

Executive Summary of the 147th Board Meeting

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

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

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.