



**Plymouth Community Homes Board
Board Room Plumer House
10 September 2019 at 5pm**

Present:

Nick Lewis (NL) (Chair)
Tina Tuohy (TT)
Debbie Roche (DR)
Graham Clayton (GC)
Lavinia Porfir (LP)
Liz Nicolls (LN)
Graham Stirling (GS)
Nigel Pitt (NP)
Maureen Alderson (MA)

In attendance:

John Clark, (JC) Chief Executive
Sue Shaw (SS) Director of Homes, Neighbourhoods & Regeneration
Nick Jackson, (NJ) Director of Business Services and Development
Gill Martin (GM) Director of Corporate & Manufacturing Services
Belinda Pascoe (BP) Head of Governance
Leanne Eastwood (LE) Governance Officer – Minutes
Andrew Lawrie (AL) Head of Development
Charlotte Edwards (CE) Performance and Sustainability Manager
Angie Scott (AS) Head of Communications

Apologies:

Simon Ashby (SA)
Maddi Bridgeman (MB)
Katie McBride (KM) (Vice Chair)

1.	Welcome and Introductions Confirm Quorum	
	<i>The meeting started at 5:00pm</i>	
01/09/19	NL welcomed everyone to the meeting, which was confirmed as quorate.	
2.	Apologies for Absence	
02/09/19	Apologies for Absence had been received from Simon Ashby & Maddi Bridgeman and Katie McBride	
3.	Declarations of Interest	

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03/09/19	The guidance on declaring an interest was noted and no further declarations were made outside those already acknowledged either at this meeting or those of subsidiary Boards and Committees.	
4.	Minutes of the Previous Meeting.	
04/09/19	The minutes of the previous meeting on the 30 July 2019 were agreed as a correct record of the meeting and that they could be signed by the Chair.	
5	Redacted Minutes of Previous meeting 30 July 2019	
05/09/19	The redacted minutes of the previous meeting on the 30 July 2019 were agreed as a correct record of the meeting. These will be published on the PCH Website in line with the PCH Transparency policy.	
6.	Matters Arising	
06/09/19	The Board were provided with an update on Marlborough House it was confirmed that the residents have been informed of the information that we currently have and a reactive communication statement has been prepared. It was agreed that this would be circulated to Board Members.	SS
7.	Minute Action and Resolution Tracker.	
07/09/19	The Minute action and resolution tracker was reviewed and no changes were made.	
8.	Decisions since last meeting	
08/09/19	None	
9.	Briefing papers since last meeting: Learning and Development, Gender Pay & Apprentices.	
09/09/19		
10.	Chairs Urgent Business –	
10/09/19	The was no Chair’s Urgent Business.	
11.	Committee Minutes Circulated-	
11/09/19	Committee Minutes Circulated Development Committee 26 July 19 Manufacturing 25 July 19	

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	ARC 24 July 2019 Energy & Regeneration 18 July 2019 Energy 30 July 19 CFC 2 August 2019	
12.	Chair's updates – None	
12/09/19		
13.	Annual Report	
13/09/19	<p>CE presented the Annual Report to the Board for approval. It was explained that the 2019 Annual Report for Residents was an overview of PCH's performance during the 2018/19 financial year. For consistency it was structured similarly to the Strategic Business Plan with key themes of People, Pounds and Place.</p> <p>This year PCH had taken the opportunity to develop an animation, which will be placed on the PCH website. The animation had been developed in-house by the Brand and Campaigns Apprentice and this was an opportunity for PCH to embrace modern methods of sharing information with a wide range of parties in an engaging way. Audience engagement is changing reducing word content for image-based communications had been found to be more appealing.</p> <p>To ensure the report is accessible to audiences with visual impairments, PCH will also place a text-based version on the website which can be heard using read-aloud software.</p>	
14/09/19	The PCH Board commended the team for the work that had been put into the Annual report and the animation that had been used which was exceptional and asked for thanks to be passed back to the team involved. They were particularly impressed that this work had been carried out by one our PCH's apprentices and this was an illustration of how valuable apprentices are to the organisation.	
15/09/19	The PCH Board approved the Annual Report for residents.	
14	Board Appraisal process	
16/09/19	BP presented the report to the board for approval which detailed the planned approached for the board member individual appraisal process this autumn.	

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	<p>The collective board appraisal included recommendations to strengthen Board Member appraisals and to review the Skills matrix which had been carried out to ensure that the Board skills requirements were reflective of the current and future aspirations of the organisation.</p> <p>The updated Skills matrix and appraisal forms were presented with the Board being given the opportunity review them and to input on the skills requirements for the Board of the future.</p> <p>The report also outlined the proposed Board appraisal process for approval.</p>	
17/09/19	<p>As a result of questions, the following was discussed and clarified:</p> <p>This year board members were being asked to provide 180 feedback on each other. The process was discussed and assurance was given that this feedback would be kept anonymous but that in terms of chair feedback it would be beneficial is the feedback could be formalised in some instances and form part of the Chair's appraisal discussion.</p> <p>While feedback did not need to be provided on every member it was felt that what was provided would be beneficial and a valuable tool in helping a board to grow and get better.</p> <p>It was suggested that an additional skill could be included relating to Team working as a NED- and it was clarified that this is already included as one of the core attributes within the Board Member person specification.</p>	
18/09/19	<p>The PCH Board:</p> <ol style="list-style-type: none"> 1) Approved the revised Skills Strategy including the Skills Matrix scoring and skills requirements in Appendix 1. 2) Approved the Revised suite of Appraisal forms in Appendix 3 - 5 3) Approved the Board Appraisal process for 2019. 4) Agreed that the actions detailed in this report complete the Collective Board appraisal action in Appendix 6. 	
19/09/19	Date of next meeting 26 November 2019	

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	Meeting finished at 5:35pm	

Signature...  Nick Lewis – Chair Date 26 November 2019

Certified as a true copy  Belinda Pascoe, Head of Governance
Date 26 November 2019