

## Guidance Note

### Board Minutes now mandatory documents for annual regulatory reporting

#### Purpose of this guidance note

This guidance note outlines our reasons for classifying Board Minutes as mandatory documents for the purposes of annual regulatory reporting.

#### Introduction

To achieve registration, a community housing provider (CHP) must demonstrate it has the *capacity* to meet the Performance Standards. These standards are then monitored in terms of a CHP's *compliance* on an annual basis.

To undertake our annual monitoring function, we assess certain key documents. In order to minimise compliance, the list is a small set of mandatory documents that an organisation should already have to hand, including audited financial accounts, current insurance schedules, and updated business and/or strategic plans.

The list of mandatory documents in the 2016/17 Annual Regulatory Report will now include Board Minutes for the last 12 months.

#### Why are Board Minutes mandatory?

From a regulatory perspective, there is no better evidence of compliance with the Performance Standards than Board Minutes. They demonstrate compliance across a range of standards, including:

- governance, probity, financial management, strategic and operational planning;
- tenancy management, including reporting of complaints and rent arrears data;
- property management, including planning for acquisitions and disposals, and

reporting on regular maintenance programmes; and

- how the Board is working with the management team.

This information also helps us identify any potential risk that could lead to poor outcomes for tenants.

#### What happens with the Board Minutes?

Like any regulator, we receive confidential and commercially sensitive information to enable us to undertake our regulatory function. As a result, we operate strict security protocols to protect this information; all information is securely stored and can only be viewed by authorised staff. We do not share any documents we receive with other business units within MBIE or other agencies.

#### Further information

If you have any concerns or questions on the provision of Board Minutes as part of the annual monitoring process, please contact us at [chra@mbie.govt.nz](mailto:chra@mbie.govt.nz).