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| <b>Meeting title:</b> | 260 <sup>th</sup> Meeting of the Coal Authority Board  |
| <b>Date:</b>          | 14 November 2019   |
| <b>Time:</b>          | 09:30  |
| <b>Location:</b>      | Hub 1, Mansfield   |
| <b>Present:</b>       | Stephen Dingle<br>Paul Frammingham<br>Gemma Pearce<br>Lisa Pinney MBE<br>Jayne Scott<br>Steve Wilson   |
| <b>In attendance:</b> | Karma Harvey<br>Clare Wastenev<br>Susan Ford   |
| <b>2412</b>           | <b>Chair's announcements</b><br>Stephen Dingle welcomed Karma Harvey to her first meeting as the acting director for Strategy and Performance.   |
| <b>2413</b>           | <b>Apologies for absence</b><br>Apologies were received from Lisa Stanger, Richard Bond and James Lowth.   |
| <b>2414</b>           | <b>Declaration of Interests</b><br>No interests were declared.   |
| <b>2415</b>           | <b>Safety and Well Being Moment</b><br><br>There was a discussion around the safety of portable electric heaters in the Mansfield offices. It was suggested that the Authority's insurance policies are checked to see if there are any exclusions relating to the use of portable heaters. It was noted that portable heaters also escalate energy costs and our carbon footprint.<br><br><b>ACTION - Paul Frammingham</b><br><br>The poor weather conditions were discussed. Messages have been shared within the organisation to remind people to take extra care in wet and wintry conditions. |
| <b>2416</b>           | <b>Minutes of the Meeting held on 14 March 2019</b><br>The minutes of the two hundred and fifty-ninth meeting of the Board held on 14 March 2019 were agreed and signed as an accurate record.   |

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| 2417 | <p><b>Matters arising from the Meeting held on 14 March 2019</b></p> <p><b>Minute 2408</b> - Clare Wastenev confirmed that the final version of the Board's objectives had been circulated.</p>  |
| 2418 | <p><b>Code of Conduct and Declarations of Interest Policy</b></p> <p>Clare Wastenev introduced the report. The revised policy incorporates best practice and learning from other organisations. The Board welcomed the revised policy.</p> <p>It was confirmed that the revised policy does not replace the existing declaration process for Board members.</p> <p>The Board endorsed the Code of Conduct and Declaration of Interests policy, subject to minor typographical amendments provided.</p> |
| 2419 | <p><b>Any Other Business</b></p> <p>Stephen Dingle confirmed that the interviews for the Authority's new chair had taken place. Because we are in a formal pre-election period the process is now paused until new Ministers are in place and able to consider the appointment. The Board will be kept updated.</p> <p>It was noted that January's meeting will take place off site and include a Board development session.</p>   |
|      | <p><b>Date and time of the next meeting: Thursday 23<sup>rd</sup> January 2020, 12:30</b></p>  |