

**CONFIRMED MINUTES OF THE 138TH BOARD MEETING
MONDAY 6 JUNE 2022 AT HOLLY WALK, LEAMINGTON SPA**

Present:	Dr Ann Limb CBE DL (AL) (Chair) Jon Carlton (JC) Gerry McCormack (GM) Clive Lewis (CL) Christopher Welford (Chief Executive)
In attendance:	Darren Greedy (DG) (HMRC) Mo Saqib (MS) (HMRC) Jess O'Brien (Communications Manager (CoM)) for items 10 – 12 Chris Hall (Policy and Regulations Manager (PRM)) for items 16 – 18
Apologies:	Julian Atkins (JA) Wing Edmundson (WE) (HMRC)
Board secretary:	Helen Maccallum (HM)

The Board meeting was held by virtually and in person.

1. Introduction

1.1. The Chair welcomed everyone to the 138th Board meeting.

2. Apologies

2.1. Apologies were received from JA and WE.

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.

4. Minutes of last meeting

4.1. The minutes of the 137th meeting held on 16 March 2022 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 137th 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. Enrolment and Revocations

7.1. The CEO introduced this paper covering the period 1 March to 31 May 2022 and informed the Board there were 2 EB enrolments during this time.

7.2. The Board formally noted the paper and ratified the list of voluntary revocations for the period 1 March to 31 May 2022.

7.3. Addendum Item for Board

8. 2021/2022 Annual Accounts – ENTRUST Ltd

8.1. The Audit Committee recommended that the annual accounts for the dormant company were accepted by the Board for signing. The Board accepted this recommendation and the accounts were signed.

9. 2021/2022 Annual Accounts – ENTRUST

9.1. The Board were presented with the Annual Accounts.

9.2. Addendum Item for Board

The Communications Manager (CoM) attended for the next three Agenda items, the Board congratulated her on her new role and thanked her for her contribution to ENTRUST.

10. 2021/2022 Annual Report

10.1. The CoM introduced the 2021/2022 Annual Report which has been brought to the Board earlier than usual and as a result there were some caveats to bring to the Board's attention. She advised the Board that the credits for the Report's photographs would be added at a later date, but all of the case studies had been approved by the relevant EBs. The CoM requested that any changes that the Board have are emailed to her so that these can be made.

10.2. **Action:** The Board to send through any final proposed changes to the Annual Report to the CoM.

10.3. The Board noted that the layout of the Annual report and Corporate Plan had changed slightly this year so that they are in sections with the resources and actions sitting together. It was agreed that it would be useful to add projects and inspections into the sections to provide more context and information on ENTRUST's work.

10.4. **Action:** The CoM to add projects and inspections into the Annual Report sections to provide more context and information on ENTRUST's work.

11. 2021/2022 Form 4 Strategy Evaluation

11.1. The CoM introduced the evaluation paper and informed the Board that EBs had reported 99.97% of the funds held as at 31 March 2022 by the deadline date of 28 April and that the overall return rate for all forms was 89.5%.

11.2. Addendum Item for Board

12. Communications

12.1. The CoM advised the Board that the paper detailed the communications work that had been delivered since the last Board meeting, which included the publishing of the Corporate Plan, the submission of the Chairs Statement of Assurance to HMRC and that the EB Satisfaction Survey had been launched.

12.2. **Addendum Item for Board**

13. 2023-2024 ENTRUST Board dates

13.1. The CEO introduced the paper with the dates for the Board dates up to March 2024 which the Board agreed.

14. Corporate Support

14.1. **Addendum Item for Board**

15. Compliance update

15.1. **Addendum Item for Board.**

The Policy and Regulations Manager (PRM) attended for the next three Agenda items.

16. Breach Management

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

17. ENTRUST Regulator Standards

17.1. The PRM introduced the reformatted paper which provided an objective assessment of our actual performance against the requirements of the ENTRUST Regulatory Standards (ERS) for 2021/2022. The Board thanked him for the update and considered that the paper provided a good assessment of ENTRUST's performance and so approved the paper.

18. Regulations and Registrations

18.1. The PRM introduced the paper and updated the Board on the main issues being managed by his Team. He noted that following feedback from the EOL survey consultation, we made some minor adjustments to the system, which improved its operational capability.

18.2. **Addendum item for the Board**

19. Any other Business

19.1. The Board noted the information papers.

19.2. The Board formally gave thanks to JC for his contribution and commitment to the Board and ENTRUST.

20. Date of next meeting

20.1. The next Board meeting will be held on 14 September 2022 at 60 Holly Walk, Leamington Spa.

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CHAIR'S SIGNATURE

14 September 2022

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DATE: