



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

Meeting Date	6 th October 2021	
Meeting Time	17:00 – 19:00	
Meeting Venue	Virtually via Microsoft Teams	
Present	<p>Mike Owen Scott Rooks Emma Britton Michelle Wade Fadhili Maghiya Didi Ketter Amina Yusuf</p> <p>CCHA Staff Hayley Selway Brian Pickett Liz Evans Daniel Lewis Naveeda Morgan Andrew Bradley Vicki Miller Katie Burden Samantha Williams</p>	<p>Chair Board Member Board Member Board Member Board Member Board Member Board Member</p> <p>Chief Executive Corporate Director - Central Services Corporate Director – People & Places Head of Governance Head of Finance Head of Assets and Decarbonisation Head of Housing and Communities Service Charge Lead Senior Governance Officer (minutes)</p>
Agenda item ref.	Minutes of discussions held	Actions
B52.21/22	Apologies for absence	
	Apologies for absence were received from Board Members, Vinita Nawathe, Janet Beauchamp and Joga Singh and Jonathan Jones, Corporate Director – Assets & Property Services.	
B53.21/22	Declarations of interest	
	MW declared an interest in item B61.21/22 due to her paid employment.	
B54.21/22	Election of Officers	
	<p>DL presented the report. He highlighted Board succession covered within the report and the Board Member vacancy that we will soon be recruiting too.</p> <p>The Board:</p> <ul style="list-style-type: none"> • noted the urgent decision taken on 21st September 2021, in consultation with the Chair of the Board and in line with the Standing Orders (15.3) to hold an SGM, upon order of the Board (Rule C18.1) on 6th October 2021; • noted the Board Membership and succession plan following the AGM on 16th September and SGM on 6th October; • approved the election of Officers to the required positions of the Board as follows: <ul style="list-style-type: none"> ○ Michael Owen, Chair ○ Scott Rooks, Vice Chair ○ Brian Pickett, Company Secretary; and 	



	<ul style="list-style-type: none"> • approved the election of Officers to required positions of Audit and Risk Committee, People and Culture Committee, Development Committee and Remuneration Committee. 	
B55.21/22	Minutes of previous meeting	
	<p>The Board noted the questions and responses appended to the previous minutes in relation to decision between meeting, DM7.21/22, Consumer Credit Licence Policy from MW.</p> <p>The minutes of the previous meeting were approved as an accurate record.</p>	
B56.21/22	Action Log	
	<p>Action 168: HS noted that the community centre proposal has been moved back to 2022 due to other priorities.</p> <p>Action 222: HS highlighted work to date on staff wellbeing and the Happiness Index which will be reported to the People and Culture Committee on the 22nd of October 2021.</p> <p>Action 228: HS confirmed that we are aiming to arrange a stock tour for Board Members, subject to a risk assessment.</p> <p>The Board noted the action log.</p>	
B57.21/22	REDACTED	
	REDACTED	
B58.21/22	REDACTED	
	REDACTED	
B59.21/22	REDACTED	
	<p>KB left the meeting at 18:16.</p> <p>REDACTED</p> <p>HS, BP, LE, AB, VM, NM, DL and SW left the meeting at 18.37.</p> <p>HS, BP, LE, AB, VM, NM, DL and SW re-joined the meeting at 18.54.</p> <p>REDACTED</p> <p>FM left the meeting at 18.55.</p> <p>The Board moved onto agenda item B61.21/22.</p> <p>The Board returned to this agenda item after B60.21/22.</p> <p>REDACTED</p> <p>The Board returned to this item after B60.21/22.</p> <p>AY re-joined the meeting at 19.13.</p> <p>REDACTED</p>	



<p>B60.21/22</p>	<p>REDACTED</p> <p>This item was discussed after B62.21/22.</p> <p>REDACTED</p> <p>AY left the meeting at 19.05.</p> <p>REDACTED</p> <p>The Board returned to item B59.21/22.</p> <p>The Board returned to this item after the approval of B59.21/22 and AY re-joining the meeting.</p> <p>REDACTED</p>	
<p>B61.21/22</p>	<p>REDACTED</p> <p>The Board discussed this item after B59.21/22.</p> <p>REDACTED</p>	
<p>B62.21/22</p>	<p>Asset Management Strategy: 6 month progress update</p> <p>MO questioned how many surveys have been completed. AB advised that we have completed 750 surveys to date and are anticipating, completing 50pc of all surveys by the end of December 2021. MO asked if we feel the data that is coming is it better or worse than we expected. AB confirmed that so far the data has been better than we expected overall and gave some examples.</p> <p>The Board noted the report.</p> <p>The Board returned to item B60.21/22.</p>	
<p>B63.21/22</p>	<p>Review of meeting and reflections</p> <p>This agenda item was not discussed.</p>	
<p>B64.21/22</p>	<p>Any other business</p> <p>It was noted that the following decisions between meetings that were approved prior to the meeting:</p> <p>DM9.21/22 - Committee Membership – The Board approved Anoop Joga Singh as Committee Member on the Audit and Risk Committee. Ten votes in favour were received.</p> <p>DM10.21/22 – H&S Policy – The Board approved the Health and Safety Policy. Ten votes in favour were received¹.</p> <p>DM11.21/22 – REDACTED</p> <p>DM12.21/22 - REDACTED</p>	

¹ A copy of questions and responses received in relation to this decision are appended to the minutes for record.



	There was no other business. The meeting closed at 19.18.	
Date of next meeting: 3rd November 2021, 5pm		

Signed:
Chair

Date: