## BOARD MEETING

## Wednesday 1st May 2019 at 6pm in the Boardroom, Railway House

# ATTENDEES:

Asif Bhatti Chair (AB) GCH Board Member

Kaye Law-Fox Vice Chair (KLF) GCH Board Member

Ann Cornelius (AC) GCH Board Member

Dawn Barnes (DB) GCH Board Member

Iain Lock (IL) GCH Board Member

Jennifer Griffiths (JG) GCH Board Member

Jim Beeley (JB) GCH Board Member

Liam Kelch (LK) GCH Board Member

Matthew Sands (MS) GCH Board Member

Ashley Green (AG) Chief Executive

Anita Pope (AP) Director of Housing & Communities

Michael Hill (MH) Director of Asset Management

Rob Wharton (RW) Director of Resources & Company Secretary

Lisa Nicholls (LN) Assistant Director of Housing Services

Fiona Haddock (FH) Head of Customer Experience

Paul Masters (PM) Head of Governance & Policy

Tori Tyreman (TT) Executive Assistant

| Agenda Item | Action |
| --- | --- |
| 1. Apologies    1. David Johnson; Anthony Thomas |  |
| 1. Declarations of Interest    1. There were no new declarations of interest. |  |
| 1. Public Questions    1. There were no public questions. |  |
| 1. Minutes from the meeting held 3rd April 2019 and matters arising |  |
| **Actions from previous meeting** |  |
| * 1. MS asked for his response at the last Board Meeting to be recorded in relation to minute 9.1.4 in terms of GCH taking advantage of the markets when refinancing. It was agreed for TT to amend the minutes to reflect this advice was not taken at this moment in time.   2. AB noted the following action was outstanding:   “JG noted the skills competency map being a helpful visual for areas of training need. She suggested E-learning packages are circulated to board members, where appropriate, to strengthen skills and knowledge areas where required.”  PM advised he has reviewed some of the packages available through the E-learning site and anticipates them being circulated at the end of May 2019. AB requested progress is updated in the action log with anticipated timeframes.   * 1. With the above amendment the minutes were approved as a true reflection of the minute held on 3rd April 2019.   All in favour. | TT  PM |
| 1. [Confidential] |  |
| 1. [Confidential] |  |
| 1. [Confidential] |  |
| 1. [Confidential] |  |
| 1. Annual Internal Audit Review    1. RW introduced the annual internal audit review and welcomed any questions.    2. IL raised concern over the fundamental and highly significant areas within the report on stress testing and cyber security. AG advised this would be discussed through the Audit Committee update under agenda item 13.1.    3. There were no further questions. |  |
| 1. Board Appraisal Scheme    1. PM introduced the Board appraisal scheme and advised the Chair will be conducting 2019 appraisals.    2. MS asked whether subsidiaries should be included on Convene page 110. PM agreed to add this.    3. JG noted she felt it was a good report and is happy to support the content.    4. The Board were asked to approve the Board Appraisal scheme.   All in favour. | PM |
| 1. Risk Management & Board Assurance Strategy    1. RW introduced the report and explained it is received by the Board on an annual basis for overall oversight. Audit Committee receive the information on a quarterly basis and this report was received by the committee in April 2019.    2. KLF raised Audit Committee discussed the following control:   Ensurethat contractors and sub-contractors providing a service on behalf of GCH meet Health and Safety requirements and standards  This was discussed as the indicator went from red to green due to all contractors being written to regarding health and safety requirements and standards. Audit Committee felt the indicator should have become amber initially until responses have been received from contractors.   * 1. AC noted every impact is 4 on the original and current score which isn’t representative. There was a discussion around the original and current scores on the register of strategic risks summary page. AC stated that it would be helpful to hold a meeting to discuss the opportunities to further strengthen the risk register and it was agreed that a meeting would be held to review.   2. MS sought assurance cyber risk insurance in place linked to Convene page 152. PM gave assurance a rigorous process is completed during insurance renewal. | AG |
| 1. Nerva Homes    1. RW advised a Nerva Homes Board Meeting was due to take place on 24th April but this wasn’t held due to no actions to report on currently and awaiting opening of the bank account.    2. RW confirmed Sarah Mcquatt has accepted appointment onto the Board.    3. KLF recommended Nerva Homes having its own risk register once activity has commenced. |  |
| 1. Committee Updates    1. **Audit**       1. [Confidential] |  |
| * 1. **Board Effectiveness Task and Finish Group**      1. AC apologised the report was not completed for May’s meeting and advised the schemes of delegations have been independently reviewed and amendments are being made following this.      2. AB requested the skills matrix is reviewed following approval of the revised terms of references. PM confirmed this will be completed.   2. **Update from Tenant Panel**       1. LK advised a new member joined Tenant Panel in April so the membership is now 8. He advised the panel received a presentation on the Data Protection & Compliance Officer and directed Board Members to the Document Library to review the full minutes.   3. **Board Member Nominations for Regeneration Project Board**      1. AG advised he has sent the PID to IL who agreed the principal is satisfactory.      2. AG asked for Board Members to make TT aware of interest to sit on the Project Board which will take the regeneration project to outline planning stage.      3. IL suggested Sarah Mcquatt, Nerva Homes Independent Board Member, is contacted as her skill set would be very suited to this Project Board. It was agreed for AG to contact her.      4. AG clarified it is a joint project Board with the City and County Councils and asked for one or two additional Board Members to join IL. | AG |
| 1. Any Other Business    1. AG advised the Corporate Plan summary document has now been published on the GCH website.    2. AG advised the Homeless Team are currently at the UK National Housing Awards in London as a finalist for the Homeless Project of the Year Award.    3. AG advised Board that for the fifth consecutive quarter our Quarterly Financial and Risk Survey Return has been signed off by the Regulator with no questions.    4. JG advised she met with the Head of IT ahead of this meeting and reported that she was impressed with the work being undertaken within the area of the business.    5. IL asked if any new build properties have been constructed by Bellway due to recent warnings of fire risk preventions not being in place. MH confirmed some properties have been developed by Bellway and he will be looking into this matter with the Head of Development. IL requested a MIS is circulated with assurance for all new builds.    6. PM advised there are a number of topics which require full Board discussions and suggested an away day being held ahead of June’s Board Meeting. It was agreed for PM to contact all Board Members to organise an away day.    7. AG stated that part of the Away Day needed to focus on the investment of existing stock linked to the Board’s agreed approach in the Corporate Plan. This will require investment and he advised the Board of the potential implications of the Hackitt review, and new Decent Homes Standard that will focus on safety and quality alongside the Government’s intention to publish an update to the Green Paper before the second anniversary of the Grenfell Tower disaster in June. | MH  PM |
| 1. Date of Next Meeting:   Wednesday 5th June 2019 at 6pm |  |

Close: 19.52

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chair)

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_