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# ENTRUST

## e-bulletin



### THE NEWSLETTER FROM ENTRUST, THE ENVIRONMENTAL REGULATOR

Welcome to the autumn issue of the e-bulletin. In this edition our aim is to keep you updated on our training events, charity news, making payments to another Environmental Body (EBs), networking events and we highlight some of the successes and facts about the Landfill Communities Fund (LCF).

### Interesting LCF Facts

The LCF has been funding projects since 1996 and so we thought it was a good time to highlight some of the successes and interesting facts about the Scheme:

- There are currently 2,803 EBs registered with ENTRUST and since the inception of the Scheme, we have registered 3,193 organisations;
- Since the Fund's launch over £1.26 billion of funds have been directly diverted into the Scheme;
- In 2011/2012, 2,569 projects with a value of £71,039,923 were completed, including:

Object D projects - The provision, maintenance, or improvement of a public park, or other public amenity, which accounts for 78% of completed projects over the past year; and

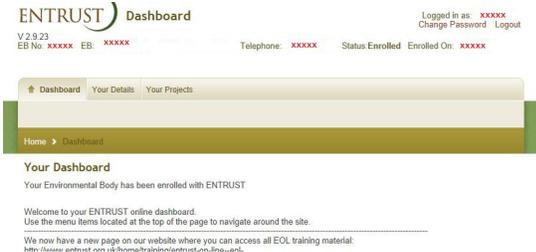
The most popular singular amenity type of project in 2011/2012, was for the provision, maintenance, or improvement of village halls.

- For projects completed over the past 5 years, EBs have estimated that works would cover over 563,000 hectares of land, almost two million trees would have been planted and over one million metres of footpaths, bridleways and cycle paths would have been constructed, or improved; and
- Approximately 58% of all public amenity projects involve the provision or improvement of facilities for people with disabilities.

Thank you to all EBs for making the Scheme the success that it is and here's to us all improving the environment and benefitting communities for many more years!



# Submitting returns using ENTRUST On-Line (EOL)



ENTRUST On Line (EOL) is available to all EBs to enable them to submit all of their returns and to update information on their organisation, for example, key contacts and Directors.

We believe this is the best and most efficient method available to EBs to process information as it is:

- Secure;
- Instantaneous;
- Simple to use; and
- Provides you with confirmation that the information has been received by ENTRUST.

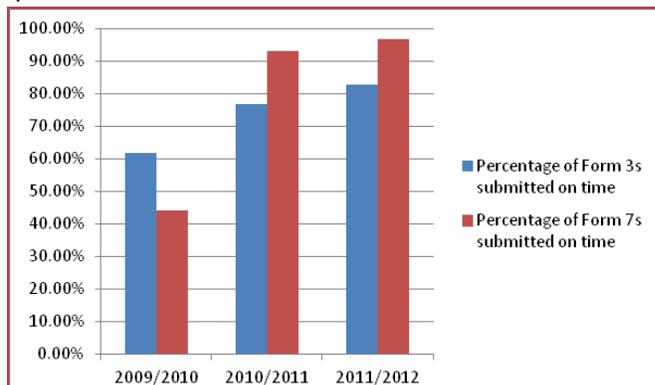
EOL is a web based application and therefore can be accessed from any location at any time. We also consider there are a number of other benefits to organisations, for example reducing administration costs by not needing to submit returns in the post and by being able to view information on their organisation in real time and instantly.

If you do not currently use this service and would like help in using this facility, please phone **01926 488 300** or email **information@entrust.org.uk** to set up a user log on and password.

## Contribution Declarations (Form 3) and Transfer Notices (Form 7) - Seven day rule

This is a reminder for EBs that there is a 'seven day rule' for the submission of **Form 3s** for reporting contributions received directly from a Landfill Operator (LOs) and **Form 7s** for reporting a transfer to another EBs, to us. It is important to note that this is seven **calendar** days, as opposed to seven *working* days.

As part of our regulation of the Fund, we have been monitoring the submission of these returns. The following table details that the percentage of these forms submitted within the statutory deadline of seven days has increased over time as is shown in the following graph. We would like to thank all EBs who have contributed to this improved performance.



However, as the reporting of contributions and transfers over seven days is a breach in the Landfill Tax Regulations (1996 Regulations), failure to comply with these requirements will lead to enforcement action being considered.

During 2011/2012, 86 EBs were subject to enforcement action following the late submission of Form 3s and 7s.

To help you meet your regulatory obligations, we recommend using EOL to submit your forms. Further information on how to do this is in the article above.

TRAINING VIDEOS available online



We have a number of training videos designed to help you in some of the main processes involved in being an EBs.

These cover the following topics:

1. Enrolling as an EBs
2. Registering Projects
3. Entering Contributions
4. Entering Transfers
5. Completing Annual Returns
6. Updating EBs Details

To view the videos please just click **here**. If you have any problems with accessing the files or any questions, please just call us on 01926 488 300

**MEET THE TEAM -  
REVIEW PANEL FOR PROJECT  
ENROLMENTS AND PROJECT  
APPLICATIONS**



The purpose of the Review Panel is to ensure that we apply consistent standards, when reviewing decisions to reject enrolments and project applications. The Review Panel meet monthly and all enrolments and projects that are refused will be reviewed by the Panel as a matter of course. The details of when this Panel is due to sit will be detailed on the refusal letter that organisations may receive.

If you have an enrolment, or project application that has been refused, in line with best practice, you are entitled to appeal this decision to the Review Panel, either in the form of correspondence, or in person. Details of how this can be done should be discussed with the Senior Registrar. If your project has been refused by the Senior Registrar and the Review Panel, we would consider this matter closed, but would obviously be happy to run through amendments to the initial application that would bring the proposal into line with the Regulations.

For further information, please read the guidance on the Review Panel by clicking [here](#).

## **Making payments to another Environmental Body.**

Following discussions with HMRC, we have recently issued revised guidance with regard to LCF monies being passed between EBs.

The guidance note sets out that any contribution, or part of a contribution passed from one EBs to another, whatever the circumstances, constitutes the transfer of a qualifying contribution and as such the Regulations relating to transfers of contributions apply.

You can access the guidance by clicking [here](#).

If you have any questions regarding this, or have concerns about your current processes which you would like to discuss, please contact **Hannah Williams** on **01926 488 324** or at [hannahwilliams@entrust.org.uk](mailto:hannahwilliams@entrust.org.uk).



## **LCF Facts & Figures**

To date over 3,100 EBs have received LCF Funding.

...with total donations of LCF monies at over £1.2 billion to worthy causes throughout the UK.



# CHARITY UPDATE



After the charity support for Cancer Research was so successful, with the team raising a grand total of £2,700 and even making the local press, it was decided that this financial year, we would choose to support another good cause.



The British Heart Foundation was voted in by employees and the charity group got into action, by organising a 'Healthy at Work' day, to be held shortly. Healthy food will be available, a workout session will take place followed by a calming yoga session and tips on keeping fit and healthy.



The charity group handed over their cheque to Lizzie Melvin, Cancer Research UK Area Manager and Warwick Branch Secretary, Jenny Blake.



The charity group are headed up by Sam Knibb, Finance Assistant, Ann Davies, Registrations Assistant, Helen Maccallum, PA, Kash Torna, Finance Manager and Cherry Williams, Communications Officer.

## Training Days 2012/2013

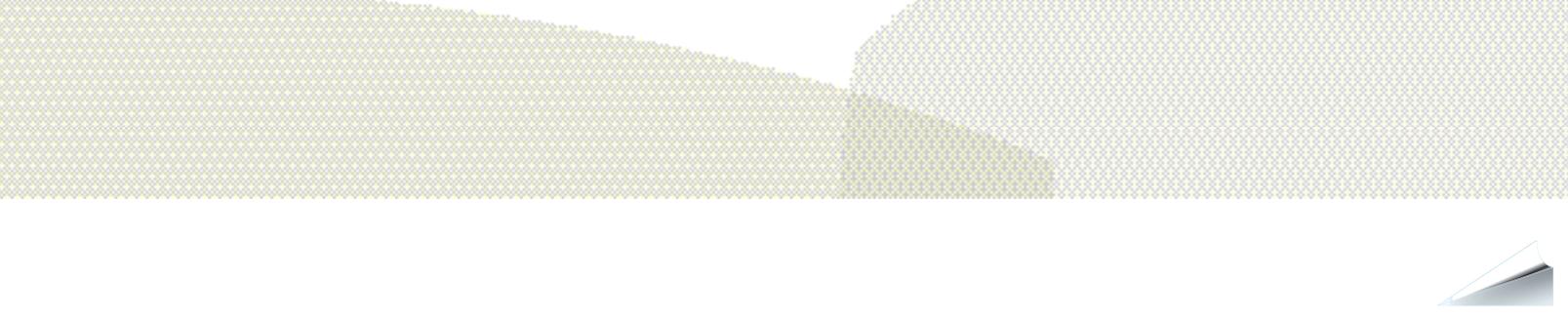
The dates and locations for our basic training events for the rest of 2012/2013, are as follows:

Location	Date
Leamington Spa	29 November 2012
London	06 December 2012
Leamington Spa	31 January 2013
Nottingham	28 February 2013

The basic training days are suitable for all EBs, from new EBs to new staff joining established EBs, or for those who would simply like a refresher on the LCF. The training days cover:

- What is the LCF and how does it work?
- Who are ENTRUST and what do they do?
- What projects can be approved and how does this happen?
- What must I do now that I am an EBs?
- An EBs case study; and
- Open forum and questions.

You can book a free place on any of these events by emailing Hannah Williams, Regulations Manager at [hannahwilliams@entrust.org.uk](mailto:hannahwilliams@entrust.org.uk).



# The Scottish Government Consultation on Landfill Tax

Under the Scotland Act 2012, Scottish Parliament has new powers in relation to tax. This includes Landfill Tax and will have an impact on the LCF in Scotland.

The Scottish Government are consulting on Landfill Tax until 15 January 2013 and chapter five of the consultation specifically addresses the LCF.

You can find the consultation on the Scottish Government website by clicking on the following link:

<http://www.scotland.gov.uk/News/Releases/2012/10/Landfill251012>



## EBs Satisfaction Survey

Following the response to this year's EBs Satisfaction Survey, we have now reviewed the results and developed an action plan for the year, based on the findings from the survey. We have published a report of the results and our action plan relating to those areas of our business, which EBs consider need to be improved.

The survey findings and our action plan can be accessed using the following [link](#).

If you have any questions regarding the survey, please contact Hannah Williams, Regulations Manager at [hannahwilliams@entrust.org.uk](mailto:hannahwilliams@entrust.org.uk)

## Project News - Daily Parish Church Hall

Dailly Church Hall was built in 1895 and for many years was at the centre of community life. In recent years however the building had slowly deteriorated for many reasons. As a result fewer people and groups had chosen to use the hall.

An extensive refurbishment plan was put into place, over a number of stages totalling over £98,368 with an LCF contribution of £39,500 towards the project cost.

The LCF contribution has helped the restoration of the church get underway and has been of significant help as a small part of the larger project.

The Church hall has been extensively refurbished with a new toilet suite, including disabled. A new fully fitted kitchen has also been added in what was the vestry. The main hall has also had a full makeover with a new oak



floor and suspended ceiling fitted with modern lighting and new heating.

It is hoped that in the coming months the hall will soon be attracting more community social and recreational activities and will be available to all.



This project qualified under Object D:  
To provide or maintain a general public amenity

## Networking Events

Following feedback from EBs, we are setting up networking events across the UK. EBs have informed us they would find it useful to meet with other EBs to share information and best practice concerning the LCF in an informal setting. There will be no set agenda for the events and each meeting will be driven by the requirements of those attending. We will provide refreshments and our staff will be present to facilitate the meeting.

We held our first networking event at Viridor Credits Environmental Company, Taunton, on October 30th 2012.

We plan to cover all of the regions in the coming months to give as many organisations as possible the chance to network.

Future events will be published on our website and EBs from the corresponding region will be notified.

## SEND IN YOUR STORIES

We'd love to hear them!

If you have any stories or news that you would like to share or be discussed in the next issue please contact the newsletter editor Cherry Williams - [cherrywilliams@entrust.org.uk](mailto:cherrywilliams@entrust.org.uk) or call 01926 488 322

## CHRISTMAS OPENING TIMES

The ENTRUST office will be closed during the Christmas period - Christmas Day - January 2nd 2013. Please email us at [information@entrust.org.uk](mailto:information@entrust.org.uk) during this time and we will reply as soon as we are back.

