

Good practice

The following table highlights some examples of good levels of control and best practice which we have identified

Area	Demonstration
Corporate governance	<ul style="list-style-type: none"> • A defined and robust system by which project approvals are sought from Board Members. These include site visits by members of the Board and individual Board Members having responsibility and oversight of projects; • Regular Board meetings to discuss funding arrangements and project approvals; • Linking of central submission of returns to ENTRUST, Companies House and Charities Commission; • Keeping up to date with the Regulations and attending regular ENTRUST training and seminars; • Ensuring ENTRUST are notified of changes to Board members, Trustees or governing documents; and • Standard agendas for meetings, including declarations of interest on LCF matters.
Communication	<ul style="list-style-type: none"> • Making project application documentation available online and available to applicants; • Ensuring changes to the Main Contact are notified to ENTRUST; and • Using ENTRUST on-Line for project submissions and statutory reporting obligations.
Project management	<ul style="list-style-type: none"> • Ensuring that comprehensive project files are maintained and available for inspection; and • Regular and documented internal meetings between Project Managers to ensure that best practice is circulated and issues resolved.
Document retention	<ul style="list-style-type: none"> • A documented retention policy in respect of forms/deeds and quotes which mirrors both the requirements of the LCF Scheme and also other statutory requirements.
Financial records	<ul style="list-style-type: none"> • Maintaining detailed records of all LCF contributions, transfers and dates of expenditure against each contribution; • Maintaining records of all CTP's; and • Maintaining a list of LCF funded assets which include monitoring periods and evidence of monitoring.

We publish a quarterly list of compliance findings and the corrective actions taken by Environmental Bodies.