Minutes of Meeting

Meeting: Board Meeting
Date: Thursday, 20 July 2023
Time: 6.00pm
Venue: Board Room, Soha's Office

Present:

Naomi Barrand	Dave Lakin	Peter Sloman
Tim Bolton	Emma Luddington	Hayley Smith
Victoria Dingle	David Mody	Kate Wareing
Jenny Ekelund	Peter Nkum	Lucy Weston

Apologies:

Craig Dransfield

Also in attendance:

Matt Archer, Director of Housing and Communities
Lee Hayward, Director of Property Services
Nasreen Hussain, Director of Finance and Resources
Penny Finburg, Head of Finance and Treasury
Andy Tollett, Head of Repairs and Estates Services
Marisa Elliott, Governance and Regulation Manager / Company Secretary

Observers
Margaret Buckell, Members' Forum
Sarah Simmonds, Members' Forum

Declarations of Interest

Peter Sloman declared an interest as he has been approached by Oxford Direct Services to provide some coaching to of one of their directors. This will be added to the register of interests.

Announcements

The Chair of the Board welcomed Margaret Buckell and Sarah Simmonds from the Members' Forum as observers.

Only Board members and the Company Secretary were in attendance for the first item on the agenda. **107. Board Succession Planning** The Chair of the Board presented the report. She explained that Soha usually appoints a Chair at the first meeting after the AGM. However, this will leave Soha without a Chair from when she steps down from the Board at the AGM on 7 September until the Board meeting on 21 September. She proposed that we appoint Jenny Ekelund as Chair designate at this meeting with the position being ratified at the Board meeting on 21 September. This was agreed. In addition, the Chair of the Board proposed that we appoint Victoria Dingle as Chair designate for the Personnel and Remuneration Committee from 7 September which will also be ratified at the Board meeting on 21 September. This was agreed. The Chair of the Board proposed that the post holders of Vice-Chair and Chair of the Audit and Risk Committee will remain unchanged and will be approved at the Board meeting on 21 September. The Chair of the Board advised that a proposal for how we will run the recruitment process for the next Chair of the Board will be brought to the Board in the autumn. This will ensure a transparent and clear process in line with the standard recruitment practices used by Soha. **Resolved:** **That the Board approves that:** **1. Jenny Ekelund is elected as Chair designate from the end of the AGM in September with ratification at the Board meeting in September;** **2. Victoria Dingle is elected as Chair designate of the Personnel and Remuneration Committee from the end of the AGM in September with ratification at the Board meeting in September;** **3. Victoria Dingle remains as Vice Chair of the Board and Dave Lakin remains as Chair of the Audit and Risk Committee; and** **4. A proposal will be brought to the Board in the autumn to agree the future appointment process for Board leadership roles.** ***Members of SLT and observers were invited to re-join the meeting.*** **108a. Approval of Minutes** The minutes of the Board meeting held on 25 May 2023 were approved.	**Actions**

Resolved:

That the minutes of the Board Meeting held on 25 May 2023 be signed as a true and accurate record.

108b. Audit and Risk Committee Minutes

The Chair of the Audit and Risk Committee advised that some of the items discussed at the meeting held on 4 July 2023 were on the agenda for this evening's meeting. However, he asked the Board to note that following the issue with the year-end accrual process for repairs and voids that RSM will be undertaking a detailed review with the results to be discussed at the next Audit and Risk Committee meeting.

Resolved:

That the Board notes the minutes of the Audit and Risk Committee meeting.

109. Matters Arising Tracker and Wallboard Ideas

Items 20, 25, 45, 93, 102

These items are on the agenda for this meeting. It was agreed to remove them from the tracker.

Item 37 - How to Frame Service Delivery Model in the Organisational Development Strategy

This item has been completed and agreed to remove from the tracker.

Items 49 & 55 - Update on the MD Repair Backlog

This item is on the agenda for this meeting at item 118 but it was agreed to keep this on the tracker for now.

Item 54 - What else Soha can do to Assist with Individuals whose Housing Needs are not being Met Elsewhere

It was agreed to push forward the due date until later in the year.

Item 55 - Analysis on New Shared Ownership units at Frances Curtis Court

This item is not yet due.

Item 74 - Quantify the Impact of a Continuing Freeze on LHA Rates on Soha Rents

The Director of Finance and Resources advised as at 30 June 2023 the rent cap was applied to 273 properties. The rent loss as a result of the rent cap is c.£167k per annum. It was noted that the rent cap will impact residents in high rent areas. The Director of Finance and Resources advised that the LHA cap is only relevant for residents who are not eligible for support with their full rent costs, but we are looking into whether this is correct. If it is, then we may consider charging uncapped rents and possibly offering a discretionary grant to any residents who are affected. Item 74 - Trend Information to be included on Qualitative Comms Update Reports This item is not yet due. Item 76 - Consider Inflationary Cost of Building in Stress Testing This item has been completed and agreed to remove from tracker. Item 77 - Evaluation Technique to Measure Impact of Stopping or Slowing Down Activities This item will be discussed at the Board Away Day in October 2023. Item 78 - Gain Assurance on Gas Servicing Compliance for Shared Ownership Homes This item has been completed and agreed to remove from tracker. Item 86 - Overspend in Voids and Responsive Repairs Budget This item has been completed and agreed to remove from tracker. Item 88 - Parameters and Revise Scheme Appraisal Criteria for Land Led Developments This item is not yet due. Item 95 - Updated Matters Arising Tracker This was updated and circulated in between May and July Board meetings. Agreed to remove from Tracker. Item 97 - Advice from Pension Advisors on Impact on Bonds if Core Inflation Rate Remains High This item is not yet due.	

Item 100 – Consider Diversity in Terms of Changing Nature of our Workforce and Residents

This item is not yet due.

Item 102 - Clarification on the Bad Debt Provision

This item has been completed and agreed to remove from tracker.

Item 104 - Reporting of Arrears Performance

It was noted that we are below the average rent arrears level for England. We include arrears information on the monthly Performance Report and perhaps, the separate report is no longer required. It was agreed to retain for a further quarter.

Wallboard Items

Items 1 & 2

These items are on the agenda for this meeting. It was agreed to remove them from the tracker.

Item 3 - How are we using Case Review and Customer Journey Mapping

This hasn't been progressed as yet.

Item 4 - Understand Local Context and Level of Utilisation of Temporary Accommodation for those Experiencing Homelessness

This hasn't been progressed as yet.

Item 5 - Car Parking Issues across Soha Estates

This item hasn't been progressed as yet.

Reports

110. Review of Repair Service Delivery Options

The Director of Property Services presented the report to ask the Board to consider the review carried out by HQN on whether our current outsourced repair service delivery model is fit for purpose and delivers good value for money, versus the benefit of transitioning to a different delivery model.

He also asked the Board to approve the development of a business case to further explore the possibility of moving to an in-house contractor model for the delivery of non-specialist responsive repairs and void work.

Unfortunately, Kevin Bentley from HQN was unable to join the meeting remotely due to technical issues.

The Director of Property Services briefly explained Soha's history in relation to the delivery of our repairs service which has always been outsourced to external contractors. He advised that this model has largely delivered positive results and provided high levels of resident satisfaction, good value for money and strong contractor performance. However, in recent times, we have experienced prolonged dips in contractor underperformance and resident satisfaction; increasing costs; legal disputes and early termination of a small number of contracts. He noted that procurement of these services is costly, time consuming and not without risk of legal challenge. Contractor insolvency is also a risk in the current operating environment.

The Director of Property Services advised that the HQN report provides a compelling case for insourcing the service against a range of financial and performance evaluations. However, no repair service delivery model will guarantee high levels of resident satisfaction, excellent performance and value for money, and every model has inherent advantages and disadvantages. But having an in-house contractor model would enable Soha to have full control of the service, benefit from cost savings, and shape the service to fully meet our business objectives, social purpose and our resident's expectations over time.

It was noted that a clearer articulation of the risks and a contingency plan will be essential in the development of the business case as it's a fundamentally different operating model. We need to be clear on the performance vs the cost and it needs to be a financially viable option. A drop in productivity can reduce or diminish any potential cost savings.

The Chair of the Board then invited questions.

A member commented that a recent article in Inside Housing on the benefits of moving to a DLO was inconclusive.

A member was concerned that we need to get past the 'spin' and suggested that we gather real life experiences from those who have already set up a DLO. We also need to have clear deliverables and outcomes we can measure. We need to include project delivery as a risk on the register – implementation is as important as the outcome.

A member asked what the alternative is to the setting up a DLO bearing in mind our current experience. It was noted that we would look to improve the service we already receive from MD and other contractors.

A member commented that our cost for operatives looks low in comparison to others and suggested that we check the benchmarks. What would make a Soha an attractive place to work and how will be able to recruit and retain the right staff. Another member commented on the shortage of skills.

It was noted that we need to take a more critical and challenging view and perhaps consider a variety of options (more than those proposed) including a scaling up or a smaller percentage of works. It was further noted that we need to obtain more detailed VAT advice.

A member asked what the staffs' view on the in-house option was especially in relation to the risks and opportunities. This will be included in the business case.

The Director of Property Services acknowledged the in-house option is a big risk, but he is interested in exploring the range of options further and being to take a more holistic approach for our residents.

Resolved:

That the Board approves the development of a full business case that will further explore the possibility of moving to an in-house contractor model for the delivery of non-specialist responsive repairs and voids.

111. Chief Executive Key Issues Update

The Chief Executive provided an update to members on key external trends and internal issues.

External Update

1. Inflation and Economic Operating Environment

The Chief Executive advised that inflation has reduced slightly to a headline figure of 8.7% down from 10.1% in May. Food inflation particularly remains exceptionally high at 18.3% and this has increased the expectation that interest rates will continue to rise to try to bring inflation down.

2. Cost of Borrowing

The Chief Executive advised that the Bank of England has increased base rates again, to 5%. This is the highest base rate since 2008 with further increases expected up to 6%. This impacts directly on our variable rate debt repayments, which currently form 26% of our total

drawn down debt. These will be discussed further as part of the treasury and mitigation plan agenda items. **3. National Housing Federation (NHF)** The Chief Executive advised the NHF has launched a plan aimed at encouraging a long-term approach to the delivery of affordable housing. It sets out a series of commitments that it is seeking to build political consensus around. **4. Infrastructure Levy Amendments** The Chief Executive advised that sector lobbying has been successful in persuading the government to table some important amendments to the proposed Infrastructure Levy which reduces some of the risk to future affordable housing supply through the planning system. **5. Levelling Up and Local Government Enquiry – Select Committee** The Chief Executive advised that she gave evidence to the Department for Levelling, Housing and Communities Committee enquiry into the sustainability of the housing association sector with early indications of its findings expected in the autumn. Topics covered included the future approach to setting rents; subsidy; building quality; the place of shared ownership as an affordable housing tenure and future supply of new homes. **6. The Social Housing Regulation Bill** The Chief Executive advised that the Social Housing Regulation Bill is currently being consulted upon and looking to receive Royal Assent today. One specific issue that is currently being debated is the scope of the inclusion of posts within the new requirements for housing staff to have a formal Chartered Institute of Housing qualification. <u>Internal Update</u> **1. MD Building Repair Backlog Update** The Chief Executive advised the repairs backlog is reducing, although not as quickly as we would like it to. We have brought in a second contractor to add in additional capacity and have met with a third. A root cause analysis paper is on tonight's agenda with a glidepath and information about additional actions being taken. **2. Increase in Resident Satisfaction in Q1** The Chief Executive advised that the collection of Tenancy Satisfaction Measures (TSMs) commenced in April with Acuity carrying out these new surveys. She noted that we have seen a recovery in overall satisfaction to 81% from the Q4 22/23 position of 76%. There is a full	

paper on tonight's agenda looking in detail at the satisfaction data, what drives satisfaction, and the actions we are taking to improve resident satisfaction with our services. A member commented that the quantitative report was useful and asked to see what we are learning from the lower scores and feedback. **3. SHDF (Social Housing Decarbonisation Fund) Retrofit Work** The Chief Executive advised that 400 assessments have been carried out under the SHDF Retrofit programme. Work will now begin to retrofit 80 properties this financial year, and 120 properties in 2024/25. Work is due to commence in early September with most of it being done without residents needing to move out. Where a resident has specific health or access issues, we will arrange decant accommodation. A member asked what happens if a resident refuses to have the works carried out. It was noted that we are making personal visits to the residents who have refused to explain what this means. We are deferring rather than cancelling this work. **4. Francis Curtis Court – Shared Ownership Sales Mitigation Plan** The Chief Executive advised that shared ownership sales remain slow although in line with our prudent cash flow projections. The SLT has therefore agreed to convert shared ownership units into rentals and drip feed them back into the shared ownership supply. They have also agreed to a part-exchange scheme for existing Soha shared owners looking to move into Frances Curtis Court. **5. Refugee Housing:** **a) Potential Partnership with SODC** The Chief Executive advised we are in negotiation with SODC to manage 84 properties they are acquiring to provide accommodation to Afghan families who are being moved out of hotel accommodation. We will be providing a housing management and repairs service with SODC retaining responsibility for the provision of any specialist support. We have specified that all homes must meet our void standard before we will accept responsibility under the terms of the contract. A member raised some concerns around the moving of refugees into MOD homes and being prepared for what this means. **b) Cherwell District Council** The Chief Executive advised that Cherwell District Council are using their Local Authority Housing Grant allocation to offer capital grant	

funding to enable their partner HAs to acquire open market properties or "flip" shared ownership homes. We are exploring options to do the latter with them currently.

6. Oxfordshire Community Land Trust
The Chief Executive advised the SLT recently agreed to provide a management and repairs service for the eight new Oxford Community Land Trust homes in Botley. Alongside a standard management and repairs service we are also taking bad debt risk. If rents go unpaid any bad debt would normally be transferred onto the land trust, but this would result in them becoming insolvent. We are taking 3% of rental income for void loss and bad debt and passing 97% rental income back to the trust. The agreement is for an initial ten years with an extension to twenty years with a three-month break.

7. Meeting Timetable 2024
For Board members to note the dates of meetings for 2024 and to advise the Governance and Regulation Manager if there are any issues.

8. Regulatory Judgements and HOS Update
An update was provided as shown in Appendix B of the report.

9. Communications Update
An update was provided as shown in Appendix C of the report.

Resolved:

That the Board notes the update.

112. Annual Treasury Plan 2023/24

The Director of Finance and Resources presented the report following approval of the Business Plan 2023/24 at the Board meeting in May.

She advised that the Bank of England (BoE) has increased its interest base rate twelve times; from 0.5% in February 2022 to 5.0% in May 2023. From discussions with our funders and treasury advisors, the BoE base rate is likely to peak at around 6% to 6.5% by December 2023, at which point or shortly after the UK economy will be in recession. The recession coupled with falling inflation will result in lower interest rates. A new normal is expected with the BoE base rate settling in at c. 4% to 4.5%.

The Director of Finance and Resources advised that housing associations are undertaking short term financing measures or have started to put arrangements in place ready to draw down new fixed rate debt when interest rates have stabilised at the new normal. We have begun conversations with a range of funders (both existing and new to us) who are currently reviewing our Business Plan to inform their borrowing appetite and the likely margins they might charge.

She advised that we currently have total facilities of £406.7m of which £316.2m had been drawn down by 31 March 2023, leaving £89.5m of undrawn [available] facilities (£49.5m Santander revolving credit facility (RCF) and £40m Barclays RCF). As at 31 March 2023, 77.5% of the drawn down facility was on a fixed rate basis, with the variable rate drawn down facility at 22.5%.

The Director of Finance and Resources drew members' attention to the key discussion points within the report, namely:

- £50m cancellable level of uncommitted development activity - the likelihood of Dexia cancelling fixed rate debt to variable, which will increase our variable rate exposure
- Level of uncommitted development activity - at higher levels of uncommitted development activity, higher levels of additional debt is required sooner
- Taking on fixed rate debt to manage variable rate exposure - as we draw down from the RCF facility, our exposure to variable interest rate increases.

The Director of Finance and Resources proposed that we move to the 25% uncommitted development option in the short term but keep this change under at least quarterly review and we do not take on additional fixed rate debt now to manage variable rate exposure.

The Chair then invited questions from the Board.

A member asked for clarity on the levels of uncommitted development activity and what this means in terms of debt required. The Director of Finance and Resources advised that:

- 100% activity requires £60m of additional funding, which currently on long term loan terms would mean fixing at a 6.1% interest rate
- 50% activity requires £10m of additional funding
- 25% activity doesn't require any additional funding just yet.

It was further noted that there is not a real advantage to securing a fixed interest rate either.

A member asked why a 0% level of uncommitted development activity had not been modelled. It was noted that we want to retain existing relationships with developers and the skills within Soha. However, we are currently experiencing this scenario as we are only pursuing sites which provide additionality. The Chief Executive advised that we are actively reviewing this at least quarterly.

A member proposed that we should be clear what our parameters look like and be able to justify our decision to control debt by reducing development.

A member asked if we had considered costing in a 6.1% interest rate into our development appraisals to see if we are able to absorb the rate rise. However, it was noted that it would be sensible to avoid fixing debt now and to wait for the rates to stabilise.

It was agreed not to seek new fixed rate debt immediately, and therefore continue to not seek new development opportunities in the short term. This will be kept under review and considered alongside the question of whether to move more debt onto fixed rates in the light of further changes in rates. Given continued market volatility this will be considered again at the September meeting.

Resolved:

That the Board approves the Annual Treasury Plan 2023/24. It was further agreed to keep the Treasury Plan under regular review and noted its appetite for in-year revision as required given external volatility.

113. Unified Mitigation Plan

The Director of Finance and Resources presented the report for approval.

She asked the Board to note the key points, namely:

- The order in which it is proposed mitigations would be implemented if required
- That in the Budget 2023/24, £700k cost saving is required if interest rates increased to 12% from August 2023
- That in the medium to short term, under a persistent inflation scenario in the Annual Treasury Plan with 25% uncommitted development programme, cost savings are required if interest rates increase above 8.5%.

The Director of Finance and Resources advised that there are many nuances within each of the actions, but the plan provides us with a priority order and enables us to start our thinking immediately. It was noted that the plan gives early sight of our headroom and enables us to identify and be aware of the cost savings.

A member suggested that we move action 4 into the green section and include re-negotiate alongside delay, reduce or stop uncommitted

development in the descriptor. This was agreed. The Chief Executive reminded members that the plan was not a set of instructions to follow but was a starting place and included a timeframe for the action to be realised. **Resolved:** **That the Board reviewed and approves the Unified Mitigation Plan for 2023/24.** **114. Annual Report of the Audit and Risk Committee for the Year Ended 31 March 2023** The Chair of the Audit and Risk Committee presented the annual report of the Committee to the Board. He advised that to assist the Audit & Risk Committee in carrying out its review, an annual report on Soha's system of internal control was made to them by the Senior Leadership Team. The report was also accompanied by a signed statement on the 'assessment of the effectiveness of internal control' by all members of the Executive Team. It is this statement that the Committee recommends that the Board approves and includes in its report in the accounts for the year ending 31 March 2023. The Chair of the Committee confirmed that the Committee had met both sets of auditors without officers present. He advised that we received positive feedback from RSM, our internal auditors on how we responded to their requests and our work with them. The only issues raised were with BDO, our external auditors regarding timescale and their own staff resources. The Chair of the Committee confirmed they had received internal audit reports from RSM throughout the year and monitored the progress on the actions arising from the audits. The Committee is pleased to inform the Board that out of 15 actions, 11 have been completed and 4 are on track to be completed as per timescale. **Resolved:** **That the Board accepts the annual report of the Audit & Risk Committee for the year ended 31 March 2023.** **115. Statutory Accounts for the Year Ended 31 March 2023** The Head of Finance and Treasury presented the financial statements for the Group showing the Group and the Association position. She advised the accounts show good comparative performance in a challenging year with high levels of inflation and cost pressures.	**NH**

Some of the key financial indicators show that total operating costs alongside both operating and overall surpluses for the Group differ from last year. The total operating costs were £32.8m (2022: £25.8m) which is an increase of £7.0m. Operating surplus was £19.3m (2022: 24.7m), £5.4m lower than the previous year. Overall surplus after interest was £8.7m (2022: £14.4m). £5.7m lower than the previous year.

The reduction in the surplus was driven by the increase in social housing lettings cost of £32.4 (2022: £25.8m), which have increased by £7.0m. £5m of the increase was within the approved budget for 2022/23. £2m increase above budget was in main the result of £1.1m responsive repairs accrual from prior years and inflation.

The Head of Finance and Treasury drew members' attention to the proposed audit management letter from BDO. BDO confirmed that they had not identified any issues to date within the accounts for 2023.

She confirmed that the Audit and Risk Committee had considered the accounts and the proposed letter of representation and recommend that this be signed by the Chair on behalf of the Board.

The Head of Finance and Treasury advised members that BDO had approximately two further weeks of work to complete the accounts. We are not expecting any issues to be raised. However, it was agreed that if any minor issues are found, sign off is delegated to the Chair of the Audit and Risk Committee. If any significant issues are found, then the Audit and Risk Committee would need to meet in advance of the AGM.

Resolved:

That the:

1. **That the statutory accounts for the year ended 31 March 2023 are approved by the Board subject to BDO finalising their audit work and are recommended for adoption at the AGM.**
2. **That the proposed letter of representation be agreed and signed by the Chair on behalf of the Board.**
3. **That the Board agree the contents and the Chair be authorised to sign the proposed letter of support for SIB Property Limited with the text set out in Appendix C to the paper.**

116. Review of Top LIVE Risks

The Chief Executive presented the report to ask the Board to review and agree Soha's 'Top LIVE risks' on the Risk Register.

She advised that the SLT has updated the risks and the Audit and Risk Committee have reviewed the Top LIVE risk register. For continuous

improvement, the Committee agreed that the structure of the register should include proximity. Therefore, an additional column has been added highlighting proximity as either: • Immediate – actively being managed • Fast moving – review monthly • More stable – review quarterly • Watching brief The Committee, at their meeting on 4 July, agreed that the right areas are covered on the register but following the Risk Management presentation by Hargreaves Risk and Strategy earlier today, the Committee agreed to consider a few further risks at their next meeting in October. **Resolved:** **That the Board:** **1. Reviewed and agrees the Soha 'Top LIVE risks', ensuring areas highlighted in the Sector Risk Profile are appropriately reflected** **2. Notes the work carried out by the Audit and Risk Committee during the last three months including the review of the Top LIVE Risk Register and the internal controls framework in detail.** **117. Continuous Improvement: Moving from Reactive to Proactive – How are we Changing and What are we Learning?** The Director of Housing and Communities presented the report which aims to provide some examples from across the organisation about how we are trying to shift from a reactive posture to proactively identifying and addressing issues. The Director of Housing and Communities advised that one of our cultural principles is to be, 'constantly learning and restless about excellence' and we have linked this to some of the ways we've already made this shift, or outlined the areas where we are currently addressing this (or know we need to), and finally inviting observations from the Board about where we might need to do this. The Board were encouraged by the work that has already taken place but suggested that a timeline for each initiative would enable progress to be tracked at future meetings.	 **MA**
Resolved: **That the Board discussed and notes the report.** **118. Assurance Reports** The Board requested a range of reports from the SLT on areas of	

focus or scrutiny including:

- Root Cause Analysis on Reduction in Resident Satisfaction Levels
- Update on Damp and Mould Action Plan
- Update on Additional Resource in the Rental Income and Tenancy Sustainment Teams
- Outcomes and Actions from Mystery Shop Exercise
- Root Cause Analysis on MD Repair Backlog

The reports were briefly discussed and being conscious of time, the Chair suggested that if Board members had any specific questions or comments, to email the report authors directly.

Resolved:

That the Board discussed and notes the update.

119. Annual Statement of Regulatory Compliance 2022/23

This item was for consent with no questions raised.

It was suggested that future statements of compliance are reviewed by the Audit and Risk Committee. This will be considered further.

Resolved:

That the Board confirms Soha's compliance with the:

1. **RSH Standard on Governance and Financial Viability;**
2. **RSH Standard on Rent;**
3. **NHF Code of Governance; and**
4. **RSH Consumer Standards.**

120. Annual Review of the Assets and Liabilities Register

This item was for information and no questions were raised.

Resolved:

That the Board notes the report.

121. Response to Resident Scrutiny and Audit Group Report on Voids Service

This item was for information and no questions were raised.

Resolved:

That the Board notes the report.

122. Rental Income Performance Update

This item was for information and no questions were raised.

However, it was noted that current performance shows a fantastic turnaround.

Resolved:

That the Board notes the report.

123. Code of Conduct – Housing of an Employee's Relative

This item was for information and no questions were raised.

Resolved:

That the Board notes the report.

124. Any Other Business

Retiring Board Members

The Chief Executive advised that this would be Tim and Lucy's last Board meeting before they have to step down from the Board at the AGM on 7 September. She noted that a presentation would take place at the dinner being held at the Board Away Day in October, but she took the opportunity to formally acknowledge their many years of sound stewardship of Soha.

Collective Responsibility of Board Members

The Chief Executive noted that community and resident Board members share collective responsibility for decision making. She had met with the Chair and Vice-Chair, and they suggested that we drop the use of 'community' and 'resident' Board member in our documentation and communication as all are Board members. This would not impact on our commitments to Board composition or any other aspect of Soha's Rules. This was agreed.

125. Date of Next Meeting

a) The date of the next meeting will be the AGM on **Thursday, 7 September 2023** at 6.00pm at The Great Hall, Cholsey, Wallingford, OX10 9GW

b) The date of the next Board meeting will be **Thursday, 21 September 2023** at 6.00pm currently via MS Teams. Please note the on-line drop-in session with SLT is between 5.00 and 6.00pm to discuss any reports on the agenda (report authors will be available via Teams – please just call).

The meeting ended at 8.40pm. Signed:__________________________ Date: _______________	

CONFIDENTIAL MINUTES There were no confidential minutes. Signed:__________________________ Date: _________________	