

MINUTES OF PECT BOARD MEETING

Held on Tuesday 30 May 2006

At the Green House, 4-6 Cowgate, Peterborough



PRESENT: Ken McKay (Chair) , Chris Gerrard, Trevor Gibson, Andrew Heeler, Mike Holland, Steve Magenis, Ian Ripley, Nick Sandford, John Tate,
In attendance: Hugh Cripps, Rachel Huxley, Sharon Dawson (minuting)

Action

1 Apologies.

None

2 Minutes of the Previous Meeting (26 April 2006)

6.6 Mark Randall to be Company **Director** as well as Company Secretary.

2.1 The word 'board' needs to be replaced by 'company' so that the sentence reads '**Action needs to be taken to increase company membership.**'.

4.3 It was suggested that how BeMS supports the Environment Capital vision needed to be looked at. No mention was made of who should do this. HC said that this would be done internally for circulation.

2.3 We need to create an open access to PECT and Minutes should be available to the public except for confidential matters, which will be available to Members only.

HC

Matters Arising

4.2 Greener Futures - Rachel Huxley and Amanda Swinford (Greener Futures Co-ordinator) have produced an action plan. A letter has been drafted to go out next week (this week being half-term). AS is due to go back to two schools, who were asked to assess the KS3 website, to test the website.

5.3 AH happy to pass ESTACA flyers to the property department at Hegarty who can distribute them to clients who are moving house.

6.1 AH has registered the name change of PECT Trading Ltd as PECT **Consultancy** Ltd. AH has the certificate in this name. There was no objection to the registered name. AH requires a fee of £10.00 for registering the new name.

HC

3 Finances

3.1 Financial Commentary

KMcK stated that the commentary was a good idea but felt that it could be more helpful to have a sentence or two of an overview. This would help directors see what's going on. There is no need to highlight tiny variances. It would be helpful to state whether the variance is up or down.

RH to also add a line reference in the commentary.

3.2 IR mentioned that ESTACA needs an Investment Strategy so that PECT can gain the maximum value from the money we receive. IR to first draft a paper by the end of June containing possible opportunities bearing in mind the Charity Commission rules and regulations. IR would welcome ideas from the Board. Following discussion on this paper the Board can then move on to producing an Investment Strategy.

3.3 PECT currently banks with the Co-operative Bank. PECT needs to consider whether it is getting best value by banking with the Co-op and whether we need to swap banks. The Co-op has an ethical policy and we need to balance concern over ethical trading with best value for PECT. HC is booked to see Stuart Berry from Barclays' Business Unit. PECT needs to decide parameters before drawing up a bank tender.

4 Staffing

- 4.1 Mathonwy Suter started with BeMS on 22 May 2006.
Clare Turner starts with BeMS on 5 June 2006.
Jean Roberts starts as ESTACA Tactical Manager on 17 July 2006.
Ashley Baxter starts as ESTACA Director on 24 July 2006.
- 4.2 Ashley Baxter will not be required to attend Board Meetings on a regular basis, only occasionally as required. HC confirmed that AB would attend the Senior Managers' Team Meetings within PECT.
- 4.3 Following an enquiry from TG as to whether there were any vacancies within PECT, HC confirmed that PECT will be at full strength come 24th July
- 4.4 IR emphasised the need for a Staff Succession Regime within PECT. HC agreed that PECT was vulnerable to staff losses and that the delegation went up the staff hierarchy rather than down or sideways, adding considerably to existing workloads. IR asked whether the Board would be prepared to pass on their skills and knowledge to key people. Members were happy to do this. IR will produce a paper but in the meantime Board Members can begin mentoring process. A personal profile of the member of staff will be given to the mentor and from meetings with the mentor a development plan can be built up. KMck confirmed that he was keen on staff development – PECT should not have to rely on members of the Board stepping into the breach as Ian Ripley has done as Interim Director of ESTACA.

IR

5 Performance Management

5.1 • Project KPIs

- 5.1.1 HC mentioned that a more simplified version will be produced so that the traffic lights and action plan are all on one sheet.
- 5.1.2 The Year to date target figure needs to be revised to show actual accumulated monthly target figures.
- 5.1.3 The traffic lights should be replaced by words rather than coloured graphics.
- 5.1.4 KPI papers to be reported and issued to the Board on a quarterly rather than monthly basis unless there is a particular issue HC or RH needs to bring to the Board's attention. Verbal reporting on a monthly basis.
- 5.1.5 HC emphasised that the KPIs are also a good management tools for staff and these will still be done on a monthly for internal reasons only.

MR

MR

5.2 • KPIs for Board Members

- 5.2.1 A discussion took place regarding KMck's paper of 22 May. It was agreed to approve proposals 1, 2 and 3 as they stood. Board members would move on to see if proposals 4, 5 and 6 were appropriate once they had completed the requirements of points 1, 2 and 3. **Agreed.**
- 5.2.2 HC handed out a copy of the Charity Commission's newsletter and also proposed that each director receive a copy of 'The Charity Trustee's Handbook' (published by Directory of Social Change). This was **agreed.**
- 5.2.2 Training for trustees was also discussed and it was agreed that it would be cheaper to arrange someone to come in for half a day to speak to everyone rather than paying for individual training. The training could be part of a Board Awareness Day.

HC

6 PECT Consultancy Ltd

- 6.1 AH confirmed that PCL is registered on Companies House.

6.2	A draft business plan needs to be reported to the next PECT Board Meeting on 27 June. The 1 st August was suggested as a start date, with a launch date to follow. IR emphasised that the business plan needs to include governance as well as funding policies.	HCMR
6.3	Mark Randall and Karen Vickers from AES will be transferred to PCL but will remain as PECT employees but their job descriptions and salaries should be reviewed. They will still be based at the Green House.	
7	Company Membership	
7.1	The Board discussed the paper that the Chief Executive had circulated regarding seeking new Company Members. IR left at 7.40 pm It was agreed that the Board should give the Chief Executive a list of potential members by 27 June and HC would draft a letter of invitation	All/HC
8	Delegation Schemes	
8.1	• PECT Delegation Scheme	
8.1.1	Budgetary control – last bullet point – ‘Project overspends (for items over £5k in any one month). The Board felt that this was not very clear. HC needs to take this sentence off and replace it with a clearer and more practical sentence.	HC
8.1.2	Reference to the ESG has been removed and delegation moved to The Board. .	
8.1.3	Projects, contracts and tendering – another sentence needs to be added – ‘Authority for use of single supplier if only one available’. Responsibility for this will be allocated to the Chief Executive.	
8.2	• PCL Delegation Scheme	
8.2.1	Projects, contracts and tendering – needs amending to show that anything at £25k or over needs PECT Board approval. This limit will be reviewed after 12 months.	
8.2.2	Insurance – The PCL Board should be added to the authority list. HC to check whether PECT’s Personal Indemnity Insurance will cover PCL.	HC
8.3	• ESTACA Delegation Scheme	
8.3.1	Administration – PECT’s delegation scheme for administration should be added to this scheme to show that ESTACA are PECT employees and follow PECT’s delegation scheme with regard to Health and Safety, Human Resources and Insurance.	
8.3.2	Policy and performance – Monthly reporting against EST contractual requirements – this should read ‘Monthly report to EST and PECT against EST contractual requirements’.	
8.3.3	Staff – Formal disciplinary procedures – this should be marked against the Director only. The TM, MM and CRM should not have authority.	
9	Green Festival Programme	
9.1	A successful Green Festival launch was held on Saturday 27 May. PECT has established a good relationship with the designers of the programmes (Wave Communications) and the cost of producing the programme was £500 rather than £5,000. Five thousand ESTACA postcards had been distributed with the programmes.	

- 9.2 NS recommended that the use of bands at the Green Festival be assessed for future years as it had been difficult to talk to stallholders with the loud music. RH confirmed that feedback forms had been issued to participants and that we were awaiting their return to assess their reaction. HC added that the Green Festival Wash up meeting is scheduled for 12 June and that would be an opportunity to discuss feedback.
- 9.3 The event this year had been co-ordinated externally by England Marketing following the Environment Agency's recommendation. However HC was keen to see it come back in-house in the future.
- 9.10 HC is seeking to secure £10k funding from Caterpillar for next year. Approximately £17-£18k is needed to run the festival so further sponsorship is required. English Nature has in the past put money into the event but we will have to wait to see what the situation will be when Natural England takes over from English Nature.

10 Any Other Business

- 10.1 The Board had received a letter from Rawlinsons, PECT's auditors, via the Chief Executive. HC had been asked to draw this letter to the attention of the Board. It was a request for any known information regarding fraud prior to commencement of their annual audit at PECT. All members confirmed that they had no knowledge of any actual, suspected or alleged fraud affecting the company. HC will reply to Rawlinsons. The PECT audit is underway and the auditors will be here all week.
- 10.2 SM reported that Opportunity Peterborough was sold on the idea of Peterborough as Environment Capital. KMck confirmed this and reported that Opportunity Peterborough was selling Peterborough as a city of quality and that the Environment Capital idea ties in with this. Opportunity Peterborough is especially keen to include the embankment area in the city centre development and there could be building opportunities here for PECT to consider. As a Board, PECT should keep a close eye on developments.
- 10.3 KMck asked SD to let him know what had been minuted regarding the re-election of Boar Members

HC

11 Date of next meeting

Tuesday 27 June 2006, 6.00 pm at The Green House.