



OPEN BOARD MEETING

Minutes of the Meeting held on 1 October 2008

Innovation Centre, St Leonards on Sea

Present: Professor Ed Gallagher (Chair)
Gareth Llewellyn (Board member)
Paul Jefferiss (Board member)
Greg Archer (Board member)
Brian White (Board member)
Nick Goodall (Board member/CEO)

In attendance: Aaron Berry Head of Carbon and Sustainability (HC&S)
David Calderbank Head of Operations and Compliance (HO&C)
Malcolm Fendick Divisional Manager, DfT
Liz Rose Board Secretary

Apologies: none

ACTION

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- 1.1 Welcome to visitors – The Chair welcomed those attending the meeting and introduced the Board members and outlined the procedure for the first open Board meeting. Questions and comments were invited through the meeting when indicated. It was confirmed that the minutes of the meeting would be on the web site.
- 1.2 Review of first twelve months – The Chair thanked the staff who had been involved in the set up of the Renewable Fuels Agency. A summary of the background and comments received following the Gallagher review were given. Under the RTF Order two reports had already been published and the quarterly report was due shortly.
- 1.3 Look forward to the coming year – The CEO reported that he viewed the following year to be one of change following the request for the Gallagher review. There were also two EU directives which although the outcome would not be known for some time could influence the work of the RFA. It would be the Agency's intention to involve its stakeholders in as many various means and ways as possible.
 - 1.3.1 The Chair invited comments/questions from the audience.
- 1.4 CEO report – It was reported that the systems and reports were

good. The Agency was in the process of making arrangements not to continue using Shared Services from April 2009 as it had been considered not to be cost effective. There was a short discussion regarding the costs involved and why the situation had changed. The Board **agreed** with the decision to leave shared services. The Board were told of the work planned by the internal auditors and that a schedule for the annual review was in progress.

- 1.4.1 The CEO continued to report that the budget for the following 3 years was being prepared within the timescale as requested by the Department. This would include areas such as research, and other costs which at present were uncertain. The Board will be meeting later in the month to prioritise work and it was suggested that the process as well as the 2010/11 budget would be added to that agenda. NG
- 1.5 RTFO – HO&C reported that the systems were working well. It was noted that the work load for staff and companies is not as originally anticipated. The ROS system will need to be adjusted, however the Board were assured that care would be taken in respect of costs and staffing.
- 1.5.1 The Chair expressed the Board's thanks to the team on the timely reports that had been received.
- 1.5.2 The CEO had received a ministerial letter in regard to the first quarterly report which was due to be released in October. This report was being prepared and the Board were assured that there was confidentiality for commercially sensitive information. Companies had received a copy of their data ahead of the scheduled date and an embargoed copy would be sent out a day ahead of publication.
- 1.6 RTFO development – The Board were updated by HC&S on the EU directives. The criteria are being developed.
- 1.6.1 There is follow up work on Land use following the publication of the Gallagher Review. The last bulletin announced the development of stakeholder panels and a date is being arranged.
- 1.6.2 The Roundtable on Sustainable Biofuels has invited the RFA to attend discussions.
- 1.6.3 The RFA has also been asked to consider the findings of the AEA report on revising the carbon saving values assumed for Tallow. Consultants have produced a paper recommending a way forward. The RFA will be consulting later this year.
- 1.6.4 BW declared an interest in this item and did not take part in the discussion.
- 1.6.5 The Board were told of the communications that had been sent to stakeholders and the results of the recent opinion survey would be available during October. A workshop had been held by the

Department as a 'post Gallagher' consultation.

1.6.6 A meeting with verifiers had highlighted that there were questions about the clarity of the guidance. A proposal has been asked for and was expected shortly.

2 Topic discussion

2.1 A presentation was given from Jessica Chalmers, LowCVP on 'A sustainability labelling scheme'. At the end of the presentation JC invited questions from the audience.

2.2 GA declared an interest.

2.3 There was some discussion concerning a labelling scheme although no firm conclusion was reached.

3 Administration

3.1 Approval of minutes – The minutes were agreed subject to:
P3 'be reported' to read 'need to be approved in advance'
P4 to be added above new action 'costs not included in original budget'.

3.2 Matters arising – The matters arising showed all matters outstanding from previous Board. It was agreed that only those items, outstanding, arising from this meeting and closed after this meeting would be brought before the next meeting. It was requested that matters outstanding would give a brief dialogue as to the progress to date.

3.2.1 HR strategy – The revised strategy was **agreed** by the Board subject to the changes outlined to HO&C.

3.3 Internal Environmental Management – The strategy was not approved by the Board. It was **agreed** that comments on the strategy would be taken outside of the meeting and a revised strategy would be represented to a future Board meeting. The Chair enquired about the carbon budget which was under 'matters arising'. It was **agreed** that GL and HO&C would progress this and it would be presented to the April Board.

3.4 RTFO accreditation – A verbal update was given to the Board. This item highlighted the need for a paper to be drawn up outlining the priority work which needed to be scheduled into the RFA scheme of work. This paper would be presented to the Board by the CEO at the next Board meeting. NG

3.5 Audit Committee and Risk register – The Chair of the Audit Committee confirmed to the Board that the internal auditors would be presenting their report at the next Audit Committee's meeting. The

