



Recovering Energy from Waste

Board Meeting Minutes

**Monday 4th November 2019
10.00 am at the Registered Office**

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

In attendance: S Kaur - Minute Taker

	Action
<p>1. Minutes of Previous Meeting The minutes of the previous meeting on 8th July 2019 were agreed and signed by Mr Gray.</p>	
<p>2. Matters Arising</p> <p><i>Audit Tender</i> Mr Penson informed Board members of progress on the audit tender, with tenders having been received but not yet evaluated</p> <p><i>Data Protection Officer (DPO)</i> Mr Penson updated Board members on advice received from solicitors Shakespeare Martineau that a DPO should be appointed by the Company. After exploring possible options, it has been decided that Elaine Price, Compliance & Performance Manager, will be appointed as DPO following appropriate briefing and training.</p>	
<p>3. Environment, Health & Safety Report Mr Starkey began his report by referring to the trend charts for injury frequency rate and he gave a summary of injuries by type.</p> <p>There were no injuries to persons reported during September however there was one injury in October involving an HWRC employee who strained a muscle in his calf.</p>	

There were 15 hazards and near misses reported in the month and 1 damage incident which was caused by the ash grab striking the pit wall barrier. There was one environmental incident reported internally which was not a breach of the environmental permit. All are being investigated/actioned via the appropriate management systems

During October the Environment Agency officer carried out a site audit. The recent environmental exceedance was discussed and closed with no further action. The audit was very positive.

Mr Starkey concluded his report by referring to the 2019 improvement plan, all actions are on target to be completed within the designated timescales.

4. Commercial Report

Mr Starkey updated the meeting on the impact of waste diversions arising from the total outage in September.

5. Company Performance Report

Mr Starkey presented the plant performance for the 6 months ended 29th September 2019.

A total plant outage took place in September to carry out a detailed bunker inspection as well as the usual common plant works. During the inspection planned repairs were carried out on the bunker with no significant structural issues identified, however this will be confirmed definitively by the completed plant structural survey which is expected to be finalised before the end of the year.

Mr Starkey will circulate the final structural survey report to the board as well as Andrew Walster and Alan Brown.

Waste throughput for half year was 3% ahead of budget and 1% lower than last year. A and B shareholder waste throughput was 13% lower than budget and 1% lower than last year. C shareholder waste throughput was in line with budget and 26% higher than last year. (Leicestershire County Council waste is classified as C Shareholder waste in the current year but is classified as non-shareholder waste for the first four periods of the prior year). A and B Shareholder waste accounted for 45% of total throughput compared with 44% for the same period last year.

Plant availability was 87% compared with a budget of 86% and a prior year performance of 89%, and average waste throughput per unit hour was ■■■ tonnes compared with a budget of ■■■ tonnes and a prior year performance of ■■■ tonnes.

Mr Starkey

	<p>Electricity export was 5% higher than budget and 1% lower than last year.</p> <p>Mr Penson reported to the Board on the Company's financial performance.</p> <p>The profit before tax and pension provision for the half year is £5,916k which is £1,186k ahead of budget and £800k higher than last year. This is partly due to higher revenues, arising from higher availability and a more favourable sales mix, and better electrical generation performance. It is also due to lower total EfW costs which are £289k below budget. There have been cost savings compared to the budget in most categories, notably transport and disposal, utilities and administration.</p> <p>Mr Penson presented a revised forecast for the year ending 31st March 2020. The forecast profit before interest, pensions and tax is £12.9m compared with a budget of £11.3m. The year-end cash position is forecast to be £11.5m, compared with a budgeted figure of £9.6m, due to a better than budgeted opening position, better forecast trading and lower capital expenditure.</p>
6.	<p>Review of Risk Register Mr Starkey updated the Board on the items listed in the Business Risk Register.</p>
7.	<p>Any other business No other business</p>

Dates of next meetings

The dates of the next meetings were confirmed as:

Management Review Meeting	Monday 2 nd December 2019 commencing at 10.00am at the Registered Office followed by a Board Meeting to discuss the Budget and Five Year Plan.
Shareholder Panel Meeting	Wednesday 22 nd January 2020 commencing at 4.00pm at Coventry City Council.
Board Meeting	Date to be confirmed.

There being no further business, the Chairman closed the meeting at 11.10am.

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Chairman