



**CHC Board Meeting
on Monday 14th May 2018
at Melin Offices in Pontypool**

The CHC Board met on Monday 14th May 2018 at Melin's Offices in Pontypool. The meeting was quorate and was attended by 6 board members, as well as members of the CHC Senior Management Group. Attendees included: Paula Kennedy (Melin), Scott Sanders (Linc Cymru), Paul Roberts (Newydd), Matt Brown (Independent), Steve Higginson (Monmouthshire HA), and Chris O'Meara (Cadwyn).

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

Board Recruitment Process: A Nominations Committee will be established within the next month to oversee the election process to fill four vacant positions on the Board which will include one position for an independent. Three of the current Board members will step down for re-election, in line with our Articles of Association, with another two being appointed to work with the Nominations Committee. An independent chair to oversee the Nominations Committee will be approached by CHC officers following discussion at the next Board meeting and will be confirmed at the next meeting. **Outcome: The Board intend to have the recruitment process completed by the next AGM.**

Succession Planning for the Chair: CHC's current chair, Debbie Green, will be standing down from this role at the next AGM. As no one on the current Board wants to be considered for the position, Board have agreed an outline JD and person specification for recruitment purposes. The Board discussed whether the chair should be independent or not. They were open to the idea of an independent candidate standing for the role, so this will be reflected in the recruitment pack; we will be welcoming submissions from within and outside the sector, so as to not limit the potential field for a successor. **Outcome: The Board will look to appoint a new Chair by the next AGM.**

Office Space Update: CHC Officers are currently evaluating the use of the vacant upstairs office space, and examining the potential options that the space offers whilst also working closely with Estate agents to market the first floor. It was noted that CHC has 4 years remaining on the lease, with no break clauses within that period. **Outcome: SMG to keep the Board updated with the progress of the space.**

Housing Policy Review: Officers updated Board on the recent announcement of the Housing Review and panel which CHC have called for. A project team will be established within CHC to organise a variety of events for staff at all levels of our member organisations, and to support the Welsh Government's engagement plan. **Outcome: The project team will meet in June to start shaping areas of engagement with members.**

Board Effectiveness: A sub-committee of the Board met to discuss the governance of CHC and how to align current practice with the Code of Governance being suggested to the sector. **Outcome: The Board will continue to evaluate its effectiveness and governance by allowing time for reflection at the end of every meeting.**

The board will next meet on the 21st June at CHC offices in Cardiff.