

**CONFIRMED MINUTES OF THE 128TH BOARD MEETING
WEDNESDAY 4 DECEMBER 2019 AT HOLLY WALK, LEAMINGTON SPA**

Present:	Dr Ann Limb CBE DL (AL) (Chair) Anna East (AE) Justin McCracken (JM) Gerry McCormack (GM) Christopher Welford (Chief Executive)
In attendance:	Alison Bennett (Deputy Chief Executive) Jess O'Brien (Communications Manager) Wing Edmundson (WE) (HMRC)
Apologies:	Jon Carlton (JC)
Board secretary:	Helen Maccallum (HM)

1. Introduction

- 1.1. The Chair welcomed everyone to the 128th Board meeting.

2. Apologies

- 2.1. Apologies were received from JC.

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 127th meeting held on 25 September 2019 were approved as being an accurate record.

5. Action points

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

6. HMRC Update

- 6.1. HMRC informed the Board that the Budget has been postponed until February/March 2020. They are in discussion with their Solicitors regarding a small number of amendments to the Terms of Approval (TOA). A meeting has been arranged with the Chief Executive (CEO) in the New Year to discuss the TOA to ensure that it is signed before the end of March 2020.

7. Audit Committee

- 7.1. GM provided an overview of the items discussed by the Audit Committee earlier in the day, including:
- Information Technology assurance paper;
 - Strategic Risk Register which had no material changes;
 - Update on the operation of the Management Assurance Framework;

- Risk Management update;
- Reports on the following QA reviews:
 - A review of Compliance, which gave a **FULL ASSURANCE** level;
 - A review of Health & Safety (H&S), which gave a **FULL ASSURANCE** level; and
 - A review of Human Resources (HR), which gave a **SUBSTANTIAL ASSURANCE** level; and
- Hospitality and Senior Staff Travel registers for the last quarter.

8. Human Resources and Remuneration Committee

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

- Human Resources (HR) – including:
 - An update on recruitment activities;
 - An increase had been made to the salary for three members of staff following the increase in the National Living Wage;
 - Staff Training Plan; and
 - Sickness levels.
- Health and Safety (H&S) – the main topic discussed was the implementation of a Legionella action plan.

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

9.1. **Addendum item for the Board**

10. Enrolment and Revocations

10.1. The Deputy Chief Executive (DCEO) introduced this paper which reported that two Environmental Bodies (EBs) had enrolled during the period 1 September to 31 October 2019.

10.2. The Board formally noted the enrolments and also ratified the list of voluntary revocations for the period 1 September to 31 October 2019.

10.3. **Addendum item for the Board**

11. 2019/2020 Form 4 Strategy

11.1. The DCEO presented the 2019/2020 Form 4 Strategy which included a small number of recommendations to increase the number of returns. She also advised that the midyear contact exercise with EBs had been completed. As discussed at the September Board 2019, the updates to the framework included a clause to advise EBs how long it will take to complete a Nil return. Additionally, the communications will also be clearer about reporting spend and/or committed and uncommitted funds and finally it will include a section on the closure of the Fund in Wales.

11.2. The Board thanked her for the update and approved the updated Strategy.

12. 2019/2020 ENTRUST Regulator Standards – Six-Month Self-Assessment

12.1. The DCEO presented the six-month self-assessment of work undertaken against the ENTRUST Regulator Standards (ERS). A brief discussion was held on the effectiveness of the Project Application Framework, which following a post implementation review will be updated in the New Year.

12.2. **Addendum item for the Board.**

13. 2019/2020 Compliance Plan Interim Review

13.1. The DCEO introduced the paper and set out the objectives of the Plan and the progress in delivering it. She explained that the main challenge that was being managed was the lack of resources in the Compliance Team following the long term absence of one of the Team and the potential impact this was having on the year end targets. The Board thanked her for her update and noted the resourcing issues that were being managed.

13.2. **Addendum item for the Board.**

14. Corporate Support

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

15. Compliance

15.1. The DCEO reported that 129 reviews had been carried out by the end of November 2019 with 137 forecast by the end of December 2019 and that the Quarter 4 allocations are currently being planned. The DCEO reiterated to the Board the impact that the long term absence of one of the Compliance Inspectors was having to overall performance.

15.2. **Addendum item for the Board.**

16. Enforcement

16.1. The DCEO provided the Board with an update on enforcement issues. She went on to advise that there were still 25 EBs on the Frozen list because of their failure to submit annual returns for 2018/2019. The Board noted that these EBs were all unfunded.

16.2. **Addendum item for the Board.**

17. Regulations and Registrations

- 17.1. The DCEO introduced the paper and drew the Board's attention to the following key points:
- The high risk projects review process, a post evaluation has been carried out. Feedback has been received from EBs and the framework has been updated to reflect the comments made by stakeholders.
 - The closure of the Fund in Wales is on target;
 - A meeting was held with the Charities Commission to discuss enrolling charities as EBs and our requirements for EB's to treat LCF as restricted funds; and
 - Proposed training dates for 2019/2020;

- A consultation exercise to review the collection of data via completion forms and the reporting of the Value for Money (VfM) that the Fund delivers will commence in January 2020.

The Board noted and thanked her for her update.

17.2. **Addendum item for the Board.**

18. Communication

18.1. The Communications Manager (CM) introduced this paper which detailed the communications activity during the period 1 September to 15 November 2019.

18.2. She drew the Board’s attention to a small number of updates to the Customer Charter, which she explained had been last reviewed two years ago. She also advised that the CEO had signed the Website update contract, which was expected to be completed by the end of March 2020.

18.3. Finally she advised that GDPR training has been carried out for three new members of staff.

19. Any other Business

19.1. No issues were raised.

20. Date of next meeting

20.1. The next meeting will be held on 18 March 2020, at 60 Holly Walk, Leamington Spa.

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CHAIR’S SIGNATURE

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DATE: