



**Cardiff Community Housing Association  
Special Board Meeting Minutes**

<b>Meeting Date</b>	8 <sup>th</sup> December 2021	
<b>Meeting Time</b>	13:00 – 14:00	
<b>Meeting Venue</b>	Virtually via Microsoft Teams	
Present	<p>Mike Owen Scott Rooks Michelle Wade Didi Ketter Amina Yusuf Emma Britton Joga Singh Janet Beauchamp</p> <p><b>CCHA Staff</b> Hayley Selway Brian Pickett Liz Evans Jonathan Jones Daniel Lewis Gareth Davies Samantha Williams</p>	<p>Chair Board Member Board Member Board Member Board Member Board Member Board Member</p> <p>Chief Executive Deputy Chief Executive Corporate Director – People &amp; Places Corporate Director – Assets and Property Head of Governance Development Director Senior Governance Officer (minutes)</p>
<b>Agenda item ref.</b>	<b>Minutes of discussions held</b>	<b>Actions</b>
<b>B86.21/22</b>	<b>Apologies for absence</b>	
	Apologies for absence were received from Board Members, Vinita Nawathe (VN) and Fadhili Maghiya (FM).	
<b>B87.21/22</b>	<b>Declarations of interest</b>	
	There were no declarations or conflicts of interests.	
<b>B88.21/22</b>	<b>Minutes of previous meeting</b>	
	<b>The minutes of the previous meeting were approved as an accurate record.</b>	
<b>B89.21/22</b>	<b>Action Log</b>	
	The Board reviewed and noted the action log.	
<b>B90.21/22</b>	<b>Redacted</b>	
	Redacted	
<b>B91.21/22</b>	<b>People &amp; Culture Committee Chairs Report – 22.10.21</b>	
	<p>JB presented the report. She noted that we are reviewing getting a tenant representative on the Committee with voting rights.</p> <p><b>JS left the meeting at 13.30.</b></p> <p>JB noted the safeguarding training she is undertaking and that she will be safeguarding champion for the Board.</p> <p>HS noted preparation we are doing on what we offer in terms of leave and advised a range of areas where leave could or should be granted. She</p>	



	<p>advised that she will also be bringing an update report on the Equalities Action Group pledges. She noted that one pledge we will be recommending, is an additional day of leave for all staff. She explained that currently all staff get Christmas day off but the same is not given for other religious festivals. She confirmed that the extra days leave to use towards other religious festivals would support our commitment to addressing racial inequity.</p> <p>JB noted that she has discussed with LE that some safeguarding awareness training is completed with Board. This was agreed.</p> <p>DK and AY noted agreement with bringing in extra day leave and giving equity and recognition of different faiths festivals. HS iterated the importance of equity.</p> <p>The Board noted the report.</p>	LE/DL
<b>B92.21/22</b>	<b>Reflection Session: Board Collective Appraisal</b>	
	<p>DL presented the session and report. He noted that the outcome will link back into the full appraisal report due back to Board in March 2022.</p> <p>DL advised that nothing significant or of concern was fed back by Members in the collective appraisal. He outlined particular areas for further discussion and the recommendations to review and discuss the outcome and form a small working group to draft an improvement plan from the collective appraisal to feed into the full appraisal report to Board.</p> <p>DK confirmed that she would like to be involved in the group. She noted the timing of meetings and a need to give more time to discuss each agenda item. She suggested extending meetings to start earlier in the day to support this as later in the evening can be difficult if you have already had a long day in work etc. EB noted agreement with this and highlighted the positives coming out of the collective appraisal. She confirmed that she would be keen to be involved in the group also. MO commented that he felt confidence from a Board perspective when going through the questionnaire, that we are achieving the areas set out. AY confirmed that she would be available to join the working group if required.</p> <p>MO noted that one to one's will be arranged with him for the New Year and we will also review the skills audit for the full Board to feed into the training plan.</p> <p><b>The Board noted the report and approved the recommendation to create a small Board working group to pull together an improvement plan of actions from the collective skills audit for inclusion in the wider report back to Board on the annual Board/Committee appraisal process 2021/22.</b></p> <p>It was agreed for DK, EB and AY to form part of the working group and for Board Members VN, FM, JS and MW to be contacted to seek a final volunteer.</p>	SW
<b>B93.21/22</b>	<b>Any other business</b>	



	<p>It was noted that the following decisions between meetings were approved prior to the meeting:</p> <p><b>DM14.21/22 Redacted</b></p> <p>It was noted that the following report was circulated for noting between meetings:</p> <p><b>N1.21/22 Grant Support for Homes4U Project.</b></p> <p>Redacted</p> <p><b>The meeting closed at 13:52.</b></p>	
<b>Date of next meeting: 2<sup>nd</sup> February 2021, 5pm</b>		

**Signed:** .....

**Chair**

**Date:** .....