

## PUBLIC MINUTES

### of the Homes England Board Meeting held at 1pm on Thursday 25 April 2019 at Windsor House, London

#### Present:

Edward Lister  
Nick Walkley  
Simon Dudley  
Keith House  
Richard Blakeway  
Stephen Bell  
Teresa O'Neill  
Duncan Sutherland  
Ceri Smith, UKGI

Chair  
Chief Executive

#### In attendance:

Gordon More  
Stephen Kinsella  
Isabella Freeman  
Christopher Kinsella  
Jane Castor  
Mike Wiltshire  
Mark Dabell

Chief Investments Officer  
Executive Director Land  
General Counsel  
Interim Chief Financial Officer  
General Manager Finance & Performance  
General Manager Strategy and Performance  
Head of Estate Management & H&S

Item 5  
Item 6  
Item 8

Mary Carter

Board Secretary

#### **Apologies**

01/04/19 There were no apologies.

#### **Item 1 Minutes of Previous Meeting**

02/04/19 The minutes of the previous meeting were agreed as a true record, with the addition of Teresa O'Neill to the members declaring an interest as a Pension Trustee at paragraph 53/03/19.

#### **Item 2 Matters Arising**

03/04/19 Members NOTED the matters arising.

#### **Item 3 CEO Update**

04/04/19 The Chief Executive updated members on the successful year end position, progress with senior recruitment and changes to reporting arrangements. Two NAO reports concerning Homes England were in the first draft phase, covering Help to Buy and Public Sector Land.

05/04/19 The Digital Business Case was submitted to MHCLG but had not progressed to approval.

He would share the updated Business Case slide deck with members.

NW

06/04/19 Members NOTED the report.

**Item 4 Chair's Update**

07/04/19 The Chair reported that he had held meetings with Independent Audit on the External Review of Board Effectiveness and their report would come to the Board in May and then be discussed with MHCLG. The long list of new NEDs was agreed and interviews would take place in June

08/04/19 The Management information pack was now largely finalised and contained great material, and he considered the Board now needed to focus in on specific areas. He had asked the Finance Director to look at the summary and make suggestions for making the pack more usable.

**Item 5 Management Information Suite**

09/04/19 The General Manager Finance & Performance presented the key elements of Homes England's performance to the end of March 2019.

10/04/19

11/04/19

12/04/19

13/04/19

14/04/19

15/04/19 Members NOTED the report.

**Item 5 Early Warning Indicators Report**

16/04/19 The General Manager Strategy and Performance set out the findings of this month's Early Warning Indicator analysis and market overview.

he would send members a detailed pack showing the movements by local authority.

MW

17/04/19 Members NOTED the report.

**Item 7 Committee Minutes**

- 18/04/19 The Chair updated members on the proceedings of the Investment Committee meetings on 21 March 2019 and 11 April 2019. Since the April meeting had taken place the Sekisui House Board had voted to enter into a partnership with Urban Splash, with funding from Homes England. This had already been leaked in the press, but he anticipated a formal announcement shortly.
- 19/04/19 The Chair of Audit & Risk Committee reported on the 25 April ARC meeting. The Committee had recorded its concern that the Digital Transformation Programme had not so far been progressed by MHCLG.

**Item 8 Health & Safety Monthly Update**

- 20/04/19 The Head of Estate Management & H&S updated members on three incidents that had been reported to the Safety, Health and Environmental (SHE) team since the last board meeting.
- 21/04/19 The tender for the Strategic SHE Review had been completed and the commission awarded to Pinsent Masons. The findings of the Review would be reported to Board in July. The Board had requested at its last meeting an update in respect of the number of buildings within Homes England's development estate that contained asbestos, and a report would come to them in May, together with a full report on the 2018/19 results. It was stress awareness month at the Agency, and he would report on the campaign in May. **KS**
- KS**
- KS**

**Item 8 Nominations & Remuneration Committee Revised ToRs**

- 22/04/19 The General Counsel presented proposed terms of reference for the new Nominations and Remuneration Committee. The updated terms of reference aligned the Committee's responsibilities with the Agency's ability to deliver its corporate strategy, and reflected the revised Framework Document.
- 23/04/19 The UKGI member considered that the Terms of Reference could be further enhanced to empower the committee to do more, but he was content to agree these Terms of Reference in the medium term. The Chief Executive added that he anticipated that the committee would meet more frequently, as the Operating Model changes came forward.
- 24/04/19 The Board AGREED the terms of reference.

**Item 10 Communications Strategy**

- 25/04/19 The Chief of Staff presented the Agency's new annual communications strategy, with proposed priority activities for the next 12 months, intended to position the agency in the market to

deliver its strategic outcomes.

26/04/19 Members welcomed the strategy, and suggested that a short summary be developed to communicate the key aspects of the proposed approach to all staff.

AC

27/04/19 The Board **APPROVED** the Communications Strategy.

**Item 11 Training Session 1: Responsibilities of the Board and the CEO as Accounting Officer**

28/04/19 The Head Counsel gave a short refresher session on the respective roles of the Board and the Accounting Officer in delivering Homes England's statutory role. The key responsibilities of the Board were to ensure that the Agency discharged its statutory functions, to oversee the delivery of its strategic objectives, to agree the corporate risk appetite, and to receive assurance on internal controls and provide assurance in turn to the Department.

29/04/19 The Chief Executive acts on behalf of the Permanent Secretary, who is the Accounting Officer responsible to Parliament. He ensures financial propriety and management and is responsible for the day to day operations, and ensuring there is appropriate decision making and governance in place. He is also accountable to the Board, to deliver the strategic objectives, advise on performance, ensure effective risk management and provide assurance on internal controls.

30/04/19 Members welcomed the session. They considered it was crucial that the agency and the Department had a shared understanding of these accountabilities, in order to deliver the new ways of working envisaged in the revised Operating Model.

**Item 15 Any Other Business**

31/04/19 The Board asked for a session on IFRS9 ahead of their consideration of the accounts on 4 July 2019.

CK

Date of next meeting: 4 July 2019.

**Chairman's signature:**

**Date:**