



**Minutes of OGA Board meeting on 9 July 2018  
21 Bloomsbury Street, London and teleconference**

<b>Members</b>	<b>In attendance</b>
Frances Morris-Jones Chair	Russell Richardson Company Secretary
Mary Hardy (by 'phone) Non-executive Director	Fiona Gruber Board Secretary
Robert Armour (by 'phone) Non-executive Director	
Nic Granger Chief Financial Officer	
Emily Bourne Shareholder Representative Director	
<b>Apologies</b> Andy Samuel Chief Executive	

**1. Welcome and introductions**

The Chair welcomed directors to the meeting.

**2. Minutes and matters arising**

The board approved the minutes of the May meeting without amendment.

**3. Conflicts of interest**

No conflict of interest with any agenda item, nor as a result of new appointments, was declared by any member of the board.

**4. Remuneration committee report**

The Chair reported that on 17 May the committee approved the proposed bonus payments for all staff and the pay award. There was a brief discussion on succession planning, which will be taken further by the board in September. The minutes have been circulated and approved.

**5. Audit and risk committee report**

The Chair of the audit and risk committee reported that on 27 June the committee had discussed the 2017-18 annual report and accounts and had received the audit completion report from the NAO. Subject to the Company Secretary incorporating some comments, the committee recommended the report and accounts to the board for approval.

She further reported that the internal auditor had presented an interim audit report; the CFO presented the cyber security dashboard; and the Company Secretary updated the committee on data protection compliance.



Oil & Gas  
Authority

Company number: 09666504

**6. Approval of annual report and accounts**

The CFO informed the board of a small change made to the Trust Statement following the audit and risk committee.

The board accepted and approved the 2017-18 annual report and accounts and thanked the finance and governance team for their endeavours in producing it.

**7. AOB**

The shareholder representative director informed the board that the candidate pack for the Chair recruitment would be published later in July and that the competition would remain open until early September.

  
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Chair

..... 6/9/18 .....

Date