



MINUTES of the Two Hundred and Thirty Second Meeting of the Board

**Held at the Coal Authority, 200 Lichfield Lane, Mansfield,
Nottinghamshire on Tuesday 17 May 2016**

Present:

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

In Attendance:

John Delaney
Richard Hughes
Lisa Lax

2336 Minutes of the Two Hundred and Thirty First Meeting of the Board held on 15 March 2016

The minutes of the Two Hundred and Thirty First meeting of the Board held on 15 March 2016 were signed as a true record.

2337 Matters Arising from the Two Hundred and Thirty First Meeting of the Board held on 15 March 2016

(i) Minute 2333(i) – Coal Authority Framework Document

Stephen Dingle confirmed that the Coal Authority framework document had been amended to reflect the role of the Chair in appointing the Chief Executive. Paul Frammingham added that the document was gender neutral throughout.



The Coal Authority

(ii) Minute 2333(ii) – Audit Committee Terms of Reference

Paul Frammingham said that paragraph 4.3 had been amended to read “The internal and external auditors shall normally attend meetings of the Audit Committee”.

(iii) Minute 2333(iii) – Standing Orders

Paul Frammingham stated that the second heading had been amended to read “Chair of Meeting”.

(iv) Minute 2333(iv) – Board Members’ Interests

Stephen Dingle had provided his revised details following the last meeting of the Board.

(v) Minute 2333(v) and (vi) – Framework of Strategic Control

Paul Frammingham confirmed that the relevant pages in the framework of strategic control had been amended and circulated to Board members. Work on rebranding the document will commence later this financial year.

2338 Review of Gifts and Hospitality Register (AP/OM/1734)

Philip Lawrence introduced the paper which provided the Board with an update on the Authority’s gifts and hospitality register for the period 1 April 2015 to 31 March 2016. It was confirmed that the organisation understood the gifts and hospitality policy requirements. Reference was made to the need for standardisation in recording Authority staff names.

Action – Philip Lawrence

Discussion focussed on disclosure and it was agreed that this should only be recorded for staff being offered gifts and hospitality due to their position within the Authority.

An update to be produced for Board consideration on an annual basis.

Action – Philip Lawrence

The Board noted the contents of the paper.

2339 Date and Time of Next Meeting

It was noted that the next Board Meeting is scheduled to take place on 14 June 2016.