



**Cardiff Community Housing Association  
Board Meeting Minutes**

<b>Meeting Date</b>	5 <sup>th</sup> May 2021	
<b>Meeting Time</b>	17:00 – 19:00	
<b>Meeting Venue</b>	Virtually via Microsoft Teams	
Present	<p>Mike Owen Janet Beauchamp Scott Rooks Emma Britton Michelle Wade Vinita Nawathe Fadhili Maghiya Lerisha Hansraj Bhardwaj Joga Singh Didi Ketter</p> <p><b>CCHA Staff</b> Hayley Selway Brian Pickett Jonathan Jones Liz Evans Daniel Lewis Naveeda Morgan Andrew Bradley Gareth Davies Samantha Williams 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>Chief Executive Corporate Director - Central Services Corporate Director – Property Services Corporate Director – People &amp; Places Head of Governance Head of Finance Head of Assets &amp; Decarbonisation Development Director Senior Governance Officer (minutes) Policy &amp; Information Governance Officer (staff observer)</p>
<b>Agenda item ref.</b>	<b>Minutes of discussions held</b>	<b>Actions</b>
<b>B01.21/22</b>	<b>Apologies for absence</b>	
	Apologies for absence were received from Amina Yusuf. MO noted the comments submitted in advance of the meeting and responses circulated <sup>1</sup> .	
<b>B02.21/22</b>	<b>Declarations of interest</b>	
	REDACTED.	
<b>B03.21/22</b>	<b>Minutes of previous meeting</b>	
	DL noted the decisions between meetings Q&A which has been appended to the minutes this time for transparency.	
	<b>The minutes of the Board meeting held on 31<sup>st</sup> March 2021 were approved as an accurate record.</b>	
<b>B04.21/22</b>	<b>Action Log</b>	
	The Board noted the action log.	
<b>B05.21/22</b>	<b>CEO Coronavirus update</b>	
	<b>This was discussed after B09.21/22.</b>	

<sup>1</sup> See copy of comments and responses on Board papers appended to these minutes for record.



	<p>HS gave an update on the reintroduction of services agreed at the last Business Continuity meeting. She noted that the office will reopen from 17<sup>th</sup> May and we are in the process of speaking to staff to establish who would like to return. She advised that a lot more staff have expressed that they would like to return to the office this time in comparison to last year.</p> <p>HS advised that we are in discussions with the Cardiff and Vale Health Board regarding using @Loudoun as a potential vaccination centre. LE confirmed that the Health Board are keen for this to happen, and we will support a communication exercise if it goes ahead.</p>	
<b>B06.21/22</b>	<b>Emerging Assurance Areas</b>	
	<p>HS raised the potential changing political environment with elections taking place tomorrow. She noted that each political party has manifesto pledges on affordable Housing, homelessness and de-carbonisation. She noted that there is some reference to rent levels when each of the parties talk about their manifesto and it appears that this may be reviewed by each political party.</p>	
<b>B07.21/22</b>	<b>Election of Officers: Vice Chair &amp; Development Sub-Committee</b>	
	<p><b>This item was brought forward and discussed after B04.21/22.</b></p> <p><b>MO left the meeting at 17:10 and re-joined at 17:12.</b></p> <p>MO thanked all who stood for election for the Vice Chair position and noted the outcome of the ballot where SC received the majority vote. He noted the interest for the Development Sub-Committee.</p> <p><b>The Board approved:</b></p> <ul style="list-style-type: none"> <li>• <b>Scott Rooks to the position of Vice Chair of the Board; and</b></li> <li>• <b>the election of Officers to required positions of the Development Committee:</b> <ul style="list-style-type: none"> <li>○ <b>Scott Rooks, Chair</b></li> <li>○ <b>Janet Beauchamp, Committee Member</b></li> <li>○ <b>Vinita Nawathe, Committee Member</b></li> </ul> </li> </ul>	
<b>B08.21/22</b>	<b>Regulatory Self-Assessment</b>	
	<p>DL gave the background to our regulatory assessment process. He highlighted the pre-Board Q&amp;A which will be included in the statement. He summarised the self-assessment statement, confirming that there are no issues to report. He noted that following submission to the Welsh Government (WG) we can expect a judgement back in June.</p> <p>MO iterated the importance of the statement. HS noted handover from Ian Hibble, previous Regulatory Manager to our new Regulator, Pam Lucas (PL). She confirmed that PL is content with where we are currently and has not raised any concerns.</p> <p><b>The Board approved the Regulatory Self-Certification Statement.</b></p>	
<b>B09.21/22</b>	<b>REDACTED</b>	
	REDACTED	<b>LE</b>



<b>B10.21/22</b>	<b>REDACTED</b>	
	<b>This item was discussed after B06.21/22.</b> REDACTED	
<b>B11.21/22</b>	<b>REDACTED</b>	<b>GD</b>
	REDACTED  <b>The Board took a break at 18:20. RJ left the meeting at 18:20. The Board returned at 18:25.</b>	
<b>B12.21/22</b>	<b>Quarterly Financial Reporting</b>	
	BP noted the report. NM drew attention to a balance sheet issue for the premium on bLEND which is incorrectly deducted from loans outstanding instead of being shown as an asset. She advised that it is presentational and will be corrected in the statutory accounts. She confirmed we remain in line with covenants and have sufficient cash availability. MO raised this year's budget and asked if we are adjusting it to reflect the large items of spend expected in quarters three and four. BP noted that we will not adjust it at this stage but will monitor it and the wider maintenance budget.  <b>The Board approved the Q4 20/21 Management Accounts.</b>	
<b>B13.21/22</b>	<b>KPI Monitoring</b>	
	DL presented the report and advised that the new KPI framework reporting will be brought to Board from next quarter. He noted the narrative report and drew attention to satisfaction surveys for all services. He advised that there has been 80% satisfaction, which is positive considering the limited services we have been able to run. MO asked if we can include satisfaction data from other housing associations in the next report for comparison. DL advised that we have had difficulty getting suitable comparative data and some associations are not willing to share data. He confirmed that we will be doing the STAR survey in six months which will provide us with a good comparison. JJ highlighted that there has been an increase in positive performance and satisfaction for the M team.  <b>The Board noted and approved the Q4 20/21 KPI monitoring report.</b>	
<b>B14.21/22</b>	<b>Development update</b>	<b>DC</b>
	REDACTED The Board noted the report.	
<b>B15.21/22</b>	<b>Annual review of Board's decisions</b>	
	DL presented the report and highlighted the work of the Board over the last twelve months.  The Board noted the report.	
<b>B16.21/22</b>	<b>Use of Seal</b>	
	The Board noted the report.	
<b>B17.21/22</b>	<b>REDACTED</b>	
	REDACTED	



<b>B18.21/22</b>	<b>REDACTED</b>	
	<b>This item was discussed after B16.21/22.</b>  <b>GD, AB and NM left the meeting at 18:35.</b>  REDACTED	
<b>B19.21/22</b>	<b>Review of meeting and reflections</b>	
	This item was deferred.	
<b>B20.21/22</b>	<b>Any other business</b>	
	It was noted that the following decisions between meetings that were approved prior to the meeting:  <b>DM16.20/21 – Audit and Risk Committee and Remuneration Committee terms of reference:</b> The Board approved the Audit and Risk Committee and Remuneration Committee’s revised terms of references. The voting closed on 8 <sup>th</sup> April 2021. A majority vote of approval was received by ten members. Two members did not vote on the decision.  <b>DM1.21/22 – REDACTED.</b>  <b>The meeting closed at 18:57.</b>	
<b>Date of next meeting: 9<sup>th</sup> June 2021, 1.30pm</b>		

**Signed:** .....  
**Chair**

**Date:** .....