



**Report from the CHC Board meeting
on Monday 13th February 2017
at the MRC, Llandrindod Wells**

The CHC board met on Monday 13th February 2017. The meeting was quorate and was attended by 4 board members as well as members of the CHC Executive Team.

The following provides a summary of the items discussed and key decisions taken at the meeting.

16/17 Accounts – 9 month outturn: The board discussed the 16/17 accounts. **Outcome: The board approved the quarter 3 accounts.**

Salary Benchmarking and pay proposals for 2017/18: The board discussed the outcomes of the salary benchmarking exercise which was undertaken by Turning Point HR. Staff left the meeting whilst the board considered this item. The Board agreed to having earlier input into the pay award process next year. **Outcome: The board agreed to implement the 1.5% increase to all staff for the 2017/18 financial year in recognition of the hard work and dedication of staff.**

Approval of the 2017/18 Final Budget: Steve Evans gave an overview of the salient points within the written report. The board discussed the key point and requested that the Strategic Management Team provide regular reports to the board to monitor performance against targets for the new conference and training programme. **Outcome: The board approved the budget for 2017/18.**

Board Nomination for Finance For Sustainable Homes Wales: CHC have been in discussion with the WG to bring in funding on the back of HFG programme. The decision was made about 5 months ago to approach the EIB and THFC were chosen to do that. The work with the EIB is now progressing and it is anticipated that the deal will be finalised in June or July. THFC as the selected partner need to put a vehicle in place to manage this. Replicating the model used previously in England, this would involve appointing existing THFC board members alongside a representative from CHC as the trade body, as well as the Welsh Government. There would be payment to CHC for this. The board were asked to approve the nomination of Stuart Ropke to sit on the board. **Outcome: The board accepted the proposal.**

CHC's Risk Register: Following discussions at the board away day in January, CHC's risk register was presented to the board in its new format. The board reviewed and accepted the identified risks on the basis that risks are monitored closely by the Strategic Management Group and reports provided to the board if any risk rating changes significantly. The risk register will be reviewed by the board biannually. **Outcome: The board accepted the revised risk register and the level of risk identified.**

Nominations Committee update: An update was provided regarding nominations for the posts of independent chair and sector representative for the committee. The board considered a draft terms of reference document for the Nominations Committee and were asked to approve this. A number of recommendations were made relating to the quorum and language used throughout the document. **Outcome: The board approved the Terms of Reference document on the proviso that the recommended changes were made.**

The next board meeting will take place on Friday 28th April 2017.