



The Coal  
Authority

---

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

**Held at the Coal Authority, 200 Lichfield Lane, Mansfield,  
Nottinghamshire on Tuesday 20 May 2014**

---

### **Present:**

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

### **In Attendance:**

Lisa Lax  
John Delaney  
Stephen Speed

### **2302 Minutes of the Two Hundred and Eleventh Meeting of the Board held on 22 October 2013**

The minutes of the Two Hundred and Eleventh meeting of the Board held on 22 October 2013 were signed as a true record.

### **2303 Matters arising from the Minutes of the Two hundred and Eleventh Meeting of the Board held on 23 October 2013**

#### **(i) Minute 2298(i) – Risk Appetite (AP/OM/1593)**

Philip Lawrence confirmed that the staff workshops had taken place and that the new risk reporting methodology had been adopted.



# The Coal Authority

(ii) Minute 2298(iii) – Reputational Management Communications (AP/OM/1603)

Paul Frammingham stated that the Audit Committee had considered the risk associated with the adoption of the social media policy at its meeting on 5 November 2013.

(iii) Minute 2300 – Board Objectives (AP/OM/1614)

Stephen Dingle said that the paper documenting progress against the Board objectives 2013-14 had been produced and discussed by the Board at its meeting in December 2013.

**2304 Framework of Strategic Control – Procurement Update (AP/OM/1655)**

Paul Frammingham introduced the paper which had been produced to provide the annual update on contracts reserved for Board approval as required by the framework of strategic control. The paper also included a review of the key individual contracts to be procured in 2014-15 which was attached at Appendix 1.

During discussion it was confirmed that work was ongoing with procuring the required professional indemnity insurance for commercial advisory work.

The Board re-approved the framework of strategic control for procurement activity and agreed the detailed strategy papers required to be brought to the Board during 2014-15.

**2305 Board Objectives for 2014-15 (AP/OM/1656)**

Stephen Dingle introduced the paper to which were attached the proposed Board objectives for 2014-15 together with the Board responsibilities and behaviours document.

The objectives had been developed following the Board debate in March 2014 and the subsequent individual suggestions made by Members.

During discussion a number of additions to the responsibilities and behaviours document were identified and agreed.

The Board adopted the objectives set out in the paper for 2014-15 and agreed the responsibilities and behaviours subject to the agreed changes being made.



**2306 Terms of Reference for Audit Committee, Safety, Health and Environment (SHE) Committee and HR & Remuneration Committee (AP/OM/1657)**

Paul Frammingham introduced the paper in compliance with the requirement for the Board to annually review the Audit Committee, SHE Committee and HR & Remuneration Committee terms of reference which were attached as appendices to the paper.

During discussion it was agreed that whilst the terms of reference were all functionally correct, the quorum for the HR & Rem committee should be increased from 2 to 3 and that the three documents should be harmonised during the coming year.

**Action – Stephen Redmond**

The Board approved the revised terms of reference for the SHE Committee and the terms of reference for the Audit and HR & Remuneration Committees.

**2307 Freedom of Information Act Publication Scheme Review (AP/OM/1658)**

John Delaney introduced the paper which provided an update on the impact of the Freedom of Information Act 2000 on the Authority and satisfied the Board's requirement for a periodic review of the FOI Publication Scheme.

During discussion reference was made to the exchanges of correspondence with a Senior Case Officer from the Information Commissioner's Office who had been tasked with the investigation into our refusal to provide the information requested under Environmental Information Regulations 2004.

The Board:

- (i) acknowledged that the obligations of the Authority under the Freedom of Information Act 2000 continue to be met; and
- (ii) noted that further periodic updates will be made to inform it about the management of requests.

**2308 Board Members' Interests for Publication on the Authority website (AP/OM/1659)**

John Delaney introduced the paper which had been produced to confirm Members' interests were current prior to their publication on the Authority's website and being referred to in the Annual Report and Accounts for 2014-15.



# The Coal Authority

During discussion a number of minor updates to Members' Interests set out at Appendix 1 of the paper were identified.

The Board agreed that:

- (i) Board Members' interests following being updated are published on the Authority's website with the link referred to in the Annual Report and Accounts for 2013-14;
- (ii) Board Members had been reminded of the obligations upon them that interests are recorded in full and maintained up to date and that all hospitality offered, accepted or declined is also disclosed promptly and recorded in the Gifts and Hospitality Register in accordance with the Gifts and Hospitality Policy; and
- (iii) a paper should continue to be presented annually to the Board asking Board Members to confirm their interests prior to their publication by reference to the Authority's website in the annual report.

## **2309 Date and Time of Next Meeting**

It was noted that the next Board Meeting is scheduled to take place on 17 June 2014.