



Recovering Energy from Waste

## Board Meeting Minutes

**Monday 30<sup>th</sup> April 2018**  
**10.00am at the Registered Office**

Present: R Gray (Chairman)  
P Johnson  
C West  
K Starkey  
C Penson

In attendance: B Hastie  
S Kaur - Minute Taker

	Action
<p>1. <b>Minutes of Previous Meeting</b> The minutes of the previous meetings held on 19<sup>th</sup> February 2018 were agreed.</p> <p>2. <b>Matters Arising</b> No matters arising</p> <p>3. <b>Environment, Health &amp; Safety Report</b> Mr Starkey began his report by referring to the trend charts for injury frequency rate and gave a summary of injuries by type.</p> <p>There was 1 injury reported in March where a contractor bruised his hand whilst working on the grate. The injury was minor with the contractor returning immediately to work.</p> <p>There were 2 damage incidents reported, no environmental incidents and no environmental complaints received. There was 1 instance of abnormal operation where CEMs data was lost on unit 1 which was reported to the EA.</p> <p>Mr Starkey to arrange for Mr Hastie to visit the site for a plant tour, presentation and to watch the new induction video.</p>	K Starkey

<p>Mr Starkey concluded his report by referring to the 2018 Improvement Programme. Item 8, due date to be amended. All projects are on track to be completed within the designated timescales.</p>	<p>K Starkey</p>
<p><b>4. Commercial Report</b> Mr Starkey updated the Board on the current status of issues relating to certain waste contracts.</p>	
<p><b>5. Company Performance Report</b> Mr Starkey presented the Plant Performance for the year ended 31<sup>st</sup> March 2018.</p> <p>Waste throughput was 7% ahead of budget and 2% ahead of last year. A and B shareholder waste throughput was 10% lower than budget and 5% lower than last year. C Shareholder waste throughput was 9% lower than budget and 12% lower than last year. Non shareholder waste was 55% ahead of budget and 18% higher than last year.</p> <p>A and B Shareholder waste accounted for 45% of total throughput compared with 48% for same period last year.</p> <p>Plant availability was 89% compared with a budget of 88% and a prior year performance of 91%, and average waste throughput per unit hour was ■■■ tonnes compared with a budget of ■■■ tonnes and a prior year performance of ■■■ tonnes.</p> <p>Electricity export was 10% higher than budget and 25% higher than last year due to the better throughput rates and unplanned availability, with the better than prior year performance explained by last year's G1 outage.</p> <p>Mr Penson reported to the Board on the Company's Financial Performance. The profit before tax and pension provision for the year is £10,575k which is £4,307k ahead of budget and £3,283k higher than last year. Revenues are £3,153k higher than budget due to higher than expected waste sales arising from the higher throughput rate and better availability. Electricity generation revenues are also £468k ahead of budget.</p> <p>Mr Penson commented on EfW costs which are £1,035k lower than budget due to cost savings in most categories.</p> <p>A cash dividend was declared at the year-end resulting in a cash outflow of £7,000k and a dividend in specie of £1,500k. The year-end cash position was £13.2m.</p>	

6.	<p><b>Business Risk Register</b></p>	K Starkey
	<p>Mr Starkey updated the Board on the items listed on the Business Risk Register.</p>	
	<p>The PDF document inserted in the Board pack is not very clear, to be expanded onto 2 pages. The actual electronic document to be circulated with the Board Pack as well.</p>	
7.	<p><b>Insurance Renewal 2019-19</b></p>	
	<p>The Insurance Renewal for 2018-19 was reviewed and noted by the Board.</p>	
8.	<p><b>Pensions</b></p>	
	<p>Mr Penson gave an update to the Board on the pension guarantee which had recently been signed with West Midlands Pension Fund.</p>	
9.	<p><b>GDPR</b></p>	
	<p><b>Privacy Policy</b></p>	
	<p>Mr Penson updated the Board on the Privacy Policy which was then discussed by the Board. As a result of this discussion, it was agreed Mr Penson will seek clarification on the following points and update Board members at the next meeting.</p>	
	<p>Mr Penson to update policy by substituting 'website' for 'site'.</p>	C Penson
	<p><b>Disclosure of your information</b></p>	
	<p>'We may share your personal data to selected third parties including analytics and search engine providers to assist us in the improvement and optimisation of our site.'</p>	
	<p>Mr Penson to ask Oyster to comment and clarify on to what extent it is likely the web site will actually be processing personal data on this basis.</p>	C Penson
	<p>'In the event that we sell or buy any business or assets, in which case we will disclosed your personal data to the perspective seller or buyer of such business or assets'.</p>	
	<p>Mr Penson to discuss with SHM whether this is necessary given we do not process customer data through the web site.</p>	C Penson
	<p><b>Duration of Storage and Personal Data</b></p>	
	<p>'We will hold personal data we collect via our site for a period of up to 3 months.'</p>	

<p>Mr Penson to check whether 3 months is the correct length of time.</p>	<p>C Penson</p>
<p><b>Data Protection Officer</b> Mr Johnson to seek advice from his internal specialist regarding the appointment of a shareholder data protection officer to act in the same capacity for the Company and provide the Company with a proposal for this service.</p>	<p>P Johnson</p>
<p><b>10. New Website</b> Mr Starkey and Mr Penson briefed the Board on the format of the new website. The Board approved the layout of the new web site.</p>	
<p><b>11. Senior Manager Bonus</b> The Board approved the payment of the senior managers' and directors' bonus in the May 2018 payroll.</p>	
<p><b>12. AOB</b> Mr Gray thanked Mr West for his contribution to the Board and support to the business over many years which was unanimously approved by the remainder of the Board.</p> <p>Mr Starkey asked Mr Hastie if he had received the dates for the future Management Review, Board and Shareholder Panel meetings. Mr Hastie said he wasn't sure and would check with his PA.</p>	<p>K Starkey</p>

**Dates of next meetings**

The dates of the next meetings were confirmed as:

- |                           |  |
|---------------------------|--|
| Management Review Meeting | Monday 4 <sup>th</sup> June 2018 commencing at 10.00am at the Registered Office    |
| Shareholder Panel Meeting | Wednesday 6 <sup>th</sup> June 2018 commencing at 4.00pm at Coventry City Council  |
| Board Meeting             | Thursday 12 <sup>th</sup> July 2018 commencing at 10.00am at the Registered Office |

There being no further business, the Chairman closed the meeting at 11.45am.

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Chairman