



GROUP COMMON BOARD MEETING

**ONGO PARTNERSHIP LTD (Company Registration Number: 08048224)
and ONGO HOMES LTD (FCA Mutuals Registration No 7639)**

**Held at 2.30pm on Thursday 23 January 2020
Board Room, Ongo House, High Street, Scunthorpe, DN15 6AT**

MINUTES

Present:

Group Common Board: Bob Walder (Chair), Liz Cook, Paula Gouldthorpe, Helen Lennon, Michael Finister-Smith, Tim Mills, John Wright, Natalie Cresswell, Rachel Cook, Steve Hepworth, Melvin Kenyon (Senior Independent Director)

Officers: Jo Sugden (Company Secretary), Fiona Ruddick (Minutes and Assistant Company Secretary), Karen Cowan, Kevin Hornsby, Ashley Harrison, Pete Stones

Also present: Janine Garner (Observer), Amanda Stansfield-Caladine (Observer), Colin Cranidge (Observer) and Keith Riley (Observer)

Apologies: None

Absence: None

The meeting was confirmed as quorate. Three members are required Ongo Partnership (Article 48) and Ongo Homes (Rule D13). Employees of the Association or any Group Member were in a minority.

Declarations of Interest

Declarations were made in relation to Agenda Item 13, Intra Group Loan from Helen Lennon and Tim Mills (Ongo Communities) and Paula Gouldthorpe and Bob Walder (Ongo Commercial). All board members declared potential conflicts due to their roles on other boards within the Group.

Confidential items

There were no separate confidential items.

Decisions taken between meetings (agenda item 14)

An action was taken by the Chair relating to Ongo Homes Ltd, who signed an award of a new street lighting contract. This was due to the value over the lifetime of the contract being over £250k, in accordance with the authority levels in the procurement and procedure rules.

Time meeting opened

The meeting opened at 2.20pm.

1. **Agenda Item 3 – Appointments and Resignations**

Summary: Following the governance downgrade, a full review of governance was undertaken by DTP (our external governance advisors). Their recommendations, which were fully accepted, included introducing a completely new structure for governance. These appointments will almost complete the population of that new governance structure. A number of appointments were made in November 2019 to ensure continuity of business for the boards and that no constitutional documents were breached by having too few board members on a company.

Discussion points/questions:

- The board were happy to accept all the recommendations with the clarification that Bob Walder's appointment as Chair of Ongo Commercial Common Board is on an interim basis.

Agreed:

Ongo Partnership Ltd decision

Appointed the following people as Directors to Ongo Partnership Ltd in accordance with Articles 9 and 31.1 with immediate effect:

- Rachel Cook
- Timothy Mills
- Melvin Kenyon
- Paula Gouldthorpe
- Elizabeth Cook
- John Wright

Appointed the following people to the Board of Ongo Homes Ltd as Board Members (in accordance with Rule D2.2 Ongo Partnership Ltd is exercising its power as parent of Ongo Homes Ltd to appoint a board member at any time) with immediate effect:

- Robert Walder
- Michael Finister-Smith
- Paula Gouldthorpe
- Natalie Cresswell
- Rachel Cook

Authorised the Company/Assistant Company Secretary to prepare the necessary paperwork and register the changes with Companies House and the Financial Conduct Authority.

As the sole shareholder and parent of Ongo Commercial Ltd appointed Paul Warburton as a Director of Ongo Commercial with effect from 24 January 2020 and authorised the Company Secretary/Assistant Company Secretary to prepare and send the relevant written notice to Ongo Commercial Ltd and to register the change with Companies House.

Ongo Homes Ltd decision

As sole shareholder and parent of Ongo Home Sales Ltd, Ongo Homes agreed to appoint Natalie Cresswell as a Director with immediate effect and authorised the Company Secretary/Assistant Company Secretary to prepare and send the relevant written notice to Ongo Home Sales Ltd and to register the changes with Companies House.

As sole shareholder and parent of Ongo Developments Ltd, Ongo Homes agreed to appoint Sharon Moya Jones and Natalie Cresswell as Directors with immediate effect and authorised

the Company Secretary/Assistant Company Secretary to prepare and send the relevant written notice to Ongo Developments and to register the changes with Companies House.

Group Common Board decision (Ongo Partnership & Ongo Homes)

Appointed with effect from 24 January 2020 Rachel Cook, Melvin Kenyon and Tracy O'Neill as members of the Governance & Remuneration Committee, with Rachel Cook to be Chair (standing orders, governance & remuneration committee section 29 (composition)).

Appointed with effect from 24 January 2020 John Wright, Daniel Klemm and Rachel Cook as members of the Audit & Risk Committee, with Michael Finister-Smith confirmed to continue in the position of Chair.

Appointed Elizabeth Cook as Chair of Ongo Developments Common Board with immediate effect (standing orders, Ongo Developments section 23 (composition)).

Appointed Helen Lennon as Chair of Ongo Communities Common Board with immediate effect (standing orders, Ongo Communities section 12 (composition)).

Appointed Robert Walder as interim Chair of Ongo Commercial Common Board with immediate effect (standing orders, Ongo Commercial section 12 (composition)).

Confirmed Robert Walder as Chair of Group Common Board with immediate effect.

Confirmed Melvin Kenyon as Senior Independent Director of the Group Common Board with immediate effect.

Noted the following resignations that took effect on 31 December 2019:

- a) Ongo Roofing Ltd, Ongo Heating & Plumbing Ltd and Ongo Commercial Ltd: Kevin Yorath, David Stewart, Neville Thompson, Barry Orton and Carol Bratton
- b) Ongo Communities Ltd: Kevin Yorath, Paul Elliott and Avril Bairstow
- c) Ongo Recruitment Ltd and Crosby Brokerage Ltd: Carol Bratton and Janice Williams
- d) Ongo Homes Ltd: Matthew Spittles and Rupert Pometsey
- e) Ongo Partnership Ltd: Matthew Spittles, Daniel Klemm, Kevin Yorath and James McKellar-Main
- f) Ongo Home Sales Ltd: Robert Walder, Daniel Klemm, Melvin Kenyon, Ashley Harrison and Stephen Hepworth
- g) Ongo Developments Ltd: Matthew Spittles, Rupert Pometsey, Neville Thompson and Kevin Hornsby

2. Agenda item 4: Minutes of Previous Meetings

The minutes of the joint meeting of Ongo Homes and Ongo Partnership boards held on 28 November 2019 were agreed as a true record, subject to amending the action arising from the NROSH discussions which were around how the risk is managed e.g. timeliness and accuracy. The meeting agreed as accurate the confidential minutes from the joint meeting of Ongo Homes and Ongo Partnership board held 28 November 2019 and these were signed as a true record by the Chair.

3. Agenda item 5: Action List

It was agreed the due date of Action J7/19 would be changed as the report that fed into the action was not due to be finalised until summer. The due date would be changed to 15 September 2020. For action J9/19 the leasehold bad debt was reported as £219,000 on normal repairs and £139,000 on major repairs. All other actions were agreed.

4. **Agenda item 6: Other Board and Committee Updates**

4.1 Agenda Item 6a – Minutes and Subsidiary Updates

After each meeting of a board or committee, the Chair will be asked to write a quick summary sheet which will be shared group wide by email with all members. The idea is to increase awareness across the group of the business of each board and committee.

4.2 Agenda Item 6b – Governance and Regulatory Working Group (RWG) Update

Summary: To provide an update on the work of the RWG and general update on the governance review work, engagement with the Regulator of Social Housing (RSH) on the Voluntary Undertaking and a general update on sector issues. Under the previous governance structure, Ongo Homes and Ongo Partnership Boards agreed to form a working group (RWG) to oversee and make recommendations to the Board on the actions within the Governance Review and Voluntary Undertaking (VU).

Discussion points/questions:

- The board discussed the work of the RWG and agreed to support it for a further six months. As a number of actions within the VU are now complete, the workload of this group has reduced but there are still some key pieces of work remaining, especially around evidencing that changes are embedded.
- Rachel Cook volunteered to join as a member of the RWG.
- There are some typos in the Code of Conduct noticed by board members and these will be forwarded to officers to correct them.
- A member requested some specific changes/clarification to the Code of Conduct:
 - Use the term “subject member” and provide a definition of that term to replace the words the member whom an allegation has been made against
 - 9.10 – failure to co-operate should be seen as a negative and a breach of the Code of Conduct in itself – taking part should be compulsory.
 - 9.16 – documents are kept on file – need to specify the length of time
 - An appeal is not possible. It was agreed the preference would be to have a route of appeal. The document will be reviewed to allow this with the Governance & Remuneration Committee dealing with the initial hearing and this would allow Group Common Board to deal with any appeal issues.
 - 9.22 implies there is a circular process. This needs revising.
 - Include a flowchart of the process for ease of reading

Agreed: Group Common Board for Ongo Partnership & Ongo Homes

- Discussed the report and were content with progress on the work that has been carried out on the Governance Review and the Voluntary Undertaking and the continuing positive relationship with the RSH.
- Agreed to continue the RWG to oversee the work committed to within the Voluntary Undertaking for a further period of six months.
- Agreed for Rachel Cook to become a member of the RWG.
- Requested a number of amendments to the Board Member Code of Conduct. These will be

made and circulated by email to Group Common Board for final approval. **Action 1/20.**

5. **Agenda item 7: Chief Executive's Update**

Summary: The Corporate Plan was agreed in 2019 and this report provides an update on recent issues and activity undertaken to achieve the three key strategic objectives. It also contains brief highlights of recent key issues affecting the social housing sector.

Discussion points/questions:

- The next Chief Executive's report will aim to provide some standardised performance reporting on the strands within the Corporate Plan.
- With the increasing focus on climate change, there is a need for a strategic discussion around carbon reduction and to consider Ongo's stance e.g. could profit from a build to sell scheme be used to offset carbon.
- The Chair is keen that board members become more involved in events and activities. Dates of events board may wish to attend are now included in this report. To help board members, calendar invites will be sent for these and future events. **Action 2/20.**

Agreed: Group Common Board for Ongo Homes & Ongo Partnership considered progress made towards meeting the Corporate Plan strategic priorities and debated the issues affecting the sector.

6. **Agenda item 8: Rent and Service Charge**

Summary: After four years of Government imposed rent reductions, rents for social housing from 1 April 2020 will now follow a new rent standard. This means that Registered Providers (RP's) can increase rents by up to CPI (the Consumer Price Index inflation measure) plus 1%. The government have said that this standard will stay in place for the next five years. CPI at September 2019 was 1.7% meaning that rents can increase by up to 2.7% in April 2020.

Discussion points/questions:

- This has already been considered by Community Voice, our recognised tenant group and their feedback has been incorporated into the report.
- The proposals made in the report have been made to support the corporate ambitions around delivering services and building more homes.
- Service charges are being reduced to reflect the reductions in costs – the actual cost of the service is charged to customers.
- A minimum of one month's notice of rent charges has to be given to our customers. There is a plan in place ready to communicate the changes. This is around explaining the reason for the changes, how it will help deliver services and providing support to customers who may need it.
- There is a piece of work planned around garages to look at voids across all the sites and consider any actions needed. There is currently a profit made from the garages that are rented out. To answer a query, officers will find out what % of garages are rented to tenants vs non-tenants. **Action 3/20.**
- The board felt this was a well written and clearly explained report.

Agreed: Ongo Homes:

- Agreed to increase rents in line with the new 2020 rent standard requirement, and the Government Welfare Reform and Work Act 2016 in order to continue funding our

development programme

- Agreed the appointment of the District Valuer to establish an Open Market Value (OMV) for each of our affordable rent properties as outlined in paragraph 4.5 of the report.
- Agreed market rents (used to measure/calculate the % of Affordable Rent) for new build properties and re-based properties are increased by 1% and 1.5% respectively as advised by the District Valuer.
- Considered 2020/21 increase options for Garage rents detailed in 4.7 of the report and agreed Option 1: Freeze rents.
- Approved the proposed range of service charges for 2020/21 shown in Appendix 2 of the report.
- Agreed that store shed rents are no longer applied in the 4 high rise blocks from April 2020, as outlined in paragraph 4.8 of the report.
- Agreed the Rent and Service Charge Setting Policy is updated as necessary to align with the report.
- Agreed the above increases take effect from the first Monday in April 2020.

7. **Agenda item 9: Health, Safety and Environment**

Summary: To provide an overview of key Health, Safety & Environment arrangements across the group.

Discussion points/questions:

- The issue of access into sheds erected by telecoms operators on the roof of a high rise block was discussed and that the original lease wasn't specific about what equipment could be installed means that access arrangements were not included. Steps are being taken down the legal route to gain access into these and get assurance of fire safety issues. .
- Members felt the issue around fire doors on the fire risk assessments had been ongoing for some time but officers explained it was different fire doors and the ones identified in previous reports were now resolved. It was requested that a note be included in future updates to be clear if these were new issues or the older ones still unresolved. **Action 4/20.**
- Being able to achieve challenging timescales when new fire doors have to be installed is an ongoing issue and we are sourcing a new contractor to speed up our responses. It was confirmed that fire risk assessors are aware of the likely timescales needed to fit new doors but are not generally willing to make allowances for these when making their recommendations.
- It was asked if there were any patterns or trends from the 98 reported health and safety incidents. Future reports will contain this information. **Action 5/20.**
- The Chair felt members could take a lot of confidence from the compliance information provided to them.

Agreed: Group Common Board for Ongo Homes and Ongo Partnership confirmed they were satisfied with the management of the Health, Safety and Environment arrangements set out in the report.

8. **Agenda item 10: Risk and Regulation**

8a. **Agenda Item 10a - Strategic Risk Register**

Summary: Following a full review of risk management within Ongo, our new Risk Management Framework and Strategic Risk Registers were approved in September 2019

Discussion points/questions:

- The report shows the risks that are out of appetite and provides some explanation on them. A member was pleased to see the explanation around the risks out of appetite.
- The legal and regulatory compliance risk will remain out of appetite due to the downgrade by the Regulator of Social Housing.
- It was considered whether the rating of the funding risk was still appropriate. There has been a discrete step change now with an offer that would allow us to access sufficient money, the decision needs to be taken as to whether the rates and arrangements are appropriate at this time.
- There needed to be clarity from the board on how to address the funding situation. Currently new build schemes being approved are within the funding envelope but within six months, there will not be sufficient funding in place if future schemes are to continue at the agreed rate.
- It was agreed to form a task and finish group to look at the funding issue with a view to reporting back to the March board meeting. Members would be John Wright, Melvin Kenyon, Michael Finister-Smith and Ashley Harrison. Daniel Klemm, now an independent member on Audit and Risk Committee, would be invited to join the task and finish group too. **Action 6/20**
- A member felt this report was a much better format and easier to understand risk update.

Agreed: Group Common Board for Ongo Homes & Ongo Partnership considered and debated the risks that were out of appetite. They did not have any further concerns regarding the Sector Risk Profile and discussed the emerging risks contained in the report. No new emerging risks were identified from the current and planned activities within the Ongo group.

8b. Agenda item 10b – In Depth Assessment again Home Standard, Grenfell and Hackitt Reports

Summary: At each meeting an in depth self-assessment of Ongo's compliance with the Regulatory Standards is considered. There are a number of reports that have followed the Grenfell fire and a self-assessment against these recommendations has been completed.

Discussion points/questions:

- As part of the funding agreement, there is an external valuation survey of our stock, using a 10% sample, once every three years. Additionally officers normally have an annual desktop valuation conducted which informs our business planning and budgeting. Internal staff are now also surveying 20% of our stock each year. Board were happy for this process to continue
- When the external valuation survey results are returned, they will be compared to information from our internal stock surveyors and the information reported back to a future board meeting. **Action 7/20.**
- Advice from the fire brigade for our high rise flats is to evacuate and we are clear with our tenants this is the advice – and this has been our advice pre the Grenfell fire. We have proper evacuation procedures for all our high rise, sheltered and retirement schemes and have up to date information on our tenants on who are unable to evacuate. This information is kept in a secure box that is accessible by the fire brigade.
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- We understand the advice is residents should evacuate and recognise this may be difficult in some circumstances due to mobility or other reasons.

- A member suggested that we should collate all our fire safety processes and policies across all our stock into one document that can be easily accessed. **Action 8/20**
- Trent View House, a high rise building, was re-clad approximately 5 years ago. The cladding has been tested and meets the required standards. There is an issue that some of the cladding is not flush with the wall at points where the profile of the building changes and this creates a gap at some points. These gaps could allow smoke to move behind the cladding in case of fire. This is being rectified in February where contractors will abseil down the building and fill these cavities. This solution will be certified once complete.
- Board members will be invited to future fire drills or visits to high rise flats. The planned stock tour will incorporate a visit to a high rise building. **Action 9/20.**

Agreed: Ongo Homes considered and debated the in-depth self-assessment against the Regulatory Home standard and the Grenfell and Hackitt reports

9. **Agenda item 11: Review Delivery of the Overall strategy and Financial plan**

9a. **Agenda Item 11a – Management Accounts**

Summary: The report and the detailed management accounts provide detailed information on the financial performance of the group as a whole, Ongo Partnership and Ongo Homes for the period April to November 2019. The continuous monitoring of the financial position and the application of financial controls are essential to maintaining good governance.

Discussion points/questions:

- The costs per void have increased within Ongo Homes because costs in general have increased and contractors have been used to deal with a backlog.
- The draft December 2019 accounts for Ongo Homes are still in line with the forecast.

Agreed:

- Ongo Homes - noted the content of the report and associated information and approved the management accounts of Ongo Homes for the period.
- Ongo Partnership - noted the content of the report and associated information and approved the management accounts of Ongo Partnership for the period.

9b. **Agenda Item 11b – Budgets and Business Plan 2020/21**

Summary: The business plan and budgets for the organisation must be considered and approved by the board on an annual basis. These will form the basis for financial control and reporting during the financial year, and for our reporting on the long term financial position of the group to external partners, in particular the regulator and our funders.

Discussion points/questions:

- Fundamentally the results for 2020/21 are as per the forecasts for the previous year. There is a lot of depreciation from new builds included and allowances made for community based work and a pension increase from the East Riding of Yorkshire Local Government Pension Scheme (LGPS) along with improved performance on voids and bad debts.
- There was general agreement that pensions, in particular the LGPS, had to be a priority focus for the board this year. First Actuarial, our external pension advisers, state it generally takes around 12 months to fundamentally change pension provisions.
- There are some choices around the assumptions in the business plan – if run rates on voids and bad debts are reduced to current performance levels, this removes resilience from the

plan and reduces our ability to cope with future adverse impacts from welfare reforms or other changes. The Chair asked if a presentation could be given at the planned strategy day in March. This can be added on and another planned piece of work removed from the agenda to free up sufficient time if required although it was also suggested that we could bring the information back to the March meeting and arrange a provisional board meeting in May if required to agree the final business plan.

- One member felt the multi variate stresses to be considered should be those that cannot easily be controlled by Ongo e.g. developments could be stopped if needed but issues such as climate change could not.
- It was suggested the Bank of England multi variate stress test should be one of those modelled as well as some stresses that would naturally occur together (such as rising costs and rising inflation together)
- It was asked if the assumption on grants for new builds was realistically shown. Currently the grants are exceeding the assumption (£33k) with between £35-38k being granted. This is felt to be prudent.
- At the March meeting, the Chair explained the board need to make an agreement on the business plan and assumptions. Prior to that, it was asked if members had any suggestions for stress testing scenarios they are sent to Ashley Harrison as soon as possible. It is labour intensive for the tests to be modelled into the business plan and staff need sufficient time to do the work.

Agreed: Group Common Board for Ongo Homes and Ongo Partnership
Business Plan

- Approved the initial draft of the base business plan and the assumptions upon which it is based
- Considered the identified individual stress test scenarios and advised on:
 - amendments to these scenarios that it requires to be evaluated
 - additional individual scenarios that require evaluation
 - the combinations of stress test scenarios that it requires to be produced in the analysis of multi variate stress scenarios and the identification of mitigating actions that would be required. Any further suggestions to be sent to Ashley Harrison as soon as possible.
 - That these changes would be brought to the March Common Board meeting for approval but that an additional board meeting date would be arranged for May in case board require further work following the March meeting.

Budget

The budget was considered as part of the business plan, being year one of that plan, and was therefore approved on that basis subject to the amendments to the business plan required by the Board around Void and Bad Debt rates.

10. Agenda item 12: Monitor Compliance with Contractual arrangements within the group and third parties.

10a. Agenda Item 12a – Intra Group Agreements (IGA)

Summary: Following the governance downgrade and as agreed as part of the work to deliver the Voluntary Undertaking, the IGA between Ongo Homes & Ongo Partnership has been reviewed.

Discussion points/questions

- Trowers & Hamlin, our external legal advisers have revised the IGA and this has been discussed by the RWG with their comments incorporated into this version presented for consideration. A member had some typos which he will send to officers for amendment.
- A member asked how the document was used practically and whether it could be referenced within the self assessment against the code of governance for Ongo Homes. It was clarified that the IGA was specific to Ongo Homes and Ongo Partnership and further specific IGA's existed between other group companies. The self assessment against the code of governance for Ongo Homes would continue to be explicit about where group structures impact the governance arrangements specified in the code.
- Ongo Partnership is the parent of Ongo Homes and there are certain statutory requirements to enable it to properly act as a parent in company law. This leads to the inclusion of some clauses around directing Ongo Homes.
- A query was made in a clause within section 11 around the Chief Executive. Clarity will be sought from Trowers & Hamlin around whether that relates to the Chief Executive in their role as a board member or paid employee of the company.

Agreed: Group Common Board for Ongo Homes & Ongo Partnership considered and approved the revised Intra Group Agreement (IGA) for Ongo Homes Ltd & Ongo Partnership Ltd subject to correction of typos and clarification on clause 11. Authority was given for the document to be signed and adopted.

10b. Agenda Item 12b – Delegations Framework

Summary: The Delegations Framework sets out the system of controls we have in place for the works within the Group and other things such as the purchasing of goods and services. It will replace the current Financial Regulations which have been incorporated within this document.

Discussion points/questions:

- It was suggested all the tables are put together at the end of the document as an appendix.
- An implementation date was agreed for 1 April 2020 to allow ICT to re-profile all the authority levels on the finance system.

Agreed: Group Common Board for Ongo Homes and Ongo Partnership:

- Discussed and approved the Delegations Framework which relates to Ongo Homes and Ongo Partnership to go live from 1 April 2020.
- Agreed to Ongo Commercial and Ongo Communities recommending their delegation authorities, with these being built into the overall Delegations Framework and being brought back to Group Common Board for final sign off in March 2020.

11. Agenda item 13: Ongo Partnership Intra Group Loans

Summary: This report addresses the balances outstanding to Ongo Partnership by its subsidiaries.

Discussion points/questions:

- The Chair was pleased to see this issue was being considered now so decisions were made in time for year end financial statements.
- Ongo Recruitment is now making a profit but it will be some time before it generates sufficient cash to repay what it owes.

- The board were happy to agree the recommendations and for Ashley Harrison to arrange the formal paperwork required.

Agreed: Ongo Partnership agreed:

For Ongo Commercial

- Renew the terms of the previously granted loans to Ongo Commercial (as described at 4.1.1) in relation to Ongo Roofing and Ongo Heating & Plumbing for a further 5 years to 31st March 2023.
- Agreed to issue a further loan agreement to Ongo Commercial in the sum of £200k to facilitate the conversion of current and expected inter-company balances (as at 4.1.2.1) to that formalised basis.
- Agrees to issue a loan agreement to Ongo Heating & Plumbing in the sum of £125k to facilitate the conversion of current and expected inter-company balances (as at 4.1.2.2) to that formalised basis.
- Agree to formally write off and forgive the amounts previously loaned to Ongo Commercial in relation to Mi living (£198.1k) and Diamond Net (£140k).

For Ongo Recruitment

- Agreed to issue a loan agreement to Ongo Recruitment in the sum of £140k to facilitate the conversion of current and expected inter-company balances (as at 4.2.1) to that formalised basis.

12. Agenda item 15: Attendance List

As this was the first meeting of the new structure, the attendance list was provided to board but had no attendance information recorded.

13. Agenda item 16: Time for Reflection

The Chair was keen to have this time to enable members to have reflection on the meeting. This supports the National Housing Federation Code of Governance section E4. A member asked if the meeting pack could be provided earlier than 7 days. There were mixed feelings on this as there needs to be a balance against providing information with enough time to allow board members to read it against it being up to date. Steve Hepworth suggested trialling uploading individual files to Shareplus in a draft folder when they have been agreed by the Executive Leadership Team (who undertake a full review of meeting papers in advance of a pack being issued). This would be on the proviso that members need to be aware papers could be subject to change prior to the meeting pack being agreed and issued.

For this meeting, members were asked to raise any questions in advance of the meeting. The purpose is not to prevent any discussions at the meeting but to perhaps clarify certain issues within the meeting papers or if a query required additional information researching, allow officers to obtain that information. Some members liked this and it was agreed to continue using the form and monitor it regularly. It was asked that any errors such as typos could be raised in advance of the meeting, either on this form or by emailing the Governance Team.

With no further business the meeting closed at 5.07pm.

Signed by Chair:

Date:

As a true and correct record of the Group Common Board meeting held on 23 January 2020