



	247th Meeting of the Board
Date:	23 March 2018
Time:	09:30
Location:	200 Lichfield Lane, Mansfield NG18 4RG
Present:	Stephen Dingle, Chair Paul Frammingham Philip Lawrence Gemma Pearce Simon Reed Bob Spedding Lisa Stanger Steve Wilson
In attendance:	Clare Wasteney

2365	Apologies for Absence There were no apologies for absence.
2366	Declarations of Interest There were no declarations of interests.
2367	Minutes of the Two Hundred and Thirty Ninth Meeting of the Board held on 21 March 2017 The minutes of the Two Hundred and Thirty Ninth Meeting of the Board held on 21 March 2017 were signed as a true record.
2368	Minutes of the 112th Audit Committee Meeting held on 19 January 2018 The Board received the minutes of the 112 th Meeting of the Audit Committee held on 19 January 2018. Bob Spedding provided a short verbal update in relation to the 113 th Meeting of the Audit Committee held on 22 March 2018. Two previous audit measure controls in

	<p>relation to HR and BOSS had now been rated as green following extensive work within the teams.</p> <p>Verbal updates had been provided to the Audit Committee in relation to items on Cyber security and GDPR Implementation. A standing item on GDPR will be considered at Audit Committee until implementation has been embedded.</p>
2369	<p>Minutes of the 12th SHE Committee held on 26 January 2018</p> <p>The minutes of the 12th SHE Committee held on 26 January 2018 were introduced by Steve Wilson who confirmed that the safety climate survey had now been completed. The SHE Committee had also discussed in detail actions that need to be undertaken in order to address the increase in ill health absence in particular the increase in absence due to stress and mental health. This is now closely monitored by the Executive Leadership Team. Lisa Stanger is to be the lead co-ordinator in relation to the monitoring of the strategy on mental health which will sit alongside the HR and Remuneration Committee but will also feed into the SHE Committee.</p> <p>An incident at Churchfield, a cable strike at West Allotment and an overturning excavator at Murray's Burn, Ormiston were also discussed in detail at the SHE Committee.</p> <p>The Board noted that the SHE Committee in September would be held off site.</p> <p>The Board also noted that a personal injury claim in respect of the Churchfield Incident had now been received.</p> <p>Whilst the Board took note of the minutes, the Board continues to take all issues regarding health and safety seriously and wishes to be fully apprised as to the work that the Committee is undertaking and to be kept up to date with key issues and actions.</p> <p style="text-align: right;">Action – Simon Reed</p>
2370	<p>Feedback on the 74th HR and Remuneration Committee held on 26 February 2018</p> <p>Gemma Pearce gave a verbal update following the HR and Remuneration Committee held on 26 February 2018. Gemma echoed the work that was being undertaken in relation to the mental health and wellbeing strategy and this would also follow through into the work of the SHE Committee.</p> <p>A review of the structure in relation to pay and reward is also being undertaken by an external organisation to ensure that pay structure is aligned to the forthcoming Business Plan and organisational strategy.</p> <p>The Committee had also noted the excellent work undertaken jointly with HR, Finance and ICT in relation to HR controls as referred to in the verbal update on the Audit Committee.</p> <p>The next HR and Remuneration Committee will be held on 14 June 2018.</p>

2371	<p>Corporate Governance – Review of Standing Documents and Board Members’ interests (AP/OM/1821)</p> <p>The Board continue to strive for best practice and annually review corporate governance and review standing documents. There has been no major change to the Framework Agreement between the Department for Business, Energy and Industrial Strategy and the Coal Authority. Philip Lawrence advised the Board that further minor amendments to the Framework of Strategic Control were required. This was to reflect the role of the Director of People and Transformation. This would be reviewed at the Board meeting to be held in May 2018.</p> <p style="text-align: right;">Action – Philip Lawrence</p> <p>The terms of reference for the Audit, HR and Remuneration and Safety, Health And Environment Committees were also reviewed and approved by the Board.</p>
2372	<p>Access to information under the Freedom of Information Act 2000 and Environmental Information Regulations 2004; Subject Access Requests; correspondence with Members of the Scottish Parliament, Members of Parliament and Welsh Assembly Members and complaints process (AP/OM/1822)</p> <p>The Board noted the Authority’s obligations under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.</p> <p>To date a total of 58 Freedom of Information Requests has been received and 5 Environmental Information Regulation requests have been made during the year 2017/2018. All have been answered within the 20 working day requirement. Only one Freedom of Information requestor asked for an internal review and there have been no requests for appeal.</p> <p>There has been no substantial communication since December 2016 in relation to two potential legal challenges under the Environmental Protection Regulations.</p> <p>There have been 6 Subject Access Requests made in accordance with the Data Protection Act 1998 and only one was rejected due to the failure to provide formal identification.</p> <p>During 2017/2018 the Authority received correspondence from 10 Members of Parliament, 5 letters from Members of the Scottish Parliament and one letter from a Welsh Assembly Member.</p> <p>During 2017/2018, the Authority received 23 complaints about its services and decision making.</p> <p>The Board noted that:</p> <ul style="list-style-type: none"> (i) the obligations on the Authority under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 continue to be met; (ii) the complaints handling process is currently under review to ensure that complaints are handled in a consistent manner in line with the process;

	(iii) further periodic updates will be made to inform it about the management of requests.
2373	<p>Review of Gifts and Hospitality Register (AP/OM/1823)</p> <p>Philip Lawrence introduced the paper which detailed the current policy in place for the declaration of gifts and hospitality. There were no matters that needed to be brought to the attention of the Board.</p>
2374	<p>Board Meeting Dates in 2019 (AP/OM/1824)</p> <p>Stephen Dingle introduced the paper regarding the Board meeting dates for 2019. All dates were agreed by the Board.</p>
2375	<p>Any Other Business</p> <p>There was no other business to discuss.</p>
2376	<p>Date and Time of Next Meeting</p> <p>It was noted that the next Board Meeting is scheduled to take place on 17 May 2018.</p>