

## Executive Summary of the 147th Board Meeting

**Date:** Wednesday, 11 September 2024  
**Location:** Holly Walk, Leamington  
**Chair:** Antony Townsend

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### Attendees

**Board Members:** Antony Townsend (Chair), Helen Venn, Julian Atkins, Peter Bayliss, Kate Shaw (Chief Executive)

**In Attendance:** HMRC, Policy & Operations Manager, Compliance & Assurance Manager

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### Key Decisions & Updates

#### Governance

- Previous minutes approved.
- No declarations of interest.
- Dates for 2024/25 Board meetings circulated.

#### Finance & Audit

- Treasury Management discussed during operational update.
- Value for Money report reviewed; awaiting HMRC approval for publication.

#### Operations

- All action points from previous meeting completed.
- Enrolment and revocations report noted; progress commended.
- Satisfaction survey results well received; staff recognition planned.
- Complaints and compliance updates included in operational report.

#### Strategic Engagement

- Meeting with HMRC held on 2 September 2024; positive feedback on scheme performance.
- Corporate Plan submitted on time.
- Discussion with HMRC planned regarding promoting scheme benefits to LOs.
- LCF Conference scheduled for 12 December 2024; ADEB to participate.

#### Entrust Online & Communications

- Website redevelopment and EOL update underway; launch expected April 2025.
- Board satisfied with progress.

**Planning Ahead**

- CE to consult external HR providers on H&S implications; report to HR Committee in December.
- Invitations to future Board meetings to be sent.