



	<b>239<sup>th</sup> Meeting of the Board</b>
<b>Date:</b>	21 March 2017
<b>Time:</b>	9:30am
<b>Location:</b>	200 Lichfield Lane, Mansfield NG18 4RG
<b>Present:</b>	Stephen Dingle, Chair Philip Lawrence Paul Frammingham Simon Reed Bob Spedding Tricia Henton Gemma Pearce
<b>In attendance:</b>	Richard Hughes Lisa Stanger Clare Wastenev Jeremy Cousins, BEIS
<b>Apologies:</b>	Steve Wilson

2355	<b>Welcome</b>  Stephen Dingle welcomed Jeremy Cousins from BEIS to the meeting.
2356	<b>Apologies for Absence</b>  Apologies for absence were received from Steve Wilson.
2357	<b>Declarations of Interest</b>  There were no declarations of interests.
2358	<b>Minutes of the Two Hundred and Thirty Eighth Meeting of the Board held on 17 January 2017</b>  The minutes of the Two Hundred and Thirty Eighth Meeting of the Board held on 17 January 2017 were signed as a true record.

2359	<p><b>Procurement – Framework of Strategic Control (AP/OM/1783)</b></p> <p>The Board agreed to receive an update on the software support and maintenance contract at the May Board meeting. The Board delegated approval to the Executive Leadership Team in order to procure other strategic contracts as outlined in the report. These contracts were deemed business as usual.</p>
2360	<p><b>Corporate Governance – Review of Standing Documents and Board members’ Interests (AP/OM/1784)</b></p> <p>Paul Frammingham introduced the paper which detailed that no major changes have been made to the Framework Agreement between the Department for Business, Energy and Industrial Strategy (BEIS) and the Authority. The report provided the Board with the opportunity to review standing documents to confirm that they are still correct and relevant. The paper also gave the opportunity to review Board Members’ interests to ensure appropriate transparency is maintained.</p> <p>Gemma Pearce requested that the Board noted that alignment as to certain terms of reference are required for HR &amp; Remuneration Committee.</p> <p>The Board approved the report and noted the position to review Standing Orders and Board members’ interests on an annual basis.</p>
2361	<p><b>Access to information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004; correspondence with Members of the Scottish Parliament, Members of Parliament and Welsh Assembly Members, and complaints process (AP/OM/1785)</b></p> <p>The Board noted the Authority’s obligations under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.</p> <p>Tricia Henton also advised the Board that the reports should also make reference to the Freedom of Information (Scotland) Act 2002 and Environmental information (Scotland) regulations 2004.</p> <p>To date a total of 82 Freedom of Information and Environmental Information Regulation requests have been made during the year 2016/2017. All have been answered within the 20 working day requirement.</p> <p>During 2016/2017, the Authority received correspondence from 21 Members of Parliament, 3 letters from Members of the Scottish Parliament and 3 letters from Welsh Assembly Members.</p> <p>The Board noted:</p> <ul style="list-style-type: none"> <li>(i) that the obligations on the Authority under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 continue to be met;</li> <li>(ii) the Authority is currently subject to two legal challenges in relation to</li> </ul>

	<p>historic overcharging for the supply of information under the Environmental Information Regulations;</p> <p>(iii) the complaints handling process is currently under review;</p> <p>(iv) that further periodic updates will be made to inform it about the management of requests.</p>
2362	<p><b>Review of Gifts and Hospitality Register (AP/OM/1786)</b></p> <p>Philip Lawrence introduced the paper which detailed that the current policy in place for the declaration of gifts and hospitality.</p> <p>The Board noted the register and the effectiveness of the policy.</p>
2363	<p><b>Any Other Business</b></p> <p>There was no other business to discuss</p>
2364	<p><b>Date and Time of Next Meeting</b></p> <p>It was noted that the next Board Meeting is scheduled to take place on 16 May 2017.</p>