

# MINUTES OF PECT BOARD MEETING

Held on Tuesday 24 April, 2007

6.00 pm

At the Green House, 4-6 Cowgate, Peterborough



**PRESENT:** Ken McKay (Chair), Chris Gerrard, Trevor Gibson, Mike Holland, Steve Magenis,  
**In attendance:** Hugh Cripps, Sharon Dawson (minuting), Rachel Huxley, Julia Chatterton (part)

## Action

### 1 Apologies

1.1 Andrew Heeler, Nick Sandford

### 2 The Peterborough Green Festival 2007

Julia Chatterton, Green Festival Co-ordinator, gave a presentation about the forthcoming Green Festival. This was well received and the Board thanked Julia for her work.

### 3 Minutes of 27 February 2007

3.1 Minutes of 28 March 2007 were agreed as a true record.

### 3.2 Matters Arising

3.2.1 **2.2.2** KMck, NS and AH still have to find a mutual date for a meeting regarding Succession Planning for the Board.

KMc/NS/  
AH

3.2.2 **2.2.5** HC confirmed to MH that the video 'An Inconvenient Truth for Peterborough' was on PECT's website. SM stated that he couldn't view the video from one of the links – SD to check links (postscript – all links correct – not a problem our end HC checked both links at home and no problems found).

SD

3.2.3 **5.1** HC has received a letter of comfort from EST and he has circulated an email to staff updating them on the situation.

3.2.4 **6.2** No requirement for a PCL Board Member to have specific responsibility for PCL's H&S.

3.2.5 **6.3** – Issue of carrying boxes up the stairs has been discussed at the recent Team Meeting. RH to do a note regarding deliveries must be delivered to the first floor. HC to check if PECT's insurance covers home workers.

RH

3.2.6 **7.4** – HC circulated a Company Members' biography form – this was approved by the Board and will be sent to Company Members.

HC

### 4 Finances

4.1 Management Accounts 2006/7

MH suggested putting a heading and date on the spreadsheets to prevent confusion. RH agreed.

There were no questions and it was agreed that the finances were looking sound at the end of the year.

RH

### 4.2 Budget 2007/08

4.2.1 RH confirmed that AES money was not being carried forward into PECT's 07/08 budget which accounted for the discrepancy between the carry forward sum of £813,413 from 06/07 and the starting balance of £750,112 at the start of the 07/08 financial year.

4.2.2 Money from Core has been transferred into the Sustainable Building Fund

4.2.3 MH asked whether PECT has a list of what is covered in the Core budget. RH said she would provide the Board with the assumption list for Core. RH would also provide the Board with figures for the Core budget that didn't include contributions from other projects. This would enable the Board to look at worst case scenario.

RH

## 5 Key Performance Indicators 2007

- 5.1 RH distributed an up-dated Greener Futures sheet.
- 5.2 AES - The March figures for AES were an estimate from RH as no figures had been available from MR as he was away on honeymoon. AES KPI's will in future go through PCL.
- 5.3 BeMS - KMck pointed out that the BeMS KPIs stated that BeMS had 14 new members since April 2007 – this should be changed to April 2006. MH asked whether BeMS did an exit interview with companies who were not renewing their membership. RH stated that BeMS was doing market research as part of their business plan and that she would add to the survey form a question asking why the company was leaving BeMS.
- 5.4 Eastex is down on its targets but HC pointed out that at the beginning of the project the targets had been a guesstimate and from a funder's point of view EEDA did not have issues with the figures.
- 5.5 SSC – the Board expressed their congratulations to SSC for securing third year of funding. KMck requested that SSC contact Malcolm Burch (Assistant Chief Executive, PCC) who had expressed interest to him in the SSC project. Everyone agreed that the SSC team has worked very hard and SM asked RH to pass on the Board's congratulations to them once again.

RH/CT

RH/IdB

## 6 Staffing Update

Lucy Langmaid has started as ESTACA Team Leader on 23 April.  
Carol Hardingham is starting as ESTACA Advisor on 30 April.  
Amanda Swinford, Greener Futures Co-ordinator, is leaving on Friday 27 April and PECT is currently in the process of recruiting an Environmental Educational Officer to replace her.

## 7 Staff Succession Planning

- 7.1 HC presented a paper to the Board with a timetable for implementation. PECT's appraisal system has been redesigned. The next round of appraisals will be done in July and the Personal Development Plans will be in place by then. The training policy will apply to all staff, with a cost to PECT of around £15,500 per annum. The Board agreed that it was good for PECT and its staff to be doing this planning. **The Board approved the details in the paper.**
- 7.2 Critical posts had been identified but the Board also stated that PECT should look at retaining any individuals who PECT would be reluctant to lose when funding for their project ran out. KMck stated that the Board would be willing to consider temporary funding such staff should there be a small gap between their project funding finishing and a new post becoming available.

## 8 Project Succession Planning

- 8.1 HC had circulated a paper to the Board together with a table detailing their contribution to core funding and measures being considered to mitigate the impact of coincidental expiry of contracts on the Trust.
- 8.2 Eastex – a business plan is being produced now to identify what is needed to run the project and to agree what Eastex will deliver post April 08 and to look at funding streams out there. SM suggested that PCL should look at the Eastex situation by July and if there is no funding forthcoming we should consider whether to look at it becoming a viable commercial project.
- 8.3 W.A.T.E.R. – Since writing the paper HC had been notified that although EEDA had been extremely keen on the idea their budget was fully committed and there would be no money from them to fund this project.

8.4 KMcK asked HC how that news would affect potential funding from EEDA for the Energy for Business. HC stated that he is dealing with this project via Will Spinner of PREP and that he should here very soon whether there will be any funding.

8.5 A discussion followed about other possible funding sources. HC said he would try to find time to do research on EU funding. He did not know what EAF's funds were for 2008/9 but they were pledging support to current projects. HC pointed out that PECT is currently recruiting a Marketing and Communications Officer and part of the post will be researching possible funding.

## **9 Agenda for Company Members' Meeting on 16 May**

9.1 It was agreed to take the BeMS project to the meeting and that it should be a proactive item for the Members so that we can use their ideas and views. RH will emails Members with an ideas' sheet so that preparatory work can be done prior to the meeting. RH to contact Opportunity Peterborough to ask them for the Environment Cluster group contacts and then contact members of the group to do market research on BeMS and bring the feedback to the meeting.

**RH**

9.2 KPIs to be given to Members at the meeting.

**RH**

9.3 HC will do an updated paper on Project Succession Planning.

**HC**

9.4 The Board will report on PECT's performance.

**KMcK**

9.5 The video - An Inconvenient Truth for Peterborough – to be shown.

9.6 HC gave notice that he would be on annual leave on 11 September and requested that the Members' meeting scheduled for this date be changed. There were no objections to changing the date.

## **10 Any Other Business**

10.1 CG invited the Board to attend a Great Fen reception at Peterborough Museum on Wednesday 9 May at 7.30 pm.

## **11 Date of Next Meeting**

Wednesday, 30 May 2007 at 6.00 pm at the PECT office.

The Meeting closed at 7.40 pm.