

PUBLIC MINUTES

of the Homes England Board Meeting held at 1.30pm on Thursday 31 October 2019 at 1 Friargate, Coventry

Present:

Simon Dudley	Interim Chair
Stephen Bell	
Keith House	
Duncan Sutherland	Items 1-11
Mark Rennison	
Teresa O'Neill	Items 1-11
Olivia Scanlon	(by phone)
Nick Walkley	Chief Executive

In attendance:

Lynda McMullan	Chief Financial Officer	
Isabella Freeman	General Counsel	
Mark Gray	Chief Risk Officer	
Joe Sarling	Head of Research and Analysis	Item 5
Mike Wiltshire	Director Strategy, Markets and Research	Items 5-7
Lou Downe	Director of Service Design & Transformation	Item 8
Claudio Di Vittorio	BCG	Item 8
Amy Casterton	Chief of Staff	Item 9
Jamie Carter	UKGI Observer	
Julie Richardson	Health & Safety Advisor	Item 13
Mary Carter	Board Secretary	

Apologies

14/10/19 Apologies were received from Sadie Morgan, Vanessa Murden and Ceri Smith.

Item 1 Minutes of Previous Meetings

15/10/19 The minutes of the previous meetings on 26 September 2019 and 7 October 2019 were agreed as a true record, with an amendment to paragraph 26/09/19 to make it clear that the funding for Service Transformation was included in the total budget uplift.

Item 2 Matters Arising

16/10/19 Members welcomed the revised format for the matters arising and asked for the addition of a key for the RAG status column. **MC**

17/10/19 32/09/19 – HCAPS - The Chair reported that he was seeking a meeting with Lord Jordan to discuss the Pension Trustees' proposal **SD**

for a change in status. He would report back once the meeting had taken place.

18/10/19 42/09/19 – *Forthcoming Election* - the Chief of Staff would issue purdah guidance to the Board as soon as it was published. Meanwhile public events were being considered on a case by case basis.

AC

19/10/19 47/09/19 – *Operational Risk* – the Chief Risk Officer reported that his team was following up on the deep dive, and he was conducting a joint exercise with the Chief Finance Officer to identify those that could be addressed outside of the Service Transformation proposals, and the extent to which Service Transformation proposals addressed remaining risks. He would update the Board in November on their findings.

MG

20/10/19 48/09/19 – *Help to Buy Deep Dive* – the Chief Finance Officer would bring this report to Board in November.

LM

22/10/19 Members NOTED the matters arising.

Item 3 Chief Executive Report – Setting the Scene

23/10/19 The Chief Executive updated Board members on key developments since the last meeting. Simon Dudley had now been formally approved as the Interim Chair, and he was pleased to announce that the Admin Budget for 2021 had been approved by the Secretary of State.

24/10/19

24/10/19

25/10/19 The Chief Executive reported that, following his very successful trip to Japan, he would be returning to attend a Sekisui Board Meeting. He would also meet with other Japanese off-site construction specialists, along with various potential investors. A number of staff had spoken at EXPO in Munich and the agency had a significant presence at MIPIM UK in London. The Communications and Investments teams were now exploring the possibility of extending this engagement further into international markets.

26/10/19 The Board NOTED the update.

Item 4 Fiscal Events Update to Board

27/10/19 This item was covered in the CEO Report at item 3.

Item 5 Market Overview

28/10/19 The Head of Research and Analysis presented his monthly market overview.

29/10/19

30/10/19 Members NOTED the overview.

Item 6 EU Exit Update

31/10/19 Members NOTED that the EU Exit was deferred to 31 January 2020 and a General Election had been called for 12 December 2019.

Item 7 Improving Productivity Update

32/10/19 The Director, Strategy, Markets and Research provided an update on progress against the actions Board had agreed at their meeting in July, and set out proposed next steps. He provided analysis of Homes England's activities to support MMC to date; the processes Homes England was putting in place to improve data collection of MMC schemes supported by the agency; and the proposed research and analysis activity that it would be undertaking to inform the development of agency-wide strategies to improve housing construction productivity.

33/10/19 Board members welcomed the progress to date. They asked that Homes England should link up with the Energy Sector, which was ramping up investment in clean energy. They also asked that Homes England should attempt to establish a benchmark position showing what would occur if it did not invest in improving productivity.

MW

34/10/19 Members NOTED the update.

Item 8 Service Transformation Business Case

35/10/19 The Director of Service Design & Transformation updated members on changes to the business case since their session on 21 October.

36/10/19

37/10/19 The Chief Executive agreed that he would email the Board prior to submitting the Case, and outline any further changes that had been made.

NW

38/10/19 The Board AGREED that the Business Case should be submitted on Monday 4 November 2019. They nominated Stephen Bell and Teresa O'Neill as Board champions for the Business Case going forward.

Item 9 Board Transformation Update

39/10/19 The Chief of Staff presented progress against the Board Transformation action plan workstreams, and submitted a strategic planner for 2019/20, a schedule of 2020 meeting dates and locations, and draft Terms of Reference for a new Safety Health and Environment Committee for approval. The strategic planner included provision for five strategy sessions over 2020, and the topics for these sessions were being considered.

40/10/19 Members welcomed the items submitted for approval, and suggested a number of additional items for inclusion in the forward planner. They noted that adopting the strategic planner would require a culture change from the Board. They undertook to feedback on any diary clashes they had in the meetings timetable. **MC**

41/10/19 The Head Counsel agreed to review the SHE Committee Terms of Reference and provide a legal perspective. These would then be re-submitted to the November meeting. **MC**

42/10/19 The Board AGREED the proposed 2020/21 Board and Committee planner and dates; and NOTED progress against the 8 draft work packages.

Item 10 Chair's Update

43/10/19 The Chair reported that all NED reviews were completed, including those NEDs whose terms were due for renewal in January 2020. UKGI would now be making recommendations to the Secretary of State. He was also exploring options to replace those Board members who had recently left the agency.

44/10/19 He had attended various client meetings, and MIPIIM in London, and had recorded a piece on the Northern Essex new town development. He had attended the York Central Steering Board meeting and met with the Chair of Network Rail. He had also been promoting the agency's case for administration budget and transformation funding.

45/10/19 The Board NOTED the Chair's update.

Item 11 Chief Risk Officer Update

46/10/19 The Chief Risk Officer presented his report.

47/10/19

48/10/19 Members AGREED that the Board would decide on options for alternative spending in January 2020 if sufficient funding had not been secured by then.

NW

Item 12 Management Information Suite

49/10/19 The Chief Financial Officer presented the key elements of Homes England's performance to the end of September 2019.

50/10/19 Members NOTED the report.

Item 13 Quarterly SHE Report

51/10/19 The Health & Safety Advisor reported to the Board on Homes England's safety, health and environmental (SHE) performance for the three month period from 01/07/19 to 30/09/19.

52/10/19

53/10/19 Members NOTED the report.

Item 16 Committee Minutes

54/10/19 Members NOTED the proceedings of the Investment Committee meetings on 10 October 2019 and 18 October 2019 and the Audit & Risk Committee meeting on 26 September 2019.

Item 15 Any Other Business

55/10/19 The Chair reported that Duncan Sutherland had attended the Property Support Across Government meeting on 29 October on behalf of Homes England. His read-out from the meeting would be circulated to members by email.

MC

Date of next meeting: 27 November 2019.

Chairman's signature:

Date: