# How to update Environmental Body (EB) governing members

1. Introduction

1.1 Environmental Bodies (EBs) are required to update ENTRUST of any changes to the people who sit on the organisation's management committee (or board of directors/trustees) within seven days of the change taking effect. Additionally updates should be made following changes to the details of governing members such as addresses.

1.2 Changes to the people sitting on the management committee/board (and their details) can be made by the main contact for the EB. The easiest way for the main contact to make any changes is through ENTRUST's online system (EOL). The following shows you how to make these changes on EOL.

1.3 It is essential that you keep your governing member details up to date so that we only contact the right people.

2. Login to EOL

2.1 You can log on using http://eol.entrust.org.uk/ or through our website link www.entrust.org.uk and click on the 'ENTRUST online' at the top of the website home page as illustrated below.
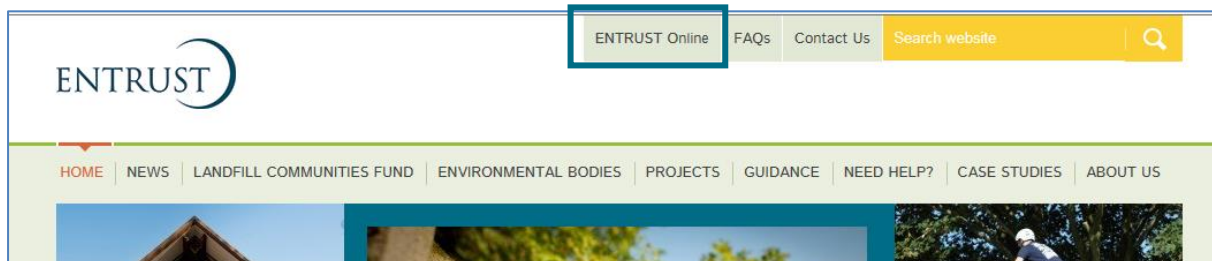

2.2 You will then be directed to the EOL login page.

2.3   If this is the first time you have visited EOL on your computer you will need to click on the 'Accept and Continue' button at the bottom of the page to allow cookies before attempting to login. You will need to do this every 90 days. For more information on Cookies and how EOL uses them please visit our Cookie Policy.
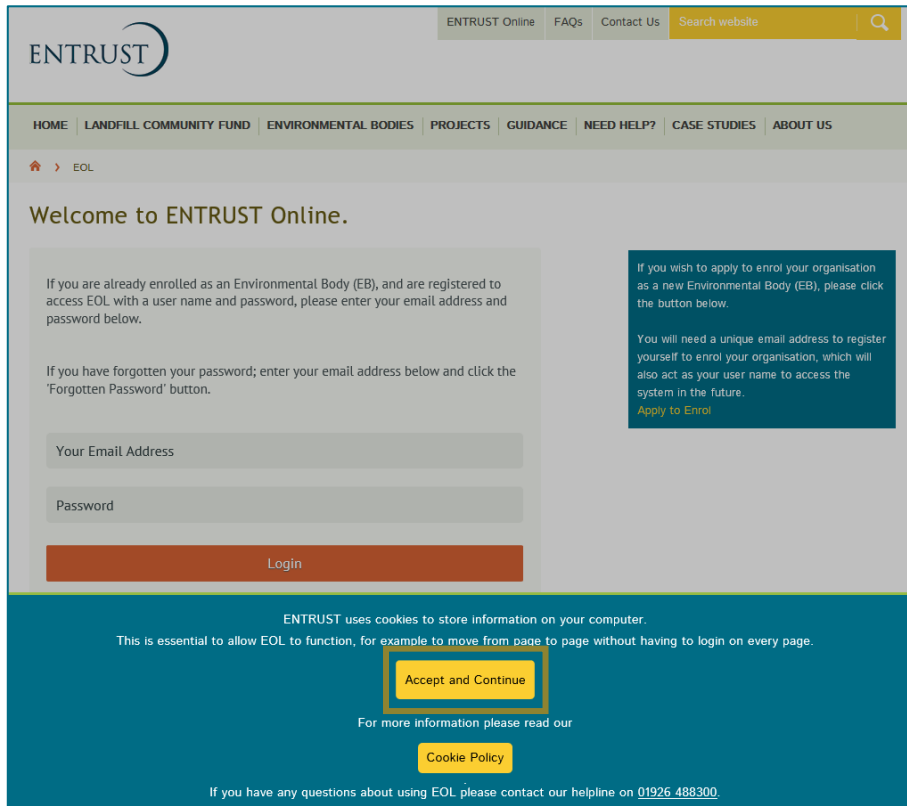

2.4   Enter your email address (user name) and password in the appropriate box and click on 'Login'. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.
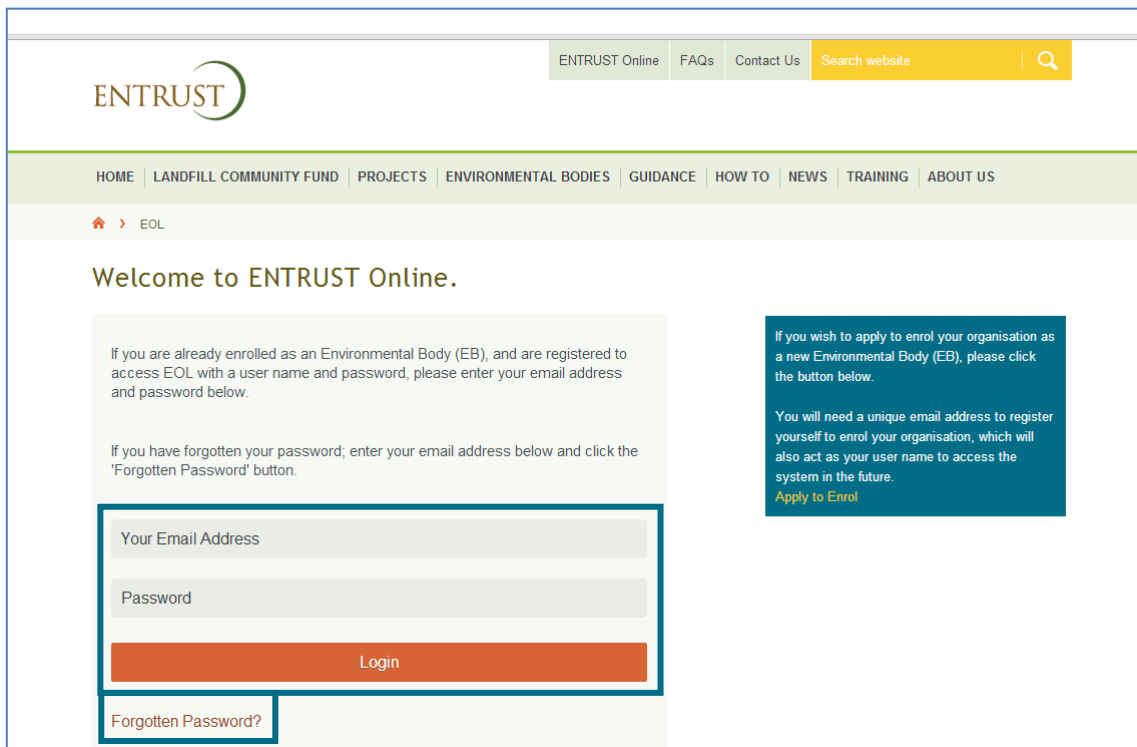
2.5 Once logged in you will be taken to the dashboard for your EB. The dashboard is the main page for your EB and contains links to all the functions available to an EB.

3. Removing contacts

3.1 Go to the 'Your Details' section and click on the 'Detail' tab.
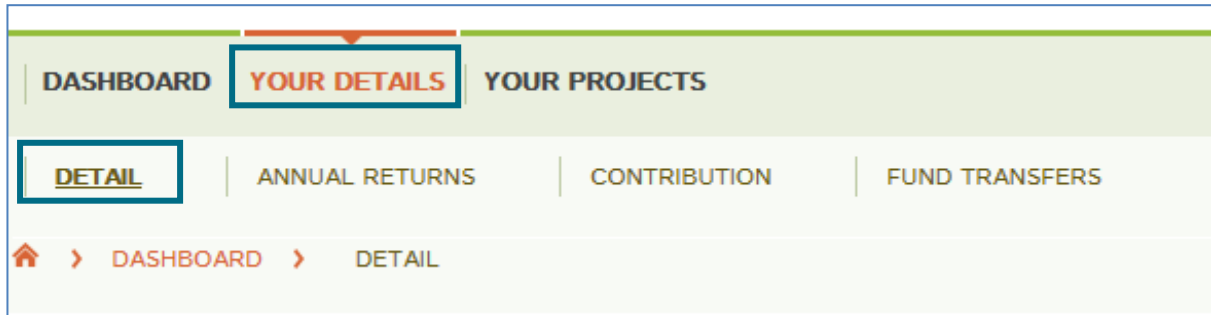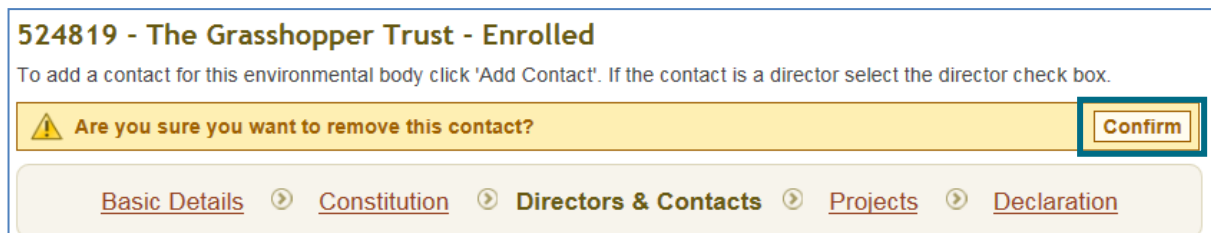

3.2 Go to the Directors and Contacts page contained on the Detail tab. This page contains all the contacts listed for your EB including governing members.
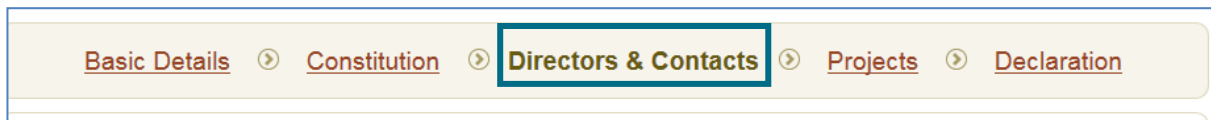
3.3 Click 'Remove' if a governing member has left or resigned from your organisation.

Contact	Main Contact	Director	Has Logon	Councillor / Landfill Employed	DOB	Occupation	Employer	
Angela Smith..	-	Yes	-	-	16/12/1965	Administrator		Remove
Joy Hickingbotham..	Yes	Yes	Yes	-	19/11/1991	Analyst		Remove
Nigel Grey..	-	Yes	-	-	14/08/1971	Retired		Remove
Samuel Ford..	-	Yes	-	-	12/06/1985	Accountant		Remove

3.4 You will be asked to confirm their removal.

524819 - The Grasshopper Trust - Enrolled

To add a contact for this environmental body click 'Add Contact'. If the contact is a director select the director check box.

⚠ Are you sure you want to remove this contact?   Confirm

Basic Details ⊙ Constitution ⊙ **Directors & Contacts** ⊙ Projects ⊙ Declaration

3.5 Once removed these contacts will be stored on an inactive contacts list. If you wish for these contacts to be re-activated please contact us on helpline@entrust.org.uk or 01926 488 300.

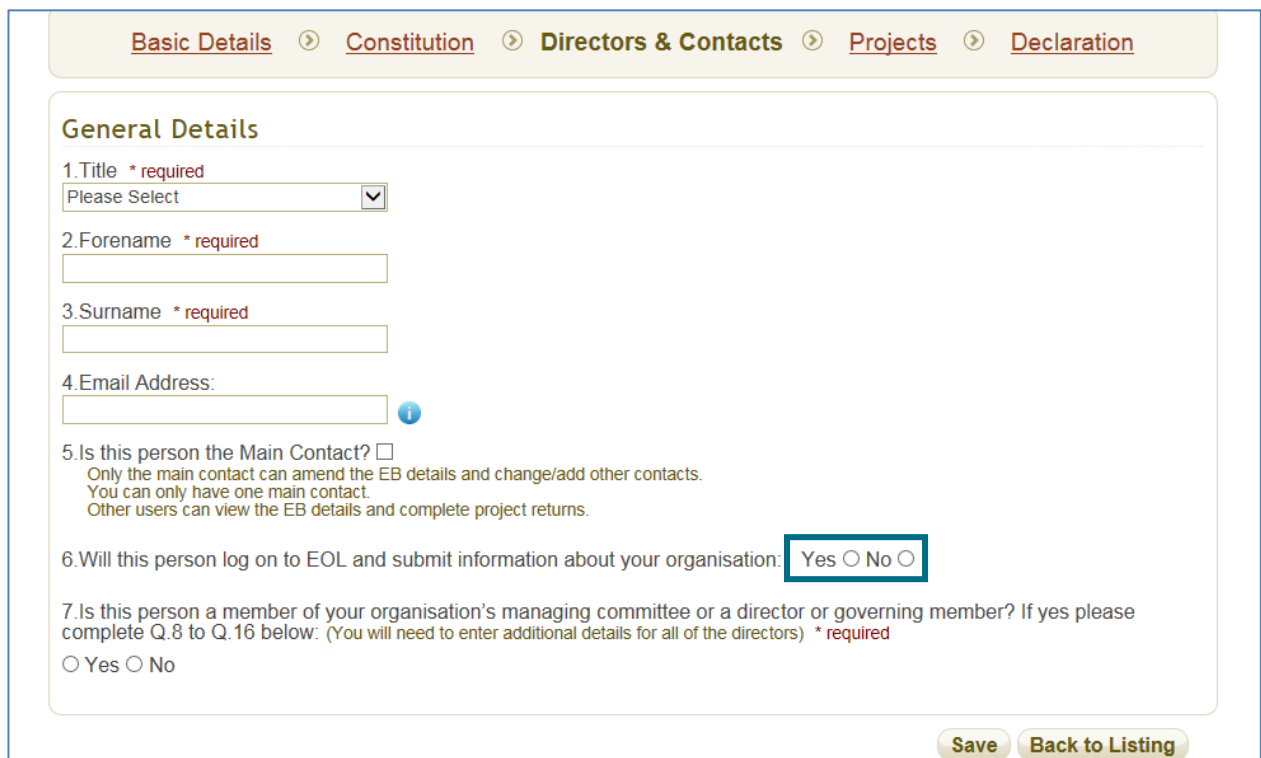# 4. Adding new governing members

4.1   Follow steps 3.1 and 3.2 to reach the Directors & Contacts page.
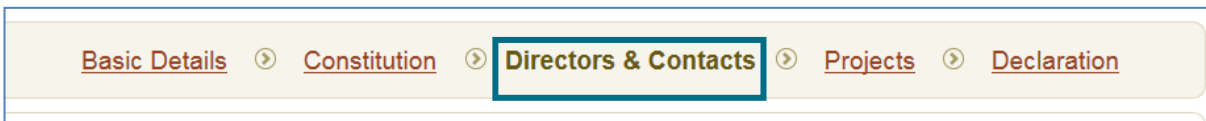
4.2   Click the 'Add Contact' button at the bottom right side of the page.

4.3   Complete the General Details requested: Title, name and email address. If you wish for the person added to have access to EOL select the 'yes' option against the relevant question. Once the details are saved, a password will automatically be sent to the email address so the new contact can login.

4.4   Tick 'yes' against question 7 and then add the extra details as requested:
- Date of birth;
- Phone number;
- Address;
- Role within organisation;
- If they are an excluded individual (see note below);
- Occupation;
- Employer;
- If they are a serving councillor with a local authority;
- If they are employed by a landfill operator; and
- If they have the right to vote in committee meetings.

An excluded individual is someone who is (a) controlled or was concerned in the management of an Environmental Body that was involuntarily revoked; (b) has been convicted of an indictable offence; (c) is disqualified for being a charity trustee or a trustee for a charity; (d) is connected with any of the persons or bodies mentioned above; or (e) is incapable by reason of mental disorder.

7.Is this person a member of your organisation's managing committee or a director or governing member? If yes please complete Q.8 to Q.16 below: (You will need to enter additional details for all of the directors) * required
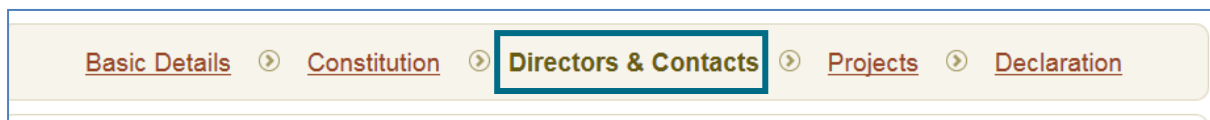
○ Yes ○ No

4.5   Save any information added by clicking the save button on the bottom right of the page

[Save] [Back to Listing]
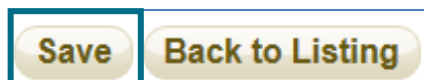
5.   Editing contact details

5.1   Follow the above guidance to reach the Directors & Contacts page.

Basic Details ⊙ Constitution ⊙ **Directors & Contacts** ⊙ Projects ⊙ Declaration

5.2   Click on the contact name to be edited, this will take you to the personal details page for the contact where you can amend details as required.

Contact	Main Contact	Director	Has Logon	Councillor / Landfill Employed	DOB	Occupation	Employer	
Angela Smith..	-	Yes	-	-	16/12/1965	Administrator		Remove
Joy Hickingbotham..	Yes	Yes	Yes	-	19/11/1991	Analyst		Remove
Samuel Ford..	-	Yes	-	-	12/06/1985	Accountant		Remove

5.3   Save any amendments by clicking the save button on the bottom right of the page.

[Save] [Back to Listing]

If you need any assistance updating your governing members details, or need to update any other details, please contact us on helpline@entrust.org.uk or 01926 488 300.

July 2018