



Plymouth Community Homes Board
Board Room, Plumer House and Microsoft Teams
24 November 2022 at 5pm

Present in person unless stated:

Nick Lewis (NL) Chair
Debbie Roche (DR) (Vice Chair)
Lavinia Porfir (LP)
Liz Nicolls (LN)- Virtual
Valerie Lee (VL) (Chair Designate)
Graham Clayton (GC)
Tasawar Nawaz (TN)
Maja Jorgensen (MJ)
Julie White (JW)
Sally Haydon (SH)
Jill Gregg (JG)

In attendance:

John Clark (JC) Chief Executive
Gill Martin (GM) Director of Corporate Services
Nick Jackson (NJ) Director of Business Services and Development
Lucy Rickson (LR) Head of Governance
Charlotte Edwards (CE) Head of Strategy, Performance and Policy
Andrew Lawrie (AL) Head of Development- Part
Nathan Cousins (NC) Asset Data Manager - Part
John Rees (JR) Head of Finance
Leanne Eastwood (LE) Governance Officer – Minutes
Angie Edwards- Jones (AEJ) Head of Customer Experience
Maria Schingen Head of Strategic Procurement – Part
James Hancock- Rick Manager- Virtual
Mike Williams- Interim Head of Asset Management – Part

Apologies:

No Apologies

1.	Welcome and Introductions	
	<i>The meeting started at 5.00pm</i>	
01/11/22	NL welcomed everyone to the meeting which was confirmed as quorate. All Board members had been given the opportunity to ask questions in advance via email with responses being circulated to all members ahead of this meeting.	

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	This was NL last meeting as the Chair of PCH with VL starting her tenure on the 25 November 2022.	
2.	Apologies for Absence	
02/11/22	No apologies for absence had been received.	
3.	Declarations of Interest	
03/11/22	The guidance on declaring an interest was noted; there were a number of standing declarations. No further declarations had been received. VL who would email the details of a new position to the Governance team so it could be added to the register as it had no material impact on this meeting.	
4.	Minutes of Previous Meeting: 27 October 2022	
04/11/22	The minutes from the meeting on the 27 October 2022 were discussed, and it was confirmed that the minutes were a correct record of the meeting and that they could be electronically signed by the Chair. As the one item discussed at this meeting was confidential there were no plans to publish on the website as it would all need to be redacted.	
5. 05/11/22	Matter Arising - There were no matter's arising.	
6. 06/11/22	Minute Action Log- The Minute Action Log was reviewed in its new format as it has been transferred over to Convene moving forward	
7. 07/11/22	Decisions since last meeting- There had been two efficient decisions – Chair Recruitment, Shareholding policy and membership.	
8. 08/11/22	Briefing Papers – There had been no briefing papers since the last meeting.	
9	Chair's Urgent Business	
09/11/22	<u>Regulatory Grading</u> . JC explained to the Board that PCH has recently received its annual grading review from the regulator which has resulted in a regrading from G1 /V1 to G1/ V2. This was a reflection in the more challenging economic climate that we and other providers now operate. Assurance was given that we are still complaint, and this does not reflect that there has been a change within the organisation itself. These are circumstances we cannot control but can look to mitigate through our robust risk management framework. It is understood that a number of other RP have also been regraded. This information was currently embargoed, and a formal notice will follow.	

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1011/22	<p><u>Damp & Mould.</u> All Social Housing providers have been asked to provide evidence to the regulator on their plan to fix damp and mould in properties which PCH are in the process of responding to. A comprehensive update this was provided to the board as part of the questions raised below the meeting which is included below.</p> <p>In light of the recent tragic death in Rochdale, the approach to tackling damp, mould and condensation is rightly under additional scrutiny. At PCH this is something we took additional action on last winter through analysing reports of damp over the past four years and those that have continual problems. We introduced a proactive approach in contacting all prior cases and discussing any concerns and where there are we arrange either an independent survey or an inspection from one of our Damp team.</p> <p>This work is predominately carried out in the winter months as when surveying these properties during the spring/summer we were not getting many issues experienced and it is difficult to diagnose the problem without knowing what is causing it.</p> <p>There is very little pattern to where the damp concerns are but if it's a common theme in a block of flats, we then contact all residents to see if they are experiencing the same issues as their neighbours to identify if it is specific issues in certain flats or a problem with the building. Over the past 12 months we have made ongoing improvements to how we react and respond to our resident's damp concerns through this work including:</p> <ol style="list-style-type: none">1. We are aware the highest reports of damp come from residents living in flats therefore we continue to survey these residents to check that previous works have resulted in positive impact, if not we arrange an immediate survey and follow up on recommendations.2. Our damp/condensation advice has improved by updating our literature, our online information and all frontline staff have watched our damp advice video.3. We have developed a damp procedure for staff to follow in order that we do everything possible to help our residents where possible and remove the blame culture 'lifestyle comments' from staff's mindset.4. The new PCH damp policy was agreed and signed of last month and is now live, this details what we will do as an organisation and outlines resident expectations as well.5. Our damp reporting and data collection has also improved through reports we can run on totalmobile, this information can now be passed to our asset management team for them to use when planning future block refurbishments.6. The damp project group continues to meet monthly, and we are continuing to work through the recommendations from the ombudsman's damp report, whilst the majority of recommendations have been implemented, we are continuing to
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11/11/22	<p>review and evolve our responses so that we have a process of continual improvement.</p> <p>7. We are working with Rachael Fox PCH Partnership Project Manager for PCH/Livewell to improve residents health, this includes putting environmental sensors in residents homes so they can via an app see risk points in their home that could cause damp and provide advice on what to do to avoid this, we also through a HomeLink data site can review and provide advice to residents, this is something in the early stages but with funding we hope to roll this out to several residents in the next few months.</p> <p>During the meeting it was also discussed and noted that there will always be some properties with damp and mould and that the situation is getting worse with the energy crisis and the costs involved in heating homes. How PCH respond to reports of damp and mould are important and reassurance was given to the board on the process we follow. Luke Pollard our local MP has set up a page where residents can report these issues to him directly and PCH will continue to deal with any cases to ensure we can pick up genuine cases. Reassurance was given that with the work that has already been undertaken we have relatively low numbers of cases report to us however it was also acknowledged that even a small number has a big impact on people's lives.</p> <p>Sometimes when cases of damp and mould in a property cannot be resolved then the tenant will log a disrepair claim with the provider. In these instances, legal advice is often to stop taking any action to resolve the issue while the case is ongoing. However, PCH do not follow this route and assurance was given that we will always continue to try and fix the problem even if a disrepair claim has been logged.</p>	
10	Committee Minutes Circulated	
12/11/22	<p>The minutes from the following Committee meetings were included for reference:</p> <ul style="list-style-type: none"> • Development Committee 21 July 2022 • PCH Regeneration 18 October 2022 • PCH Energy 18 July 2022 • Customer Focus Committee 5 August 2022 	
11	Remuneration & Nominations Committee 10 October chair update including items for approval at this meeting:	

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13/11/22	<p>DR, as Chair of the Remuneration and Nomination Committee had presented an update at the last PCH Board meeting on the interim staff pay award which had been discussed at the committee on the 10 & 19 October 2022.</p> <p>Also, at the meeting on the 10 October the Committee reviewed the Board succession plan and subsequent recruitment which was being brought to this meeting for approval.</p>	
11.1	Board succession planning and recruitment	
14/11/22	<p>LR, Head of Governance presented the report to the Board which gave an update on Board succession and recruitment; it was considered at the Remuneration and Nomination Committee in October and included updated recommendations for Board approval</p>	
15/11/22	<p>The PCH Board approved the:</p> <p>Succession Plan:</p> <ol style="list-style-type: none"> 1. Nick Lewis – steps down at November 2022 Board having served almost 6 years 2. Graham Clayton – steps down at March 2023 Board having served 7 years; recruit a replacement Board member with financial skills and experience 3. Lavinia Porfir - reaches 6 years in May 2023 – extend to May 2024 4. Debbie Roche - reaches 7 years in December 2022 – extend to December 2023 5. Julie White – reaches 3 years in September 2023 and their term is renewed for 3 years (subject to annual appraisal) 6. PCHR Board independent vacancy - remains vacant until the next annual succession plan review <p>Recruitment Plan for the replacement of Graham Clayton and Valerie Lee's Board member places:</p> <ol style="list-style-type: none"> 1. advertise across specialist websites, networks and social media 2. shortlist and interview by a panel including Remuneration and Nomination Committee members, plus an opportunity for residents to meet and discuss topical issues with the candidates and feedback to the panel 3. appointment in time for the March 2023 Board meeting <p>Recruitment Plan for resident Board and CFC Co-optee member places (starting summer 2023):</p> <ol style="list-style-type: none"> 1. advertise across resident networks, In Touch, social media, etc 2. shortlist and interview by a panel including Remuneration and Nomination Committee members/CFC Chair/Head of Customer Experience and Assurance, plus meeting with residents (as appropriate) 	

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	3. appointment (timing to link with ends of terms of office/CFC vacancies, as appropriate)	
12	ARC 11 October 2022 Chair update including items for approval at this meeting	
16/11/22	LN Chair of ARC provided the board with a brief overview of the meeting that had taken place on the 11 October 2022. There were several papers which were also been brought to this meeting for approval. In addition, the committee had received an overview of the current economic climate which gave some background context to the discussion	
12.1	Review of Risk and Opportunity Management strategy 2022/23	
17/11/22	On the 11 October the Audit & Risk Committee agreed to recommend to the Board the Review of Risk & Opportunity Management Strategy. The Strategy will be reviewed again next year “or earlier as required” in line with both embedding effective risk management and the development of Risk and Opportunity Management as previously agreed	
18/11/22	The PCH Board approved the Risk & Opportunity Management Strategy 2022/23	
12.2	Annual Review of Risk Appetite	
19/11/22	On the 11 October the Audit & Risk Committee agreed to recommend to the Board the organisations Risk Appetite matrix. The report set out the work that had been undertaken by the Board in 2022 to consider the organisations Risk Appetite matrix. On 11 th October 2022, the Audit & Risk Committee were requested to consider if a recommendation should be made to the Board to move the ‘Reputation & Customer’ risk towards ‘cautious’”. Alternatively, the committee could recommend that a decision should be deferred until the annual risk workshop scheduled for the Board Away Day in March 2023. The Committee concurred that the Risk Appetite Matrix was an accurate reflection of the discussions held at the annual risk workshop on 1st August 2022. Due to the rapidly changing economic environment at present, the Committee members were not comfortable with changing the level of appetite for any of the Key Business Drivers set out in the Matrix.	

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	The Audit and Risk Committee agreed that the Risk Appetite Matrix should not be changed at this time and a decision should be deferred until the next annual risk workshop scheduled for the Board Away Day in March 2023.	
20/11/22	The PCH Board agreed that the Risk Appetite Matrix should not be changed, and a decision should be deferred until the next annual risk workshop scheduled for the Board Away Day in March 2023	
12.3	Review of Business Continuity Management Policy & Strategy.	
21/11/22	On the 11 October the Audit & Risk Committee agreed to recommend to the Board the Business Continuity Management Strategy and Policy. The report presented the updated Plymouth Community Homes Business Continuity Management Policy & Strategy (Version 1.10). This update was being presented in line with the annual cycle of review agreed in October 2019 and reflects the importance of Business Continuity and included some amendments where were detailed in the report.	
22/11/22	The PCH Board approved the Review of Business Continuity Management Strategy and Policy	
12.4	Recovery Planning & Asset and Liability Register	
23/11/22	The Recovery Plan and Asset and Liability Register were considered by the Audit & Risk Committee on the 11 October 2022. The report provided assurance that PCH have a robust Asset & Liability Register in place covering physical, contractual, and contingent asset & liabilities across the group for our own purposes and as required by the Regulator. It also presented the annual update of the recovery plan which constitutes the detailed approach to business continuity in the face of the crystallisation of short-term financial shocks and longer-term financial risks	
24/11/22	Since the ARC meeting additional information had been provided – it was explained that in this ever-changing financial climate, there was a higher-than-normal risk that the recovery plan may need to be implemented. Therefore, a more granular view of contracted spend by the business was being presented. The recovery plan gave the practical steps that we could take to switch off contracts if required. This attempted to show the contracts that PCH are already locked into (predominantly of a Capital nature) and to rate all others on a High, Medium and Low risk basis. The risk being the impact to the business if total or partial curtailment of spend were to be	

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	<p>necessary. Furthermore, the impact to tenants has been evaluated, which increases as the risk level of the contract rises. Always mindful to consider that no matter what level of risk there are always impact and consequences if we stop doing something.</p> <p>Clarity was provided to the board as a result of questions on the time scales for drawing down more cash if needed which currently stood at 2 days.</p>	
25/11/22	<p>The PCH Board</p> <ol style="list-style-type: none"> 1. Considered the additional information provided on Contractual spend and approve the updates to the Recovery Plan and 2. Approved the latest Asset and Liabilities Register 	
13	<p>Redacted as Commercially Sensitive - Development Committee 17 October 2022 Chairs update including items brought to this board for approval</p>	
26/11/22	<p>JW as chair of the Development committee presented a brief overview of the meeting which took place on the 17 October. Several items were being presented at this meeting however in addition the Committee had been given updates on the following:</p> <ul style="list-style-type: none"> ■ [Redacted] ■ [Redacted] ■ [Redacted] ■ [Redacted] 	
13.1	<p>Development Strategy – Annual Monitoring</p>	
27/11/22	<p>The report provided the Board with the annual Strategy monitoring of the extended PCH Development Programme 2020-2025 with the capacity for 220 homes per year within a wider geographical operating area.</p> <p>The report included information on the following:</p> <ul style="list-style-type: none"> • Delegated approvals • Performance against approved programme • Changes to building contracts sums and LAD's. • Post Contract Reviews • Potential abortive fees approvals. <p>The strategy monitoring highlighted that while the program was slightly behind aspirations there were several future opportunities within the pipeline to rectify this.</p>	

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	<p>and it was recommended that member familiarise themselves with these.</p> <p>In particular the committee had an update on the independent Review of Stigma in Social housing. The final report will be coming to CFC in February and all Board Members were invited to attend.</p> <p>The Damp and condensation policy had been reviewed and approved.</p> <p>The meeting also had a strong focus on Complaints and the Housing Ombudsman code self-assessment.</p>	
	NC & MW joined the meeting.	
16	Strategic Business plan	
40/11/22	<p>CE Head of Strategy, Performance and Policy presented the draft mission, vision, values, and high-level objectives of the Strategic plan to the Board for agreement in principle ahead of final sign off in March 2023.</p> <p>This endorsement by the board would enable the Executive and Senior Management Teams to develop the layer beneath outlining the deliverables and actions that work towards achievement of the objectives and determine the performance management framework.</p> <p>The mission or purpose and vision have been revised; however, the values of the organisation were proposed to remain the same as these were still relevant to who we are and what we do.</p> <p>It was proposed that the strategic plan falls into four themes:</p> <ul style="list-style-type: none"> - Customer and community - Homes and spaces - Planet and places - Efficiency and effectiveness <p>These themes reflect the key topics on the agenda for the coming years and each theme has three proposed strategic objectives, totaling 12.</p> <p>There had been an initial engagement session with Board members in October 2022 and further consultation would take place with Staff, residents and other stakeholders.</p>	
41/11/22	<p>The Board discussed the high-level framework and made some suggestions to be considered when developing the deliverables of the strategy. It was agreed that once the consultation had taken place and changes would be circulated to the board.</p>	

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	Also discussed was consideration of using the term Value for Money so that residents can be sure we take care of their money and ensuring the Strategic plan highlighted that we don't only listen to our customer but that we make the effort to understand.	
42/11/22	The PCH Board agreed the proposed high-level framework for the strategic business plan.	
17	Asset Management Strategy	
43/11/22	<p>NC Asset Data Manager presented the Asset Management Strategy. He explained that following review of the final strategy provided by Ark consultants, which PCH Board had been involved with it was decided to revisit the overall direction of the strategy which was considered too Local Authority and academically focussed. A revised version was created inhouse, streamlining content and linking overall objectives with both the agreed PCH delivery and strategic goals.</p> <p>The key drivers for the next 5 years are broadly in line with those which we discussed at the board Away Day in March 2021. Which were follows.</p> <ol style="list-style-type: none"> 1. Understanding Asset Management 2. Decent homes Standard, Building Safety & Fire Safety 3. Providing quality & Responsive Services 4. Working towards net zero carbon 5. Maximise value of land and related issues 6. Making every voice count <p>It was explained that some of the elements of the strategy will be updated when the strategic plan is updates with our corporate goal and themes so that these strategies complement each other.</p>	
44/11/22	The Board discussed the term bedsit, and it was confirmed that in this scenario it would be a self-contained flat rather than a room with shared facilities such as a kitchen or bathroom. Consideration would be given as to if this wording should be amended	NC
45/11/22	The PCH Board approved the Asset Management Strategy.	
18	Environmental Strategy	
46/11/22	<p>(CE) Head of Strategy, Performance and Policy presented the Environmental Strategy monitoring report which gave the Board an update on how PCH are delivering on our environmental strategy. The key highlights of which were as follows:</p> <ul style="list-style-type: none"> - New Asset Management Strategy which focusses on decarbonisation. 	

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	<ul style="list-style-type: none"> - Successful in our bid for funding under the Social Housing Decarbonisation Fund and are currently bidding for additional funds in the second round of bidding. - Starting to put a decarbonisation plan together for our corporate buildings. - Increased the amount of items passed onto residents via our Reuse Centre. - Trial electric vans for repair operatives and assess options for our fleet. <p>The report sought to provide assurance that these key themes were being progressed and that the appointment of a dedicated Sustainability lead has resulted in considerable activity since the strategy was approved in November 2021.</p>	
47/11/22	The PCH Board noted the Environmental Strategy annual monitoring report.	
19	Equality Diversity & Inclusion Strategy	
48/11/22	<p>AEJ Head of Customer Experience presented the board with the annual delivery update on the Equality Diversity & Inclusion Strategy which the board had approved in November 2021.</p> <p>The report detailed the objectives within the strategy and the work that had been undertaken over the past 12 months to move this forward.</p>	
49/11/22	<p>As a result of questions and discussion the following actions were agreed:</p> <p>Next year’s report to show the progress of increasing diversity within PCH not just for board members but also staff.</p> <p>The report should also clearly show and understand the demographic of our customers to highlight how we can support and deliver services based on this information.</p> <p>The inclusion of an Ethnicity pay gap in addition to comparison of Gender pay gap.</p> <p>Board to receive a briefing note on the delivery of Domestic Abuse Housing Alliance (DAHA) sector specific accreditation and the outcome of our aim to achieve external certification by March 2023</p>	<p>AEJ</p> <p>AEJ</p> <p>AEJ</p> <p>AEJ</p>
50/11/22	The PCH Board noted the Equality Diversity & Inclusion Strategy annual monitoring report.	
51/11/22	There was a short break – NC left the meeting.	

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20	Quarterly Performance Update	
52/11/22	<p>(CE) Head of Strategy, Performance and Policy presented the update on performance for Q2 2022/23, which including of building safety measures.</p> <p>Q2 2022/23 Performance Report:</p> <p>The headline performance results were as follows:</p> <ul style="list-style-type: none"> - Green: 10 - Amber: 7 - Red: 3 <p>There was an improvement in on repairs performance during Q2, increasing to over 93% of jobs being completed within timeframe. This was split between over 97% for emergency jobs and over 90% for routine jobs. the report.</p> <p>There had been a reduction in the complaints and enquiries dealt with in timeframe to just over 99% which means that two complaints were responded to after ten days.</p> <p>Void re-letting continued to be higher than target however there was a sustained reduction in the average number of days to re-let homes compared with the year-end position for 2021/22.</p> <p>The Tenant Satisfaction Measures (TSMs), which were proposed in the Social Housing White Paper, were released in September 2022 and are now in use. Therefore several the measure’s definitions previously used for the Q1 report have been amended.</p> <p>The percentage of homes with a valid 5-year electrical test was now over 98% and this would move toward 100% over the coming months.</p> <p>There were asbestos management surveys or re-inspections for almost all of homes with the Q2 position at 99.93%. There were 9 properties without a survey, of which 7 are those that transferred to PCH in Barne Barton.</p> <p>The KPI for legionella showed that just under 79% of homes have a risk assessment – these included homes where we choose to carry out an assessment in addition to those we were legally required to. The revised TSM measure has resulted in this measure requiring calculating. The figure for minimum legal compliance was now 98.06%.</p> <p>Rent arrears were within target however collection levels are lower compared to this time last year but have improved since the Q1 report. This was due to a range of factors including additional accounts being</p>	

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	<p>[Redacted]</p>	
56/11/22	<p>The PCH Board</p> <ol style="list-style-type: none"> 1. Noted the update. 2. Approved the rolling list of contracts/requirements to be tendered and extended and delegates authority for final approval of the contracts to EMT directors or their delegates in accordance with Financial Regulations, indicating any exemptions to the delegation (which will need to have Board approval). <p>The board thanked MS for all of her hard work during the time that she had been with PCH and she was wished every success in her new role.</p>	
22	<p>Redacted as Commercially Sensitive - Scenario Testing for Rent Caps- Update</p>	
57/11/22	<p>NJ Director of Business Services and Development presented the paper to the board for review. He explained that at Audit and Risk Committee on the 11th October 2022 this initial report was presented.</p> <p>However, since this time some of the assumptions have now been confirmed at it was prudent to bring this back to Board. [Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	

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	[Redacted]	
64/11/22	[Redacted]	
24	Redacted as Confidential - Quarterly Treasury Update	
65/11/22	[Redacted]	
66/11/22	The PCH Board Noted the Treasury Management Update	

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25	Governance Report	
67/11/22	<p>LR Head of Governance presented the paper to the board which was the annual Governance report to provided assurance that PCH was continuously reviewing and improving governance arrangements via the Governance Improvement Plan (GIP) and NHF Code of Governance Compliance Plan. Both plans also supported compliance with the Regulator of Social Housing’s Governance and Financial Viability Standard (which requires us to adopt an appropriate code of governance), relevant legislation and good practice.</p> <p>The GIP (Appendix A) brings together actions from a range of sources including Board appraisal, NHF Code of Governance Compliance Plan, Board and Committee effectiveness reviews and regulator’s In-Depth Assessment (IDA) outcomes; it was the basis for the Governance Team Service Plan 2022/23. All actions are ‘in progress’ or ‘completed’, none are ‘at risk’.</p> <p>Additionally, the report also outlined proposals for the triennial Governance Review with an external advisor, due in spring 2023.</p>	
68/11/22	It was agreed that the committee effectiveness review would be included as part of the Governance Review .	LR
69/11/22	<p>The PCH Board</p> <ol style="list-style-type: none"> 1. APPROVED the Governance Review proposals and delegation of the award of the contract to the PCH Board Chair 2. NOTED the progress towards compliance with the Code of Governance and the remainder of the report 	
26	THFC Authorise Signature Arrangements	
70/11/22	NJ Director of Business Service and Development presented the report which looked to approve the changes to the list of authorised signatures for our The Housing Finance Corporation Fund Ltd financing arrangements	
71/11/22	<p>The PCH Board:</p> <ol style="list-style-type: none"> 1) Authorised the additions and deletions to authorised signatories for THFC funder as follows <p>Removed; Nick Lewis Nigel Pitt</p>	

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	Simon Ashby Belinda Pascoe Added; Valerie Lee Debbie Roche Liz Nicholls Lucy Rickson	
27	Next PCH Board meeting is 9 th February 2023	
72/11/22	This was NL last meeting as Chair of the PCH Board. He was thanked for his contribution by all in attendance. VL would start her Tenure as Chair of the PCH Board on the 25 November 2022.	
73/11/22	<i>Meeting closed at 7:25pm.</i>	

Signature.....

Valerie Lee – Chair

Date

Certified as a true copy

Lucy Rickson, Head of Governance

Date.....