

## **FREEBRIDGE COMMUNITY HOUSING BOARD**

### **Minutes of a Meeting of the Board held on Monday 4 September 2017 at 5.20pm in "The Barn", 2 Chapel Lane, King's Lynn**

#### **PRESENT:**

Ray Johnson (Chairman)  
Steve Clark  
Marie Connell  
Tony Hall (Chief Executive)  
Brian Long (minute numbers 186/17 - 193/17)  
Ian Pinches  
Pauleen Pratt  
Jasmine Rigg  
Colin Sampson  
Simon Smith  
Andy Walder

#### **IN ATTENDANCE:**

Robert Clarke	-	Director of Housing
Alex Dixon	-	Director of Assets and Development
Birgit Lenton	-	Director of Corporate Services and Culture
Dave Marshall	-	Director of Finance and Resources
Angus MacQueen	-	Company Secretary

**178/17** Confidential item

#### **179/17 APOLOGIES**

There were no apologies for absence. (Brian Long had submitted an apology for lateness.)

#### **180/17 MINUTES**

The minutes of the meeting held on 4 September 2017 were confirmed as a correct record and signed by the Chairman.

#### **181/17 MATTERS ARISING**

There were no matters arising.

#### **182/17 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**183/17      CHAIRMAN'S UPDATE**

The Chairman said that, since the last Board meeting, he and Andy Walder, the Chairman-elect, had attended their usual regular meetings with the Chief Executive. They had also interviewed Councillor Marcus Hopkins, who had been put forward by the Borough Council to replace Colin Sampson on the Board with effect from 19 September 2017. Following the interview, they had confirmed Councillor Hopkins's place on the Board.

**184/17      MANAGEMENT TEAM UPDATE**

**(a)      Introduction**

A written update from the Management Team had been previously circulated and was noted by the Board.

The written update covered the following issues:

- Standing Order 14 – Investment Appraisal, Land Banking and Asset Disposal
- Simon Smith – Declaration of Interest
- DBS Checks Update
- Hillington Square
- Sheltered Housing Review
- Health and Safety Fire Update

Discussion took place on the issues described below.

**(b)      Standing Order 14 – Investment Appraisal, Land Banking and Asset Disposal**

The update suggested a change to the new Standing Order 14, to clarify a slight ambiguity.

**RESOLVED:** That Standing Order 14 – Investment Appraisal, Land Banking and Asset Disposal – be amended at the final bullet point of section 1.3, as follows (*additional wording in italics*):

- They *either* meet the hurdle rates specified by tenure type in 1.7 *or comply with the grounds specified in 1.9.*

**(c)      Hillington Square**

The Board noted that there had been a delay within the planning process to gain approval for the final phases of the Hillington Square project. In answer to a question, the Chief Executive advised that there was some capacity within the project to absorb the delay, and so it would not have an impact financially.

**(d) Blockbusters Development Site**

In addition to the written update, the Board requested an update on the progress of the development on the site in King's Lynn formerly occupied by the Blockbusters video store. The Director of Assets and Development advised that contracts were currently being prepared with a view to work starting on site at the end of October 2017. It was anticipated that the work would take 40 weeks to complete.

**185/17** Confidential item

**186/17** **VALUE FOR MONEY SELF-ASSESSMENT STATEMENT 2016/17**

The Director of Finance and Resources presented the Value for Money Self-Assessment Statement 2016/17. This was an updated version of the document included within the Strategic Report section of the statutory accounts approved by the Board in August 2017.

**RESOLVED:** That the updated Value for Money Self-Assessment Statement 2016/17 be approved for publication and inclusion on the Freebridge website for tenant, public and other stakeholder access and information, in compliance with the Homes and Communities Agency Value for Money Standard.

**187/17** **ANNUAL REPORT FOR TENANTS 2016/17**

The Director of Corporate Services and Culture presented a report which sought approval for the Annual Report for Tenants 2016/17.

The Director of Corporate Services and Culture advised that, following input from Board Members outside the meeting, more clarity would be included in the document around the underspend in the improvements and maintenance budget. Consideration would be given as to how future Annual Reports for Tenants could be better written from a consumer perspective following a review of the service standards which was to take place shortly.

**RESOLVED:** That the Annual Report for Tenants 2016/17 be approved for publishing to Freebridge's tenants, subject to inclusion of clarification around the underspend in the improvements and maintenance budget.

**188/17** **ANNUAL EQUALITY AND DIVERSITY IN RECRUITMENT UPDATE**

The Director of Corporate Services and Culture presented a report which provided an update on equality and diversity in recruitment.

It was highlighted that the report was heavily focused on gender; the Board requested that future reports include more information on other diversity strands. It was also pointed out that the Positive about Disabled People accreditation required candidates with a disability who met minimum standards to receive an interview; this could only be guaranteed if all

candidates completed the equality and diversity form. Completion of this form could be made a compulsory part of the application process.

The Board noted the report.

**189/17** Confidential item

**190/17** **ANNUAL TRAINING UPDATE**

The Director of Corporate Services and Culture presented a report which provided an overview of training and development during 2016/17.

The Director of Corporate Services and Culture stated that future reports would be made against the corporate training plan, which would be developed following the annual performance planning process.

The Director of Corporate Services and Culture said that she would consider amalgamating future Human Resources update items into one Human Resources Update report.

The Board noted the report.

**191/17** **WORK UPDATE**

The Company Secretary presented the work update, which included the following:

- Action Sheet
- Future Work Programme of the Board.

The Board noted the update.

**192/17** **ANY OTHER BUSINESS**

- **Ray Johnson and Colin Sampson**

The Board noted that this was the last meeting for both Ray Johnson and Colin Sampson, who had completed nine years' service on the Board. A formal "goodbye" would be made at the Annual General Meeting on 18 September 2017.

**193/17** **NEXT MEETING**

The Board noted that its next meeting was scheduled for Monday 2 October 2017 at 4.30pm.

**The meeting closed at 6.50pm.**

**CHAIRMAN**