



**Cardiff Community Housing Association
Board Meeting Minutes**

Meeting Date	3 rd February 2021	
Meeting Time	17:00	
Meeting Venue	Virtually via Microsoft Teams	
Present	<p>Mike Owen Janet Beauchamp Scott Rooks Emma Britton Michelle Wade Vinita Nawathe Amina Yusuf Fadhili Maghiya Lerisha Hansraj Bhardwaj Joga Singh</p> <p>External Sophie Taylor</p> <p>CCHA Staff Hayley Selway Brian Pickett Jonathan Jones Liz Evans Daniel Lewis Naveeda Morgan Gareth Davies Andrew Bradley</p> <p>Gareth Brake Rhys Jenkins</p>	<p>Chair Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member</p> <p>Bron Afon (observing)</p> <p>Chief Executive Corporate Director - Central Services Corporate Director – Property Services Corporate Director – People & Places Head of Governance Head of Finance Development Director (observer) Incoming Head of Assets & Decarbonisation (observer) Business Performance Analyst (Observer) Policy & Information Governance Officer (minutes)</p>
Agenda item ref.	Minutes of discussions held	Actions
B113.20/21	Apologies for absence	
	There were no apologies of absence. MO noted the comments submitted in advance of the meeting and responses circulated.	
B114.20/21	Declarations of interest	



	<p>EB queried whether working at Cardiff Council presented a conflict of interest. MO replied that this does not present a conflict of interest at this meeting.</p> <p>BP noted that all officers have a conflict as there are cost of living pay award discussions in the agenda.</p> <p>There were no other conflicts of interest declared.</p>	
B115.20/21	Minutes of previous meeting	
	<p>As there were observers in the meeting, MO proposed that the minutes are taken as read as they contain confidential items. The board agreed to this.</p> <p>The minutes of the Board meeting held on 4th November 2020 were approved as an accurate record.</p>	
B116.20/21	Action Log	
	<p>HS noted that LE and the team are considering the emerging role of our community centres. HS stated we will bring a report back on how we will maximise the schemes to the Board for review. HS also noted that we now have a Digital Inclusion Officer in place.</p> <p>MO asked the Board if they have any questions regarding the action log. There no questions or comments from Board.</p> <p>The Board noted the action log.</p>	LE (action 168)
B117.20/21	CEO Coronavirus update	

	<p>HS updated that we continue to operate under lockdown rules. HS noted that our default is still to work at home apart from selected staff, and we are continuing with emergency works, routine repairs, some planned works and landlord health and safety (LLH&S) works. HS added that we are continuing some mutual exchanges, empty property works and new lettings. HS informed the Board that there is one staff member isolating and four tenants isolating. HS added that 31 tenants have been self-isolating over a 28-day period.</p> <p>MO asked whether there are any updates on vaccinations. HS advised that this is a confidential discussion, and HS will raise this with MO outside of the meeting.</p> <p>MO suggested that, once COVID-19 restrictions have eased, we should undertake a more in-depth review on what impact COVID-19 has had on staff. HS replied that we are continuing to support staff well-being. HS added that we have arranged many well-being activities, but HS acknowledged that there will be a legacy of COVID-19 and we need to be mindful of that. HS continued that the Incident Management Team (IMT) agreed to start work on a return-to-work strategy and agile working policy. HS noted that a project team has been set up to review this.</p> <p>MO asked if the Board had any further questions. No further questions or comments were raised from the Board.</p> <p>SR joined the meeting at 17:09.</p>	<p>LE</p>
<p>B118.20/21</p>	<p>Budget 2021/22</p>	
	<p>MO proposed that agenda items B118.20/21, B119.20/21 and B120.20/21 are presented in succession, and all questions and comments are taken after the three agenda items are presented. The Board agreed to this.</p> <p>Following this, each presentation is outlined under the relevant agenda item. All questions and comments for agenda items B118.20/21, B119.20/21 and B120.20/21 are outlined under agenda item B120.20/21.</p> <p><i>Presentation on Budget 2021/22</i></p> <p>BP informed the Board that NM has undertaken a full review of the budget with fresh eyes. BP noted that we have had some areas of growth with expenditure, particularly around estates management. BP noted that we are looking to reduce surplus on our core services. BP advised that our focus next year will be on estates management and rent arrears, and have we added £170,000 to our bad debt provision. BP noted, to end, that he hopes to present a growth in surplus in next year's budget. BP passed over to NM.</p> <p>NM presented the budget.</p>	



B119.20/21	CONFIDENTIAL ITEM	
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	<p>CONFIDENTIAL ITEMS REDACTED</p> <p>MO advised the Board that he will take all recommendations proposed in the three presentations as read. MO asked the Board to approve all recommendations noted in the report and in discussions.</p> <p>MO proposed a sum of £100 paid to all staff alongside the proposed pay rise outlined in the budget. The Board agreed this recommendation.</p> <p>The Board approved the 2021-22 revenue and capital budget and an overall increase of cost of living increase of 1% distributed in line with the proposals noted in 5.9 of the budget report.</p> <p>CONFIDENTIAL ITEMS REDACTED</p> <p>The Board took a break at 18:24.</p> <p>The Board reconvened at 18:34.</p>	
B121.20/21	Strategic KPI Report: Q3 20/21	
	<p>MO advised the Board that he will take the report as read, and asked if there were any questions or comments. There were no comments from the Board.</p> <p>The Board approved the Strategic KPI report for Q3 2020/21.</p>	
B122.20/21	Management Accounts: Q3 20/21	
	<p>MO advised the Board that he will take the report as read, and asked if there were any questions or comments. BP reminded the Board that there are two papers under this agenda item. There were no comments from the Board.</p> <p>The Board approved the Management Accounts for Q3 2020/21.</p>	
B123.20/21	Strategic Risk & Assurance	



	<p>MO advised the Board that he will take the report as read, and asked if there were any questions or comments.</p> <p>MO questioned whether we have seen any increase in impact from Brexit. DL replied that we are keeping Brexit on our risk register, but we have not seen an increase in risk regarding a 'no-deal' Brexit. DL noted that there have been delays in getting resources into the country, but we are not being impacted as an organisation. DL advised that we will continue to monitor the situation.</p> <p>MO commented that we have reviewed the risk of COVID-19 to tenants, but we have not reviewed the risk of COVID-19 to other third parties. MO added that planning is slow with partner organisations, and our timescales will be affected. MO suggested we review this.</p> <p>The Board approved the strategic risk and assurance report, taking into account new or emerging risks to be considered within the Board assurance framework.</p>	DL
B124.20/21	Health and Safety six monthly report	
	<p>MO advised the Board that he will take the report as read, and asked if there were any questions or comments. There were no comments from the Board.</p> <p>The Board approved the six-monthly Health and Safety report.</p>	
B125.20/21	Use of Seal	
	<p>MO advised the Board that he will take the report as read, and asked if there were any questions or comments. There were no comments from the Board.</p> <p>The Board noted the Use of Seal report.</p>	
B126.20/21	ARC Chairs Report – 25.11.20	



	<p>MW outlined report and drew attention to the following:</p> <ul style="list-style-type: none"> • MW noted that the Committee is on track with its work plan and she is confident we will fulfil the plan. • MW informed the Board that the Committee had a good discussion on Brexit. MW noted that the Committee discussed the risk paper that is being approved at this Board meeting. • MW noted that there were conversations with Mazars and Bevan and Buckland to sign off the audits. • MW has had a discussion with members on the effectiveness of the Committee. MW advised that members felt the Committee was working well. • MW noted that the focus of the Committee has moved towards emerging risks beyond operational detail that were being reviewed in 2020, which is positive. <p>The Board noted the Audit & Risk Committee Chairs report for the meeting on 25th November 2020.</p>	
B127.20/21	Review of meeting and reflections	
	<p>MO asked the Board if they had any reflections on the meeting.</p> <p>EB advised that she has been struggling with internet connection, meaning her input into the meeting was restricted.</p> <p>JB commented that the Board papers were clear, but suggested that more visuals could be added, especially of properties that are being discussed. MO agreed that this is a good idea.</p>	CLT/ OMT
B128.20/21	Any other business	



	<p>MO informed the Board that he has completed all members 1-1 meetings. MO outlined that feedback was generally positive. MO noted that there were some thoughts about the format of papers. MO advised that most Board members said they want a tour of estates and of Cardiff to get a feel of our housing stock. MO commented that we can review this once COVID-19 restrictions have lifted. MO will write outcomes up and send over to DL, and will also circulate to all members.</p> <p>DL noted the following decisions between meetings that were approved prior to the meeting:</p> <p>CONFIDENTIAL ITEMS REDACTED</p> <p>It was noted that the following paper was circulated for noting between meetings:</p> <ul style="list-style-type: none">• N1 – Q3 Development Update <p>DL informed the Board that he will be sending out some further decisions between meetings for the Board to review, and will include details in the upcoming Board communications.</p> <p>JS asked whether we record votes beyond quorum for decisions between meetings. DL replied that we leave votes open longer beyond quorum to enable all members to vote.</p> <p>DL informed the Board that he is looking at developing a suite of Board KPIs, and advised that if any Board members want to participate, we will be putting a meeting together for a mini Board consultation for KPIs.</p> <p>DL informed the Committee that we are looking at starting a Development Committee subject to approval from board. DL asked the Board to get in contact if they are interested in sitting on the Committee to understand initial interest in preparation for a board decision paper.</p> <p>HS advised the Board that the next Board meeting in March 2021 will be governance-heavy. MO asked if members could have a pre-pack for the meeting. HS agreed to send this out to Board members.</p> <p>The meeting closed at 18:53.</p>	<p>DL</p> <p>HS / DL</p>
<p>Date of next meeting: 31st March 2021, 5pm</p>		

Signed:
Chair

Date:



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