

**CONFIRMED MINUTES OF THE 139<sup>TH</sup> BOARD MEETING  
WEDNESDAY 14 SEPTEMBER 2022 AT HOLLY WALK, LEAMINGTON SPA**

<b>Present:</b>	Dame Ann Limb DBE DL (AL) (Chair) Clive Lewis (CL) Julian Atkins (JA) Christopher Welford (Chief Executive (CEO))
<b>In attendance:</b>	Wing Edmundson (WE) (HMRC) Chris Hill (Policy and Regulations Manager (PRM)) for items 12 and 13
<b>Apologies:</b>	Gerry McCormack (GM)
<b>Board secretary:</b>	Helen Maccallum (HM)

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The Board meeting was held virtually.

**1. Introduction**

- 1.1. The Chair welcomed everyone to the 139<sup>th</sup> Board meeting.

**2. Apologies**

- 2.1. Apologies were received from GM.

**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.
- 3.2. The Board Secretary had issued the six monthly Board Declaration of Interest form to the Board Members and the Chair requested that these are completed and returned.
- 3.3. **Action:** The Board Members to complete their six monthly Board Declaration of Interest forms.

**4. Minutes of last meeting**

- 4.1. The minutes of the 138<sup>th</sup> meeting held on 6 June 2022 were approved as being an accurate record. The Chair asked that her electronic signature is placed on the document.
- 4.2. **Action:** The Board Secretary to insert the Chair's electronic signature on the 138<sup>th</sup> 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 Board**

**6. HMRC Update**

- 6.1. Addendum Item for Board**

## **7. Feedback from visits to Environmental Bodies (EBs)**

7.1. The Boards members provided back briefs on the visits they had completed since the last Board meeting.

7.2. **Addendum Item for Board**

## **8. Enrolment and Revocations**

8.1. The CEO introduced this paper covering the period 1 June to 31 August 2022 and informed the Board there were 21 EB enrolments during this time.

8.2. The Board formally noted the paper and ratified the list of voluntary revocations.

8.3. **Addendum Item for Board**

## **9. Information Technology Strategy 2023/2024**

9.1. The CEO introduced the paper and he informed the Board that he had received some comments from GM. He also advised the Board that the results of the delivery of the 2022/2023 strategy will be reported to the Board at their March 2023 meeting. He recommended that the submission of the paper be moved from September each year to March, which the Board endorsed.

9.2. **Addendum Item for Board**

## **10. Corporate Support**

10.1. **Addendum Item for Board**

## **11. Compliance update**

11.1. **Addendum Item for Board.**

## **12. Communications**

12.1. The CEO explained that due to the challenge of recruiting the Communications Manager (CoM), he had completed the paper. The Board thanked him for taking on this additional responsibility and the extra work he had completed. He explained that our focus over the next six months will be to engage with the Top Ten EB meetings and Landfill Operators (LOs) as this is a key element of our communications strategy. The Board also thanked him for his update.

The Policy and Regulations Manager (PRM) attended for the next three Agenda items.

## **13. Breach Management**

13.1. It was noted that there has been a rise in cases over the past six months and the PRM provided the Board with an update on each of them.

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

**14. Regulations and Registrations**

14.1. The PRM introduced the paper and updated the Board on the main issues being managed by his Team. He explained that during the first six months of the year, we had identified a number of issues, for example relating to project registration applications where we needed to provide more clarity. It was therefore our intention to review and update the Guidance Manual by December 2022 Board meeting.

14.2. **Action:** The PRM to ensure the Guidance Manual was updated by 31 December 2022.

14.3. He also reported that the Regulations Officer (Registrations) had settled into her role and she is working well with our Stakeholders and she is also providing a more robust and challenging scrutiny of project applications. Finally, he advised that a recruitment exercise is ongoing for the Regulations Officer (Policy)

**14.4. Addendum item for the Board**

**15. Any other Business**

15.1. The Board noted the information papers.

15.2. On behalf of the Board GM wanted to formally record their congratulations to the Chair on the award of her Damehood.

**16. Date of next meeting**

16.1. The next Board meeting will be held on 7 December 2022 at 60 Holly Walk, Leamington Spa.

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CHAIR'S SIGNATURE

7 December 2022

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DATE: