

Note of Meeting - Renewable Fuels Agency Board

Date: Wednesday 21st November 2007
Location: Southside Building, Victoria Street, London
Time: 13.30 – 17.30

In attendance:

Board Members

Professor Ed Gallagher (Chair)
Gareth Llewellyn
Dr Paul Jefferiss
Brian White
Greg Archer

Representatives from the Department for Transport were also in attendance.

The Chair welcomed attendees to the first meeting of the RFA board. The Chair announced that an interim Chief Executive had been proposed to the Secretary of State for her approval.

The following decisions were taken:

- The Chair and interim Chief Executive will be the authorised signatories for the RFA;
- There will be an audit committee and a remuneration committee. The membership of these was agreed;
- The Carbon and Sustainability guidance could be released before the end of December 2007. A subgroup of the board was formed to ensure that this is achieved, subject to final DfT input;
- Advertisements for some of the key roles within the organisation will soon be advertised.

The following items were noted:

- The Code of Practice for Board Members and Board Standing Orders should be approved at the next meeting;
- Requests for press interviews had been received by the Chair and several had been accepted and completed;
- A biofuels inquiry by the Parliamentary Environmental Audit committee was currently in progress;
- There had been RFA representation at the recent opening of a bioethanol plant in Norfolk.

Updates were given on:

- Recruitment;
- Fraud and risk management;
- The budget.

The next meeting will be held at 1pm on 18 December 2007 at Southside, Victoria St, London.