle on behalf of the Authority congratulated Helen Mounsey on being awarded the OBE in the Queen's birthday honours. This award reflects the work Helen has overseen in her tenure as Chairman of the Authority.

- (ii) Chair

Stephen Dingle reported that he will be on leave between 21 June and 5 July 2013. Tricia Henton, as Senior Independent Director, will deputise during this period.

## 2287 **Date and Time of Next Meeting**

It was noted that the next Board Meeting is scheduled to take place on 20 August 2013.