

**CONFIRMED MINUTES OF THE 130TH BOARD MEETING
WEDNESDAY 17 JUNE 2020 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) Wing Edmundson (WE) (HMRC)
Apologies:	None
Board secretary:	Helen Maccallum (HM)

Due to Coronavirus Covid-19 the Board meeting was held by video conference.

1. Introduction

1.1. The Chair welcomed everyone to the 130th 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.

4. Minutes of last meeting

4.1. The minutes of the 129th meeting held on 18 March 2020 were approved as being an accurate record. The Chair asked that her electronic signature was placed on the document.

4.2. **Action:** The Board Secretary to insert the Chair's electronic signature on the 129th Board minutes.

5. Action points

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

5.2. **Addendum item for the Board.**

6. HMRC Update

6.1. WE confirmed that the Terms of Approval (ToA) is being prepared to be sent to the Minister and should signed off by the end of June 2020.

6.2. The Chair made a Declaration of Interest to the Board that she has had dealings with the Minister responsible for approving the TOA and also she had both professional and personal

dealings with the Shadow Minister. WE did not consider that HMRC would have any concerns that the Chair knew these individuals on a professional and personal level.

6.3. Addendum item for the Board.

7. Audit Committee

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

- 2019/2020 External Audit Report including Board Letter of Representations;
- 2019/2020 Annual Accounts for ENTRUST Ltd;
- 2019/2020 Annual Accounts for ENTRUST;
- 2020/2021 Quality Assurance Programme;
- Corporate Governance Framework;
- Management Assurance;
- Risk Management Update;
- Review of ENTRUST's policies;
- Information Technology Assurance;
- Reports on the following QA reviews:
 - A review of Enforcement which gave a **FULL ASSURANCE** level;
 - A review of Communications and GDPR which gave a **FULL ASSURANCE** level;
- 2019/2020 Committee Self Assessment report; 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:
 - Staffing issues;
 - Sickness levels;
 - ENTRUST Succession Plan.
- Health and Safety (H&S) – the fire and office risk assessments had been carried out and the Legionella testing was to restart when the office moved back to a normal working regime; and
- 2019/2020 Committee Self Assessment report.

8.2. Addendum item for the Board.

9. Enrolment and Revocations

9.1. The Deputy Chief Executive (DCEO) introduced this paper which reported that 11 organisations had enrolled as Environmental Bodies (EBs) during the period 1 March to 31 May 2020.

9.2. The Board formally noted the enrolments and also ratified the list of voluntary revocations for the period 1 March to 31 May 2020.

9.3. Addendum item for the Board**10. 2019/2020 Annual Accounts – ENTRUST Ltd**

10.1. The CEO presented the accounts of the dormant company which were formally approved by the Board. The Chair requested that her electronic signature is inserted into the document.

10.2. **Action:** The Board Secretary to arrange for the Chair's electronic signature to be added to the 2019/2020 Annual Accounts for ENTRUST Ltd and that the Company Secretary file the accounts at Companies House.

11. 2019/2020 Annual Accounts – ENTRUST

11.1. The CEO presented the 2019/2020 Annual Accounts to the Board. He informed the meeting that the Accounts had been reviewed by the Audit Committee at their meeting on 17 June 2020 and that the Accounts were being submitted to the Board for Approval. The Board approved the annual accounts and agreed that they be signed and submitted to the Company's Annual General Meeting (AGM) and thereafter filed at Companies House by the Company Secretary.

11.2. **Action:** The Annual Accounts be signed and submitted to the Company's Annual General Meeting (AGM) and thereafter filed at Companies House.

12. 2019/2020 Annual Report

12.1. The CEO presented the Annual Report which he considers provides empirical evidence to support the delivery of the Company's Corporate Plan for the year. As in previous years, he outlined the distribution of the document and asked Board members to provide any comments they had to the Communications Manager by 22 June 2020 to ensure it is submitted to HMRC by 30 June 2020. The Board also recorded their thanks to the Finance Manager in ensuring that the accounts were completed in accordance with the agreed deadline.

12.2. **Action:** The Board to email any amendments to the report to the Communications Manager by 22 June 2020.

13. ENTRUST Regulator Standards

13.1. The DCEO presented the paper, which summarises ENTRUST's performance against best regulatory standards for 2019/2020. The paper also included a version to be published on the website. Overall she explained that the ERS had been delivered and sought the Board's approval to publish the summary paper, which they granted.

13.2. **Action:** The Communications Manager to publish the ERS paper on the ENTRUST website.

13.3. Addendum item for the Board**14. Value for Money (VfM) consultation**

14.1. The DCEO introduced the paper and explained the reason that the consultation exercise was run and the overall findings, including the recommendations for changes to the current VfM reporting regime, which ENTRUST believed would improve the Fund's transparency. She also informed the Board that the planned stakeholder Focus Group had been cancelled due to

COVID-19, but that individual calls had been made by the Regulations Officer to EBs to discuss their comments. The Board thanked her for the report and agreed that it should be submitted to HMRC and published on our website.

- 14.2. **Action:** The DCEO to submit the Value for Money (VfM) consultation to HMRC and to publish the same on the ENTRUST website.

15. Corporate Support

- 15.1. **Addendum item for the Board.**

16. Compliance

- 16.1. The DCEO presented the paper and informed the Board that their overall programme was slightly behind schedule due to the requirement to undertake inspections remotely and waiting for information to be submitted to ENTRUST by EBs. The Board noted and thanked her for the update.

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

17. Enforcement

- 17.1. The DCEO reported that 99.9% of the 2019/2020 Form returns for EBs holding monies were submitted to ENTRUST by the due date. In the current climate, the Executive considered that the e Form 4 exercise was well managed.

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

18. Regulations and Registrations

- 18.1. The DCEO introduced the paper which showed the work carried out by the Registrations and Regulations Team since the last Board meeting. The Board noted and complimented the Team on their work and were reassured that despite the lockdown situation the high risk projects review framework had been implemented.

19. Communications

- 22.1 The CEO outlined the main points covered in the paper, which the Board noted.

20. Any other Business

- 20.1. No issues were raised.
- 20.2. The Board thanked the CEO and DCEO for the high quality leadership and management of ENTRUST during the COVID-19 outbreak.

21. Date of next meeting

- 21.1. The next meeting will be held on 16 September 2020, at 60 Holly Walk, Leamington Spa.

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CHAIR'S SIGNATURE

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DATE: