

**UNCONFIRMED MINUTES OF THE 132<sup>ND</sup> BOARD MEETING  
WEDNESDAY 2 DECEMBER 2020 AT HOLLY WALK, LEAMINGTON SPA**

<b>Present:</b>	Dr Ann Limb CBE DL (AL) (Chair) Anna East (AE) Jon Carlton (JC) Justin McCracken (JM) Gerry McCormack (GM) Christopher Welford (Chief Executive)
<b>In attendance:</b>	Alison Bennett (Deputy Chief Executive) Wing Edmundson (WE) (HMRC) Darren Greedy (DG) (HMRC) Jess O'Brien (Communications Manager) Jenny Hall (Compliance Inspector) Louise Saunders (Compliance Inspector) Claudia Farre (Registrations Officer) Emma Long (Registrations Administrator)
<b>Apologies:</b>	None
<b>Board secretary:</b>	Helen Maccallum (HM)

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Due to Coronavirus Covid-19 the Board meeting was held by video conference.

**1. Introduction**

- 1.1. The Chair welcomed everyone to the 132<sup>nd</sup> Board meeting and noted that a number of members of Staff were attending the meeting for the first time.

**2. Apologies**

- 2.1. No apologies were received.

**3. Declaration of Interests**

- 3.1. The Chair reminded Board Members that if a topic was discussed during the meeting in which they had an interest, that this should be declared.

**3.2. Addendum Item for Board**

**4. Minutes of last meeting**

- 4.1. The minutes of the 131<sup>st</sup> meeting held on 16 September 2020 were approved as being an accurate record. The Chair asked that her electronic signature was placed on the document.
- 4.2. **Action:** The Board Secretary to insert the Chair's electronic signature on the 131<sup>st</sup> Board minutes.

**5. Action points**

- 5.1. The Board noted the work that had been completed to deliver the previous action points.

- 5.2. Point 4 – Section 151. The Chief Executive Officer (CEO) confirmed that he had received clear direction and advice from WE on the application of Section 151 statements in relation to ENTRUST's role as the Regulator of the LCF.

## 6. HMRC Update

- 6.1. WE explained that she and her colleagues are in regular discussion with the CEO and DCEO in relation to a number of ongoing issues.

### 6.2. Addendum Item for Board

## 7. Audit Committee

- 7.1. GM provided an update on the Audit Committee and he noted that the Committee had also welcomed ENTRUST Staff to the meeting. An overview of the items discussed were:

- Corporate Governance Framework to be developed which will take into account new regulatory guidance including from the Financial Reporting Council (FRC);
- 2020/2021 Quality Assurance (QA) Programme
- Management Assurance;
- Risk Management Update;
- Information Technology Assurance;
- Reports on the following QA reviews:
  - A review of Compliance which gave a **SUBSTANTIAL ASSURANCE** level;
  - A review of Human Resources which gave a **FULL ASSURANCE** level; and
- Hospitality and Senior Staff Travel registers for the last quarter.

### 7.2. Addendum item for the Board.

## 8. Human Resources and Remuneration Committee

- 8.1. AE informed the Board that the Human Resources and Remuneration Committee discussed:

- Human Resources (HR) – including:
  - Staffing issues;
  - Sickness levels;
  - Staff Training;
  - Returning to work in the office; and
  - Staff satisfaction survey.
- Health and Safety (H&S) – it was noted that the Legionella policies and scenario planning documents were approved by the Committee.

### 8.2. Addendum item for the Board.

## 9. Board Members update on meetings with Environmental Bodies and Landfill Operators

- 9.1. It was noted that due to COVID-19 no face to face meetings had taken place. However, the Board were pleased to note that attendance at virtual meetings had commenced and this arrangement would continue into the New Year. The CEO will also raise this matter with the Chairs and Executives at the HMRC/ENTRUST/Top Ten Environmental Bodies (EBs) virtual meeting later in the day.

9.2. **Action:** The CEO to raise the issue of ENTRUST's board attending virtual meetings with the Chairs and Executives of the Top Ten EBs.

9.3. **Addendum item for the Board.**

## 10. Enrolment and Revocations

10.1. The DCEO introduced this paper which reported that one organisation had enrolled as an Environmental Body (EB) during the period 1 September to 31 October 2020.

10.2. The Board formally noted the enrolment and ratified the list of voluntary revocations for the period 1 September to 31 October 2020.

10.3. **Addendum item for the Board**

## 11. 2020/2021 Form 4 Strategy

11.1. The DCEO presented the strategy paper for 2020/2021, which included a monitored mailbox for Form 4 queries which was introduced in March 2020 when staff were working from home due to the COVID-19 pandemic. It was noted that EBs were able to leave their contact details and query, which enabled ENTRUST to investigate and quickly resolve any issues.

11.2. She explained we will also be looking at overrunning projects in January 2021, as there are currently 300 ongoing projects due to complete at the end of December 2020 and if these are not reported as completed by January 2021, we will be contacting EBs to make sure that the EBs are monitoring their projects and if an extension is needed it will be granted at this stage. By sorting these overrunning projects in January it means that in March/April 2021 the EB will only need to focus on their annual returns. Finally, it was also noted that an EB will be able to enter an estimated figure on their annual return but they will have to update their return with the actual spend when they know it.

11.3. She then advised that EBs will also see on their ENTRUST on Line (EOL) dashboard a countdown showing how many days until the annual report is due to be submitted and this will act as a visual reminder to them.

11.4. **Addendum item for the Board**

## 12. 2020/2021 ENTRUST Regulator Standards – Six Monthly self assessment

12.1. The Board were informed that a full review of the ENTRUST Regulator Standards (ERS) had previously been carried out three years ago and the standards are therefore due for a formal review during 2021/2022.

12.2. The DECO highlighted some of the work carried out during the period 1 April to 31 October 2020:

- Updated Project Application Framework;
- The Review Panel had met once by telephone conference;
- Regulatory Improvement Report sent to HMRC;
- Training strategy published; and
- Stakeholder Satisfaction survey.

12.3. The Board thanked the DCEO for the comprehensive report.

### **13. 2020/2021 Compliance Plan Interim Review**

13.1. As set out in the Compliance Programme in March 2020 an interim review has been carried out. The DCEO informed the Board that the Compliance Team have been the most affected part of ENTRUST by COVID-19 due to no EB visits or project site inspections being carried out. As set out in the Strategy, the Team have adapted inspections to carrying out Desk Top Reviews (DTR) for larger as well as smaller EBs. From the feedback we have received, EBs have reported that this arrangement combined with video conferencing is very helpful. The Board were also advised that the Compliance Plan will continue to adapt and evolve as needed and an annual report will be presented at the year end.

13.2. **Action:** The DCEO to present the annual Compliance Plan report to the Board.

### **14. Corporate Support**

14.1. **Addendum item for the Board.**

### **15. Compliance**

15.1. The DCEO updated the Board on the overall performance and issues that have impacted the Compliance Team from 1 April to 31 October 2020. The administration costs and unspent funds framework was first published in 2018, a review has been carried out and the reviewed framework will be published in January 2021.

15.2. The Board noted the paper and thanked her for the update.

### **16. Enforcement**

16.1. The DCEO reported that one enforcement case had been opened and closed during the quarter.

16.2. Form 4 returns – it was noted that the frozen EBs are unfunded and at 18 November 2020 there are 28 EBs remaining on the frozen list.

16.3. **Addendum item for the Board.**

### **17. Regulations and Registrations**

17.1. The DCEO introduced the paper which showed the work carried out by the Registrations and Regulations Team since the last Board meeting. The Board were also asked to approve the proposed training dates for 2021/2022. The DCEO advised that training has been delivered by video conferencing during 2020/2021 which has proved successful with more participants attending and positive feedback being received.

17.2. **Addendum item for the Board**

### **18. Communications**

18.1. The Communications Manager (CM) outlined the main points covered in the paper. It was noted that the low view rate in opening mailshots during the earlier part of the year due to the pandemic are now back to their normal rates.

18.2. The Data Anonymisation project review has been completed. At their October 2020 Strategy Day, the Board had asked about ENTRUST having a LinkedIn page, the CM confirmed that she is currently updating the page which will signpost people to the ENTRUST website.

**19. Any other Business**

19.1. No items were raised.

19.2. The Board noted the information papers.

**20. Date of next meeting**

20.1. The next Board meeting will be held on 17 March 2021 by video conference.

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CHAIR'S SIGNATURE

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DATE: