



# How to update Environmental Body (EB) governing members

## 1. Introduction

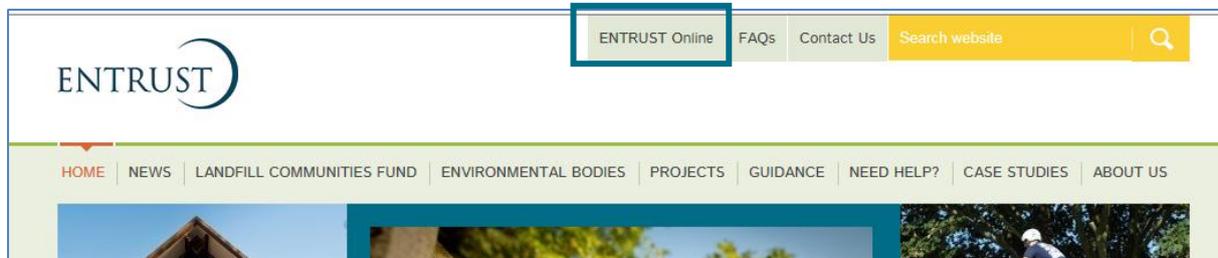
Environmental Bodies (EBs) are required to update ENTRUST of any changes to the people who sit on the organisation's management committee (or board of directors/trustees) within seven days of the change taking effect. Additionally updates should be made following changes to the details of governing members such as addresses.

Changes to the people sitting on the management committee/board (and their details) can be made by the main contact for the EB. The easiest way for the main contact to make any changes is through ENTRUST's online system (EOL). The following shows you how to make these changes on EOL.

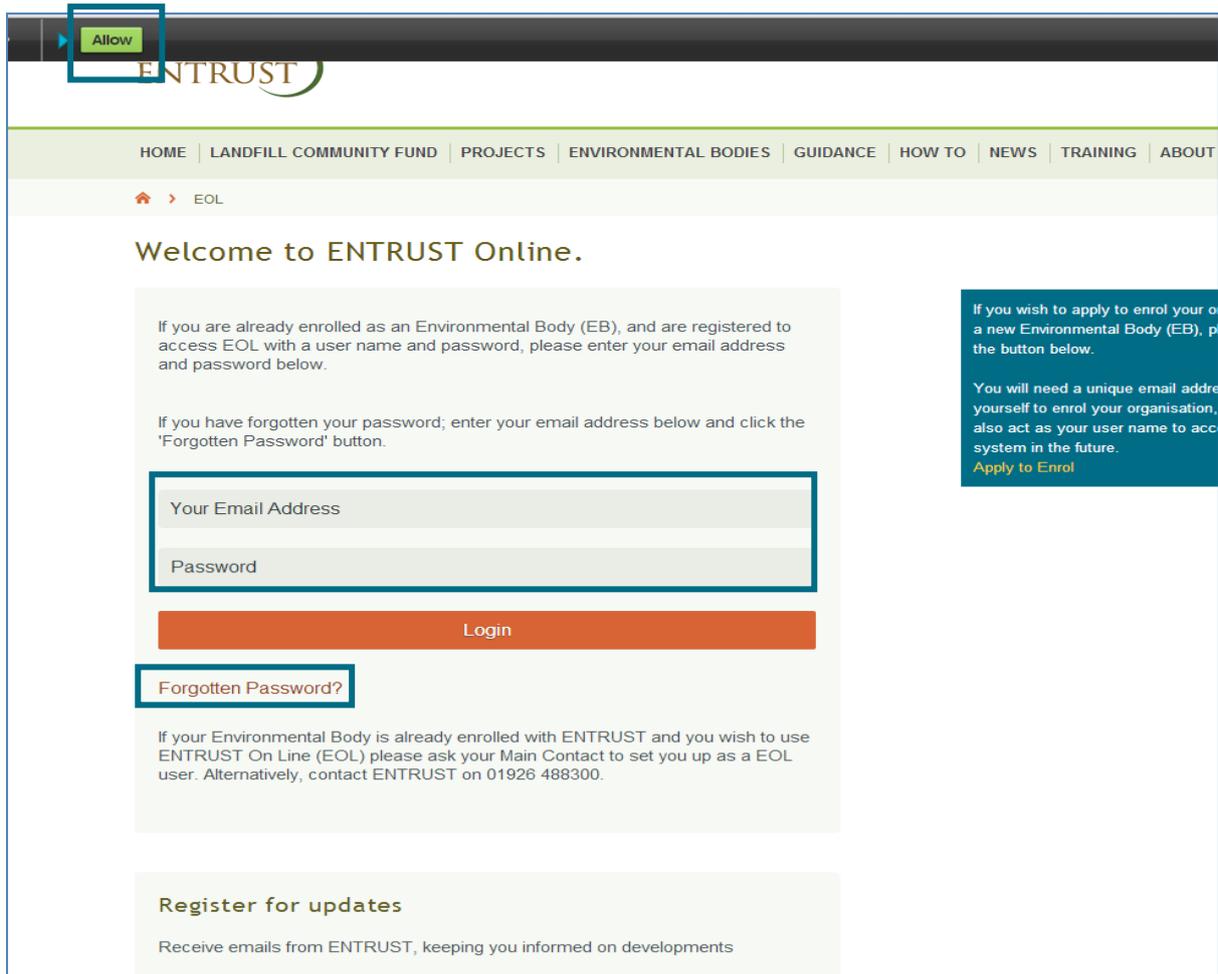
It is essential that you keep your governing member details up to date so that we only contact the right people.

## 2. Login to EOL

You can log on using <http://eol.entrust.org.uk/> or through our website link [www.entrust.org.uk](http://www.entrust.org.uk) and click on the 'ENTRUST online' at the top of the website home page as illustrated below.



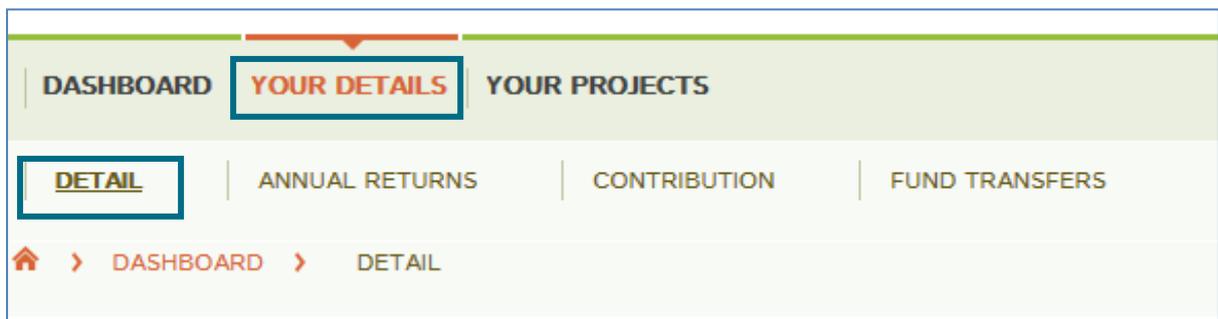
You will then be directed to the EOL login page. If this is the first time you have visited EOL on your computer please ensure you click on the 'Allow' button at the top of the page to allow cookies before attempting to login. You will only need to do this once. Enter your email address and password in the appropriate boxes and click on 'Login'. If you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.



You will be taken to your EB's dashboard.

### 3. Removing contacts

3.1 Go to the 'Your Details' section and click on the 'Detail' tab.



3.2 Go to the Directors and Contacts page contained on the Detail tab. This page contains all the contacts listed for your EB including governing members.



3.3 Click 'Remove' if a governing member has left or resigned from your organisation.

Contact	Main Contact	Director	Has Logon	Councillor / Landfill Employed	DOB	Occupation	Employer	
<a href="#">Angela Smith..</a>	-	Yes	-	-	16/12/1965	Administrator		<a href="#">Remove</a>
<a href="#">Joy Hickingbotham..</a>	Yes	Yes	Yes	-	19/11/1991	Analyst		<a href="#">Remove</a>
<a href="#">Nigel Grey..</a>	-	Yes	-	-	14/08/1971	Retired		<a href="#">Remove</a>
<a href="#">Samuel Ford..</a>	-	Yes	-	-	12/06/1985	Accountant		<a href="#">Remove</a>

3.4 You will be asked to confirm their removal.

**524819 - The Grasshopper Trust - Enrolled**  
To add a contact for this environmental body click 'Add Contact'. If the contact is a director select the director check box.

**⚠ Are you sure you want to remove this contact?** [Confirm](#)

[Basic Details](#) [Constitution](#) **[Directors & Contacts](#)** [Projects](#) [Declaration](#)

3.5 Once removed these contacts will be stored on an inactive contacts list. If you wish for these contacts to be re-activated please contact us on [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk) or 01926 488 300.

## 4. Adding new governing members

4.1 Follow steps 3.1 and 3.2 to reach the Directors & Contacts page.

[Basic Details](#) [Constitution](#) **[Directors & Contacts](#)** [Projects](#) [Declaration](#)

4.2 Click the 'Add Contact' button at the bottom right side of the page

[Add Contact](#) [Save](#) [Back](#) [Next](#)

4.3 Complete the General Details requested: Title, name and email address. If you wish for the person added to have access to EOL select the 'yes' option against the relevant question. Once the details are saved, a password will automatically be sent to the email address so the new contact can login.

[Basic Details](#) > [Constitution](#) > [Directors & Contacts](#) > [Projects](#) > [Declaration](#)

### General Details

1. Title \* required  
Please Select

2. Forename \* required

3. Surname \* required

4. Email Address:  
 

5. Is this person the Main Contact?   
Only the main contact can amend the EB details and change/add other contacts.  
You can only have one main contact.  
Other users can view the EB details and complete project returns.

6. Will this person log on to EOL and submit information about your organisation:  Yes  No

7. Is this person a member of your organisation's managing committee or a director or governing member? If yes please complete Q.8 to Q.16 below: (You will need to enter additional details for all of the directors) \* required  
 Yes  No

4.4 Tick 'yes' against question 7 and then add the extra details as requested:

7. Is this person a member of your organisation's managing committee or a director or governing member? If yes please complete Q.8 to Q.16 below: (You will need to enter additional details for all of the directors) \* required  
 Yes  No

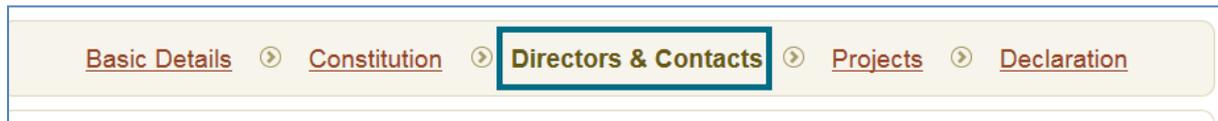
- Date of birth;
- Phone number;
- Address;
- Role within organisation;
- If they are an excluded individual (see note below);
- Occupation;
- Employer;
- If they are a serving councillor with a local authority;
- If they are employed by a landfill operator; and
- If they have the right to vote in committee meetings.

An excluded individual is someone who is (a) controlled or was concerned in the management of an Environmental Body that was involuntarily revoked; (b) has been convicted of an indictable offence; (c) is disqualified for being a charity trustee or a trustee for a charity; (d) is connected with any of the persons or bodies mentioned above; or (e) is incapable by reason of mental disorder.

4.5 Save any information added by clicking the save button on the bottom right of the page

## 5. Editing contact details

5.1 Follow the above guidance to reach the Directors & Contacts page.



5.2 Click on the contact name to be edited, this will take you to the personal details page for the contact where you can amend details as required.

Contact	Main Contact	Director	Has Logon	Councillor / Landfill Employed	DOB	Occupation	Employer	
<a href="#">Angela Smith..</a>	-	Yes	-	-	16/12/1965	Administrator		<a href="#">Remove</a>
<a href="#">Joy Hickingbotham..</a>	Yes	Yes	Yes	-	19/11/1991	Analyst		<a href="#">Remove</a>
<a href="#">Samuel Ford..</a>	-	Yes	-	-	12/06/1985	Accountant		<a href="#">Remove</a>

5.3 Save any amendments by clicking the save button on the bottom right of the page.



If you need any assistance updating your governing members details, or need to update any other details, please contact us on [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk) or 01926 488 300.

January 2018