

**CONFIRMED MINUTES OF THE 122<sup>ND</sup> BOARD MEETING  
WEDNESDAY 20 JUNE 2018 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)  
Judith Kelly (JK) (HMRC)  
Ian Berry (IB) (HMRC)

**Apologies:** None

**Board secretary:** Helen Maccallum (HM)

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**1. Introduction**

1.1 The Chair welcomed everyone to the 122<sup>nd</sup> 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 to the Chair.

3.2 The Chair declared that she was a Trustee at the Stables Music Venue in Milton Keynes which may be seeking funding from the Landfill Communities Fund (LCF) and if this issue was to come up in a future meeting she would leave the meeting whilst it was being discussed.

**4. Minutes of last meeting**

4.1 The minutes of the 121<sup>st</sup> meeting held on 16 March 2018 were approved as being an accurate record and were signed by the Chair.

**5. Action points**

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

5.2 The Board thanked the Chief Executive (CEO) and the Deputy Chief Executive (DCEO) for their revised approach to the Compliance programme for 2018/2019.

**Addendum item for the Board.**

**6. HMRC Update**

**Addendum item for the Board.**

## 7. Audit Committee

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

- 2017-2018 Accounts for ENTRUST and ENTRUST Ltd were agreed and it had been recommended that they be presented to the Board for consideration and approval;
- 2017/2018 External Audit Plan – no issues had been raised and it was a clean audit;
- Corporate Governance Framework – the Audit Chair will go through the Framework documents with the CEO in August 2018;
- Quality Assurance Follow Up review on the following:
  - Enforcement – a **SUBSTANTIAL** assurance level was issued – this review had been carried out by a Compliance Inspector to avoid a conflict of interest and had brought a valuable “fresh pair of eyes” to the subject.;
- 2018/2019 Quality Assurance Programme – this was approved by the Committee;
- Management Assurance – a report was received from the CEO with the six monthly Statement of Assurance from the DCEO. The report gave a **SATISFACTORY** assurance level;
- Risk Management Update – the Committee received an update on Risk Management and reputational risk;
- Review of ENTRUST’s policies – the Committee was content with the policies and has agreed to review these to ensure they are complete and relevant;
- 2017/2018 Committee’s Self Assessment Report – the report was accepted and it was noted that the Committee needs to ensure members are all up to date with training; and
- Hospitality and Senior Staff Travel registers were noted.

## 8. Human Resources and Remuneration Committee

8.1 AE informed the Board that routine business was discussed, which included:

- 2017/2018 Staff Satisfaction survey – the Committee was pleased to note the positive results from the survey;
- General Data Protection Regulation (GDPR) – the Committee approved the Staff Privacy Statement and document retention times;
- Short term sickness absence – the revised policy has now been in force for a year and a significant reduction in short term sickness levels had been observed;
- Mental Fitness and Wellbeing – the Committee was provided with a report and this topic will be a standing item at all meetings;
- Human Resources – the operational report was reviewed by the Committee;
- Health and Safety – the annual Office Risk assessment and Fire Risk Assessment were presented to the Committee;
- Succession Plan – the annual updated plan was reviewed and approved by the Committee; and
- 2017/2018 Committee’s Self Assessment Report – the Annual report was noted and Committee training had been raised in the report, which the CEO will consider.

## **9. Enrolment and Revocations**

- 9.1 The DCEO introduced this paper which reported that 19 Environmental Bodies (EBs) had enrolled during the period 1 March to 31 May 2018.
- 9.2 The Board formally noted the list of enrolments and ratified the list of voluntary revocations for the period 1 March to 31 May 2018.

### **Addendum item for the Board**

## **10. 2017/2018 Annual Accounts – ENTRUST Ltd**

- 10.1 The CEO presented the 2017/2018 Annual Accounts for ENTRUST Ltd, which were formally approved by the Board for signature.
- 10.2 **Action:** The 2017/2018 Accounts for ENTRUST Ltd were approved.

## **11. 2017/2018 Annual Accounts - ENTRUST**

- 11.1 The CEO presented the 2017/2018 Annual Accounts to the Board. He informed the meeting that the Accounts had been reviewed by the Audit Committee at their meeting on 20 June 2018 and that the Accounts were being submitted to the Board for approval.
- 11.2 The Chair of the Audit Committee informed the Board that the External Audit had gone smoothly and that no issues had arisen. The External Auditor will be meeting with the Board later in the day. The Board thanked both the CEO and Audit Chair. The Board then approved the Accounts and agreed that they should be submitted to the Annual General Meeting (AGM).
- 11.3 **Action:** The 2017/2018 Accounts to be submitted to the AGM.
- 11.4 It was noted that we have used the same External Auditors for 6 years. It was agreed that the Chair of the Audit Committee and CEO would review this arrangement in August 2018.
- 11.5 **Action:** The Chair of the Audit Committee and CEO to review the arrangement for our External Audit.

## **12. 2017-2018 Annual Report**

- 12.1 The Communications Manager (CM) introduced the 2017-2018 Annual report, a full version of which will be uploaded to our website and a four page summary leaflet produced for distribution. The Board was asked that if there were any amendments and if so to submit them to the Communications Manager by 27 June 2018.
- 12.2 Subject to any final amendments, the Board approved the 2017-2018 Annual Report.

## **13. ENTRUST Regulator Standards**

- 13.1 The CM introduced this paper which sets out the progress and evidence against the annual assessment. The Board commented that some of the hyperlinks in the Appendices were not functioning and requested that this issue be reviewed before the document is published. The Board then approved the document. .

- 13.2 **Action:** The CM to review and update the hyperlinks on the ERS Appendix to be reviewed before the document is published.

#### 14. Corporate Support

**Addendum item for the Board.**

#### 15. Compliance

- 15.1 The DCEO informed the Board that the Compliance Team had focussed on Form 4 returns, data analysis and enquiries during April and May 2018. Having completed that exercise, focus has switched back to undertaking compliance reviews. The full year Compliance and Enforcement findings were attached as an Appendix to the paper. These have already been published. The benchmarking data proposed for publication was also included as an Appendix to the paper and the Board did not provide any comments on the documents.

**Addendum item for the Board.**

#### 16. Enforcement

- 16.1 The DCEO provided the Board with an update on enforcement issues and the ongoing cases which were being managed.
- 16.2 There are now 98 EBs on the Frozen list, which have failed to submit annual returns for 2017/2018. All of these EBs are unfunded.

**Addendum item for the Board.**

#### 17. Regulations and Registrations

- 17.1 The DCEO drew the Board's attention to the following issues:
- ENTRUST Regulator Standards – the standards have been published and were discussed more fully by the Board see paragraph 13 above;
  - Training – a training event was held in Lancashire; and
  - The Chair advised that Emma Long, Administrator had received very positive feedback from the Chair of Derbyshire Environmental Trust.

#### 18. Communication

- 18.1 The CM introduced this paper which detailed the communications activity during the period 1 March to 31 May 2018:
- The website has been updated to make it easier to use. A small sample had provided stakeholder feedback on its operation;
  - It had been a busy period on Twitter;
  - Improved phone menu handling had been implemented; and
  - Discussions on the future direction the LCF Communication Forum were continuing.

#### 19. General Data Protection Regulations (GDPR)

- 19.1 The CM informed the Board that based on our internal assessment against the Information Commissioner's Office (ICO) checklist we believe that we comply with GDPR requirements.

She also advised that the Human Resources and Remuneration Committee had approved the Staff Privacy Statement and felt that a separate privacy statement should be developed for suppliers.

- 19.2 The Board questioned how much personal information we deal with by email; for example by bulk emails and was reassured that the suppliers we use had provided ENTRUST with copies of their privacy statements. The Board requested that if there was a cybersecurity data breach the CEO, DCEO and CM should be made aware of this immediately.
- 19.3 With regard to our relationship with HMRC, the Board was informed that the Terms of Approval (TOA) covered data protection issues. The Board was also informed that staff would be issued with amendments to their Contracts of Employment to reflect the introduction of the GDPR.

**20. Any other Business**

20.1 No items were raised.

**21. Date of next meeting**

21.1 The next meeting will be held on 26 September 2018, at 60 Holly Walk, Leamington Spa.

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CHAIR'S SIGNATURE

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DATE: