

**CONFIRMED MINUTES OF THE 110TH BOARD MEETING
WEDNESDAY 17 JUNE 2015 AT HOLLY WALK, LEAMINGTON SPA**

Present: Dr Ann Limb CBE DL (AL) (Chair)
Anna East (AE)
Will Lifford (WL)
Jon Carlton (JC)
Justin McCracken (JM)
Gerry McCormack (GM)
Christopher Welford (Chief Executive)

In attendance: Alison Bennett (Head of Operations)
Mark Crook (Head of Finance)
Jess O'Brien (Communications Manager)

Apologies: Daniel Taylor (DT) HMRC

Board secretary: Helen Maccallum (HM)

1. Introduction

1.1 The Chair welcomed everyone to the 110th Board meeting.

2. Apologies

2.1 Apologies were received from Daniel Taylor (DT) from HMRC.

3. Declaration of Interests

3.1 WL declared that a member of his family was involved with an organisation who received funding from an Environmental Body (EB).

3.2 The Head of Finance (HOF) declared an interest that his wife is a member of the PCC for St Thomas Church, Garratts Green, Birmingham and that the church have a project approved with a value of £40,000 from Veolia Environmental Trust.

4. Minutes of last meeting

4.1 The minutes of the last meeting were approved as being an accurate record and were signed by the Chair.

5. Action points

5.1 The Board noted the action points that were on the agenda for discussion.

6. HMRC Update

6.1 The Chief Executive (CEO) provided an update on his monthly meetings with HMRC. It was agreed that the CEO would provide the Board with a copy of our monthly report to HMRC.

6.2 **Action:** The CEO to provide the Board with a copy of our monthly report to HMRC.

7. Enrolment and Revocations

7.1 The Board formally noted the list of enrolments and approved the list of voluntary revocations between 1 March 2015 and 31 May 2015.

8. 2014/2015 Annual Report

8.1 The CEO introduced this paper. He explained that there were two versions of the Annual Report, a full version which would be on our website and a small four page summary leaflet, which would be sent to key stakeholders.

8.2 The Chair thanked Jess O'Brien (JO'B) for her work in producing the report and summary and requested Board members to forward any drafting comments to JO'B by the 19 June 2015.

8.3 **Action:** Board Members to submit any proposed changes on the Annual Report, or summary to JO'B by the 19 June 2015.

9. 2014/2015 Annual Accounts – ENTRUST

9.1 The HOF presented the 2014/2015 Annual Accounts to the Board. He informed the meeting that the Accounts were reviewed by the Audit Committee on 16 June 2015 and submitted to the Board for approval. The Board thanked the HOF for his briefing and agreed that the accounts be signed off.

9.2 The Chair requested that the Annual Accounts and Annual Report were sent to the previous Chair, Dr Philip Smith and Lorraine Clinton, Non Executive Director who both retired from the Company last year.

9.3 **Action:** HM to send Annual Accounts and Annual Report to Dr Philip Smith and Lorraine Clinton.

10. 2014/2015 Annual Accounts – ENTRUST Ltd

10.1 The HOF presented the 2014/2015 Annual Accounts for ENTRUST Ltd. He advised the Board that the Audit Committee recommended their submission to the Board for approval.

11. Corporate Support

11.1 The HOF introduced the paper and informed the Board that the Key Performance Indicator (KPI) for increasing the percentage of Form 4s received by the due date of 28 April 2015 had been delivered (target 77% achieved 81%). He also explained that the Quality Assurance and Performance Officer (QAPO) had presented two reports to the Audit Committee on the Human Resources function of the Company and also Health & Safety.

11.2 The CEO informed the Board that we had submitted a response to the consultation issued by HMRC on the reform of the Fund. He has also advised that he had been

continuing to work with the Scottish and Welsh Governments to prepare and manage the rundown of the Fund in each country.

- 11.3 The CEO is keen to meet with EBs and Landfill Operators (LOs) to update them on the Fund and to answer any question either party may have and several of these meetings have taken place.

12. Compliance

- 12.1 The Head of Operations (HOO) reported on progress within Compliance and informed the Board there were no particular issues to report. She confirmed that Compliance Inspectors check levels of unspent funds when on visits.

12.2 Addendum item for the Board

13. Enforcement

- 13.1 The HOO reported that since the papers were prepared the amount of Form 4s submitted had reached 95%.

13.2 Addendum item for the Board

14. Registrations

- 14.1 The HOO informed the Board that the two new members of the Policy and Regulations Team have settled in well to their roles and the Company. She advised the Board that there were still a large number of enrolment applications failing to be approved on their first application and the Team was working on how to resolve this issue. She also advised that there had been a small increase in project applications submitted on line this year.

15. Regulations

- 15.1 The HOO advised the Board that the Regulations Team held two training events during March and May and an Open Day is being held on 23 June 2015. She also advised that the training plan agreed at the April 2015 Board meeting was being implemented. The Board raised the issue as to whether specific training for EB Board members/Trustees would also help to increase our training reach. The HOO agreed to consider this issue and report back to the next Board meeting.
- 15.2 **Action:** The HOO to consider a training event for EB Board members/Trustees and report back to the next Board meeting.
- 15.3 The HOO then updated the Board on our work in responding and managing consultation exercises.

16. Communications

- 16.1 JO'B introduced the paper and informed the Board that there had been two meetings of the Communications Forum since the last Board meeting, which were well received by the attendees. She then went on to update the Board on the various

communication threads, themes and actions that were currently being worked on, including:

- Preparing briefs for newly appointed Ministers and Members of Parliament;
- Reviewing the content of our web-site; and
- Further exploiting the use of social media.

17. Audit Committee update

17.1 WL provided an overview of the items discussed by the Committee at its meeting including:

- Reviewing the 2014/2015 Annual Accounts to be presented to the Board meeting for approval;
- Receiving the External Audit Report submitted by Crowe Clark Whitehill;
- Receiving two reports from the QAPO on Human Resources which provided a FULL level of assurance and Health & Safety which provided a SUBSTANTIAL Level of assurance; and
- Agreeing proposals for retendering for External auditors that subject to the procurement policy to renegotiate a fee with CCW for the next three years below the current fee.

18. Human Resources & Remuneration Committee update

18.1 AE provided the Board with an update of the items discussed by the Committee at its meeting including:

- Human Resources report looking at sickness issues and pensions auto enrolment;
- Health and Safety report;
- Agreeing the CEO's remuneration and 2015/2016 objectives.

19. Board Members back briefing on visits

19.1 The Board received and noted the feedback from the visit to EBs and Landfill Operators from Board members. The Chair considered that this initiative was delivering benefits to both ENTRUST and EBs and it was a productive step in building a shared understanding of each party's different positions and roles in the operation of the Fund.

20. Any Other Business

20.1 The Chair, on behalf of the Board and Staff, formally recorded our thanks to Will Lifford for his hard work and service to ENTRUST over the last seven years and wished him well for the future.

20.2 Under her delegated authority, the Chair reported to the Board that she had asked GM to Chair the Audit Committee, which he agreed to do.

21. Date of next meeting

24.1 The next meeting will be held on 16 September 2015, at 60 Holly Walk, Leamington Spa.

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CHAIR'S SIGNATURE

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DATE