

**CONFIRMED MINUTES OF THE 137TH BOARD MEETING
WEDNESDAY 16 MARCH 2022 AT HOLLY WALK, LEAMINGTON SPA**

Present:	Dr Ann Limb CBE DL (AL) (Chair) Jon Carlton (JC) Julian Atkins (JA) Gerry McCormack (GM) Clive Lewis (CL) Christopher Welford (Chief Executive)
In attendance:	Wing Edmundson (WE) (HMRC) Jess O'Brien (Communications Manager)
Apologies:	None
Board secretary:	Helen Maccallum (HM)

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

1. Introduction

1.1. The Chair welcomed everyone to the 137th Board meeting.

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. The Board Secretary confirmed that the six monthly Board Declarations of Interest had been received.

4. Minutes of last meeting

4.1. The minutes of the 136th meeting held on 8 December 2021 were approved as being an accurate record. The Chair asked that her electronic signature is placed on the document.

4.2. **Action:** The Board Secretary to insert the Chair's electronic signature on the 136th Board minutes.

5. Action points

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

5.2. **Addendum Item for Board**

6. HMRC Update

6.1. **Addendum Item for Board**

7. Board Members updates on meeting with EBs and Landfill Operators

7.1. Addendum item for the Board.

The Communications Manager (CM) attended for the following three items.

8. 2022/2023 Communications Strategy

8.1. The CM introduced this paper and informed the Board that Communications Quality Performance Indicators (QPIs) have been reviewed to facilitate a continuous improvement in the delivery of the Strategy and the impact of communications across the organisation. She explained that the Strategy has been developed on the basis of research and our experience of delivering the 2021/2022 Strategy. The Board approved the Strategy.

8.2. Addendum item for the Board.

9. 2022/2023 Landfill Operator Engagement Strategy

9.1. The CM advised the Board that she provided them with a review of the delivery of the 2021/2022 Strategy and the proposed Strategy for 2022/2023. She explained that due to the ongoing pandemic restrictions, all of our face to face meetings in 2021/2022 were either postponed or carried out virtually.

9.2. She also advised the Board that we had received positive feedback on the Landfill Operator (LO) briefing note and that after agreement with HMRC a dedicated page for LOs has been added to the ENTRUST website. The CM informed the Board that HMRC had also reviewed the Strategy and cleared it. Finally, she advised that we are in the process of arranging meetings with the Boards of the top ten EBs and LOs.

9.3. Addendum item for the Board.

10. Communications

10.1. The CM introduced the paper, which covered the period 1 November 2021 to 28 February 2022. She noted that the Breach Management project had been completed with all references to enforcement in ENTRUST's published and policy and procedures documents had been reviewed and updated. The CM is also working with the Compliance Team to update the wording of their compliance reports in response to feedback that we received from EBs.

10.2. Addendum item for the Board

11. Enrolment and Revocations

11.1. The CEO introduced this paper covering the period 1 November 2021 to 28 February 2022 and informed the Board there were 15 EB enrolments during this time

11.2. The Board formally noted the paper and ratified the list of voluntary revocations for the period 1 November 2021 to 28 February 2022.

11.3. Addendum item for the Board

12. 2021/2022 Training Report and Forward Strategy for 2022/2023

12.1. The CEO introduced the paper and advised the Board that ENTRUST is committed to providing a high quality training package which delivers Value for Money (VfM). He explained

that we had received positive feedback from the EBs on the 2021/2022 Strategy and the paper sets out the Strategy for the next financial year. He advised that if EBs required bespoke training we had the capacity to meet their individual requirements.

12.2. In preparing the paper, the Executive also considered that the current suite of interactive training and videos that we issued, were becoming outdated. The Board asked the CEO whether there were any plans to update these and in response he advised that he would ask the CM to follow up this point.

12.3. **Action:** The CM to investigate possible companies to update our interactive training and videos.

12.4. The Board approved the Strategy.

12.5. **Addendum item for the Board**

13. 2022/2023 Compliance Plan

13.1. The CEO introduced the Plan which builds on the work compliance that we have delivered in 2021/2022 and the new arrangements that had been introduced during the year.

13.2. The Board questioned whether we would achieve the delivery of the 2021/2022 Programme, based on the information contained in the paper. In response the CEO advised that he had been reassured by the Compliance Manager the Plan would be delivered.

13.3. The Board approved the Plan.

The Regulations Officer (RO) attended for the next item.

14. Economic Community Environmental Impact Assessment Model

14.1. The RO updated the Board on the model. He explained that from the research that had been completed with EBs., the previous model had not been widely used, or implemented and the CEO therefore requested that it be reviewed to identify how it could be improved.

14.2. He explained the changes to the model and the different focus that would be applied moving forward. He then explained that in addition to producing a Sector wide report, individual reports can be created for each EB based on their bespoke requirements. The Board requested that the model made clear the basis of the information used to compile the model.

14.3. The RO also explained that in future development options for the model we will be considering other ways in which ENTRUST can support EBs to improve their operation for example relating to deprivation or diversity.

14.4. The Board confirmed that the updated model should be published.

15. Non-Executive Directors allocation to Environmental Bodies and Landfill Operators

15.1. The Board noted and approved the proposed allocation of NEDs to EBs and LOs.

16. Corporate Support

16.1. **Addendum item for the Board.**

17. Compliance

17.1. **Addendum item for the Board.**

18. Breach Management

18.1. **Addendum item for the Board.**

19. Regulations and Registrations

19.1. The CEO updated the Board on the work that had been carried out since the last Board meeting. During this time we carried out a survey on Entrust Online (EOL) with the majority of feedback being positive. An assessment was completed on how ENTRUST managed the LCF during the pandemic. For a small organisation we have been able to tell a positive story

19.2. **Addendum item for the Board**

20. Any other Business

20.1. The Board noted the information papers.

20.2. **Addendum item for the Board**

21. Date of next meeting

21.1. The next Board meeting will be held on 6 June 2022 at 60 Holly Walk, Leamington Spa.

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CHAIR'S SIGNATURE

6 June 2022
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DATE: