

**CONFIRMED MINUTES OF THE 117TH BOARD MEETING
WEDNESDAY 15 MARCH 2017 AT HOLLY WALK, LEAMINGTON SPA**

Present:	Dr Ann Limb CBE DL (AL) (Chair) Anna East (AE) Jon Carlton (JC) Justin McCracken (JM) Gerry McCormack (GM) Christopher Welford (Chief Executive)
In attendance:	Alison Bennett (Deputy Chief Executive Officer) Jess O'Brien (Communications Manager)
Apologies:	None
Board secretary:	Helen Maccallum (HM)

1. Introduction

- 1.1. The Chair welcomed everyone to the 117th 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 which they had an interest in, that this should be declared to the Chair.
- 3.2. Declaration of Interest forms will be sent out for the Board Members to complete and return to the Board Secretary.
- 3.3 **Action:** Board Secretary to send out Declaration of Interest forms for the Board Members.

4. Minutes of last meeting

- 4.1. The minutes of the 116th meeting held on 7th December 2016 were approved as being an accurate record and were signed by the Chair.

5. Action points

- 5.1. The Board noted that the action points from the last meeting had been completed.

6. HMRC Update

- 6.1 The Chief Executive (CEO) and JM had met with Judith Kelly, HMRC in February 2017 and the feedback that they had received from the meeting was very positive. He informed the Board that he is due to have a further meeting with HMRC at the beginning of April 2017. At present he also advised that we did not know who will be taking over from Daniel Taylor.

6.2 Finally he advised that in the budget the diversion rate has increased to 5.3%.

Addendum item 6.3 to 6.11 for the Board

7. Audit Committee

7.1. GM provided an overview of the items discussed by the Committee at its meeting earlier in the day, including:

- The External Audit plan – The Chair of the Audit Committee and the CEO have agreed the plan with the External Auditors. There are no significant changes to accounting standards this year.
- Quality Assurance programme – the Committee received a suite of Quality Assurance reports;
- Management Assurance and Risk Management – no changes were made to the Risk Register;
- Treasury Management; and
- Hospitality and Senior Staff Travel registers.

8. Human Resources and Remuneration Committee

8.1. It was agreed to brief the Board on the issues discussed during the meeting at the General Purposes Committee.

9. Board members updates on meeting with Environmental Bodies and Landfill Operators

Addendum item 9.1 to 9.2 for the Board

9.3 Top Ten EBs meeting – the Board Secretary was asked to contact the Top Ten Chairs to remind them of the meeting and ask if there is anything specific they want included on the agenda.

9.4 **Action:** Board Secretary to contact Top Ten Chairs for Agenda items for the meeting on 10 April 2017.

10. Corporate Plan

10.1. The Communications Manager (CM) introduced this paper and informed the Board that the full version of the Corporate Plan, along with a summarised copy, will be available on our website as PDF documents as in previous years. The summarised version will be sent to EBs as an E-shot with the link to the document.

10.2. The Board approved the recommendations and requested that clearance is obtained from HMRC before publishing this document.

10.3. **Action:** The CM to seek HMRC's approval to publish the document.

11. Communications Strategy

- 11.1. The CM introduced this paper which outlined the communications strategy for 2017-2020. It also incorporated a closure plan for Wales.
- 11.2. The Board agreed that the next quarterly briefing to the Top Ten Chairs should go out following the meeting in April 2017. It was decided that contact details should be checked for the Chairs so communications can be sent directly to them and to inform them what other communications they are likely to receive.

Addendum item 11.4 to 11.8 for the Board

12. Enrolment and Revocations

- 12.1. The Deputy Chief Executive (DCEO) informed the Board that there has been a small number of enrolments during the previous quarter.
- 12.2. At the request of the Board, Voluntary Revocations are shown separately for Scotland, England, Wales and Northern Ireland. It was noted that a large volume of requests are from Scotland which is as expected, with the Fund closing at the end of March 2017. There are some EBs in England seeking voluntary revocation, which had previously been frozen.
- 12.3. The Board formally noted the list of enrolments and approved the list of voluntary revocations for the period 1 December 2016 to 28 February 2017.

13. Referral for revocation of EBs who have failed to make a Statutory Annual return

- 13.1. The DCEO explained the process of referring EBs to HMRC where a Statutory Annual Return has not been submitted for two years. Currently there are nine unfunded EBs and seven funded EBs who have not filed a Statutory Annual Return for two years.
- 13.2. The Board agreed that these organisations should be referred to HMRC for enforced revocation.
- 13.3. **Action:** The DCEO to refer the EBs to HMRC for enforced revocation within five working days following the agreed procedure.

14. Training Strategy

- 14.1. The DCEO introduced this paper. Feedback has been received that some EBs would like training to be held closer to them. It was felt that where an EB has a large number of staff attending training sessions we should hold the training nearer to them and be responsive to their requests. If a single EB requests training locally to their area we can arrange for a Compliance Inspector to carry out an educational visit. The Board agreed to the cost per delegate and were pleased with the feedback scores of 4.6.
- 14.2. The training videos we produced have not had the number of views as in the previous year. It was agreed to send the new enrolment module to the EBs who have enrolled during the last year and to prepare a communication to newly enrolled EBs strongly recommending that

they complete the training module as it will help them with the processes they need to be aware of.

14.3. **Action:** The DCEO to prepare a communication for newly enrolled EBs and recommend they complete the training module and to send the training module to EBs who enrolled during the last year.

14.4. The Board was content with the plan and the current training work.

15. Corporate Support

15.1. The CEO introduced the paper which gave the Board an update on our financial position and income received during the year to date.

15.2. The CEO reported that he receives weekly reports on IT incidents and informed the Board that a penetration test of our IT systems would be carried out and a review of the security of our telephone system is being undertaken.

16. Compliance

16.1. The DCEO introduced this paper and informed the Board that the number of inspections for 2016/2017 has already exceeded the target. The Key Performance Indicator (KPI) for inspecting EBs with unspent funds held has been met.

16.2. There have recently been two compliance team planning days to review the workbooks and the allocations for quarters 1 and 2 of 2017/2018 have been completed. The target for the year will be 220 inspections.

17. Communications

17.1. The CM introduced this paper which set out the communications activity over the past quarter. The Communications Forum held in January 2017 discussed the 20th anniversary of the LCF. ADEB will be focussing on social media and twitter will be used with the #LCF20. The CM informed the Board that the Derbyshire LO communications member of staff will be joining the next Communications Forum which is being held on 21 March 2017.

17.2. The CM would like to make sure that the Board members Bios are up to date and will be sending these out to the Board members for revision where necessary.

17.3. **Action:** The CM to send out the Board members Bios for revision.

18. Enforcement

18.1. The DCEO gave the Board an update on enforcement issues and described the ongoing cases which were being managed.

Addendum items 18.2 to 18.6 for the Board

18.7 Form 3s and 7s – the Board noted that the number of late forms received to date is slightly lower than for the same period last year.

19. Registrations

- 19.1. The CEO reported that there are no problems relating to Scotland but that there will be five projects still ongoing past March 2017. The Board noted this achievement and asked that the CEO communicates this to HMRC when he meets with them in April 2017.
- 19.2. The DCEO informed the Board that we are on target for approving enrolments. Project approvals are lower than in previous year but most of them are being submitted online.
- 19.3. It was agreed by the Board that a combined Registrations and Regulations paper would be prepared in future.
- 19.4. **Action:** The DCEO to ensure that a future Regulations/Registrations report is produced.

20. Regulations

- 20.1. The DCEO advised the Board that we are in correspondence with HMRC regarding our Regulatory Improvement report submitted in 2016. We have drafted guidance on project costs which is back with HMRC. Some of the changes are presentational which makes reporting clearer.
- 20.2. Wales – we are waiting for feedback from HMRC on the closure of the LCF in Wales and commencement of our communications plan

21. Any other business

- 21.1. No items were raised.

22. Date of next meeting

- 22.1 The next meeting will be held on 4 July 2017, at 60 Holly Walk, Leamington Spa.

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CHAIR'S SIGNATURE

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DATE