



The Coal
Authority

MINUTES of the Two Hundred and Twenty Fourth Meeting of the Board

**Held at the Thistle Cardiff City Centre Hotel, Parc Place,
Cardiff on Tuesday 17 March 2015**

Present:

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

In Attendance:

John Delaney
Lisa Lax

2320 Minutes of the Two Hundred and Twenty Third Meeting of the Board held on 20 January 2015

The minutes of the Two Hundred and Twenty Third meeting of the Board held on 20 January 2015 were approved.

2321 Corporate Governance – Review of Standing Documents and Board Members' Interests (AP/OM/1696)

The Corporate Manager introduced the paper which provided the Board with the opportunity to review standing documentation to confirm that it was still fit for purpose and to review Board Members' interests to ensure that the appropriate transparency is achieved.

The Framework document attached at Appendix 1 identified the changes proposed by the Department of Energy and Climate Change (DECC) monitoring team and the Chief Executive which reflected the points made in the Triennial Review findings on formal inductions and guidance on political impartiality.



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The Terms of Reference for the three Board Committees were attached at Appendix 2 for information. Bob Spedding added that the Audit Committee will review its Terms of Reference on 22 April 2015.

Action – Paul Frammingham

Details of Board Members' current interests were attached at Appendix 3 and these will be published on the Authority's webpage.

Stephen Dingle requested that the Board should review the Hospitality Register on an annual basis and that this will be brought to the meeting on 19 May 2015.

Action – John Delaney

The Board reviewed the minor amendments proposed and approved the:

- (i) Framework of Agreement between DECC and the Authority;
- (ii) Terms of Reference for the Audit, HR & Remuneration and Safety, Health & Environment Board Committees. The Audit Committee Terms of Reference to be further reviewed by the Committee at its meeting in April 2015;
- (iii) Standing Orders.

2322 Freedom of Information Act 2000 and Environmental Information Regulations 2004 Requests (AP/OM/1697)

John Delaney introduced the paper which provided an update on the impact upon the Authority of the Freedom of Information Act (FOI) 2000 and the Environmental Information Regulations (EIR) 2004 and provided a review of the Authority's FOI Publication Scheme.

In 2014 the Authority received 46 FOI requests. A number of these were from private companies seeking marketing information. We received 2 requests under EIR in October 2013 which were refused. These were referred to the Information Commissioner's Office who found in favour of the complainants and ordered the release of the datasets requested save for third party data.

Our complaints handling was reviewed in late 2014 which led to the Board approving our revised Complaints Handling Procedure in November 2014.



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The Board:

- (i) acknowledged that the obligations of the Authority under the Freedom of Information Act and Environmental Information Regulations 2004 continue to be met; and
- (ii) noted that further periodic updates will be made to inform the Board about the management of requests.

2323 **Date and Time of Next Meeting**

It was noted that the next Board Meeting is scheduled to take place on 19 May 2015.