

## **FREEBRIDGE COMMUNITY HOUSING BOARD**

**Minutes of a Meeting of the Board held on  
Monday 7 October 2013 at 6.30pm in  
“The Barn”, 2 Chapel Lane, King’s Lynn**

### **PRESENT:**

Lesley Bambridge  
Matthew Brown  
Steve Clark  
Frazer Clement  
Simon Gathercole  
Ray Johnson  
Paul Leader  
Colin Sampson

### **IN ATTENDANCE:**

Tony Hall	-	Chief Executive
Sean Kent	-	Deputy Chief Executive
Helen Richardson	-	Governance Administrator

### **Chief Executive in the Chair**

### **165/12      APPOINTMENT OF BOARD CHAIRMAN AND VICE-CHAIRMAN**

#### **(a)      Introduction**

The Chief Executive presented a report which sought to appoint the Board Chairman and Vice-Chairman.

Following a query the Chief Executive confirmed that a board member may re-apply after the maximum term of 9 years at a future date, however, he highlighted that when considering the refreshment of board membership it was important to have the right range of skills.

#### **(b)      Appointment of Board Chairman**

Ray Johnson was proposed and seconded for the position of Board Chairman. There being no other nominations, it was

**RESOLVED:** That Ray Johnson be appointed Board Chairman until the start of the first Board meeting following the 2014 Annual General Meeting.

### **Ray Johnson in the Chair**

#### **(c)      Appointment of Board Vice-Chairman**

Paul Leader was proposed and seconded for the position of Board Vice-Chairman. There being no other nominations, it was

**RESOLVED:** That Paul Leader be appointed Board Vice-Chairman until the the 2014 Annual General Meeting.

**166/13      APOLOGIES**

Apologies for absence were received from John Fox and Ian Pinches.

**167/13      MINUTES**

The minutes of the meeting held on 9 September 2013 were confirmed as a correct record and signed by the Chairman.

**168/13      MATTERS ARISING**

**(a)    Michelle Playford (Minute Number 153/13(e))**

The Deputy Chief Executive advised the Board that following Michelle's wedding she had now adopted her married name of 'Gant'.

**169/13      DECLARATIONS OF INTEREST**

There were no declarations of interest.

**170/13      CHAIRMAN'S UPDATE**

The Chairman said that, in addition to his weekly meetings with the Chief Executive, he had attended the National Housing Federation Annual Conference and Social Housing Exhibition over three days which had been very informative.

**171/13      CHIEF EXECUTIVE'S UPDATE**

**(a)    Plaxtole House**

The Chief Executive reported that Management Team had met with the Benjamin Foundation to review the performance of the scheme. It had been agreed to continue meetings on a monthly basis. He also explained that progress had been made around gathering commitment from Social Services in their assistance of placing young persons in the facility. A launch event to show an upgraded flat had been held recently and it had been a great success. The Chief Executive explained that upgrades to each flat would take around 5-6 weeks and two flats could be worked on simultaneously.

**(b)    Hillington Square Project**

The Chief Executive shared that the recent opening of the Hillington Square Community Café had been a success and it had benefited from a good range of media coverage. The Board wished to pass on thanks to Michelle Gant, Simon Swanson and all the team involved with the organisation of the café opening and for the excellent media coverage of this event and others in recent times.

The Chief Executive explained that it was envisaged for the café to be a place for residents, employees and workers of Lovell to meet together, but also a place where training and education opportunities were available for people looking to gain employment in the catering industry. In answer to a query he added that there had been great debate in the community around the name of Hillington Square and any final decision would be made later in the project.

**(c) Providence Street Youth Centre**

The Chief Executive confirmed that Norfolk County Council's legal team had been in touch and it was hoped completion would be soon.

**(d) Welfare Reform Open Day**

The Chief Executive reported that a Welfare Reform open day for tenants had been held by the Income Team at Juniper House. The open day had been a great success with 148 specific appointments made for tenants to get advice on entitlements and rules. The Board wished to express their thanks to the Income team and employees involved in putting together the open day.

**(e) Fraud Case**

Confidential

**(f) Nationwide Charitable Foundation**

Confidential

**(g) EDP Business Awards**

The Chief Executive reported that Freebridge had not been successful this year in winning an award from the EDP Business Awards for the Employer of the Year category. However, there had only been 3 winner positions out of a total 36 nominees. The Deputy Chief Executive confirmed that feedback would be sought to learn from the process.

**(h) Human Resources Conference**

The Chief Executive attended the conference in order to give a presentation about Coaching at Freebridge. Global organisations attended the conference and it was clear that there were similarities even between the different types and size of company.

**(i) Zoots Nightclub Site**

The Chief Executive advised that there had been positive messages from the Borough Council Planners and he would advise Lesley Bambridge when a date was received for the Borough Council's Planning Committee where they would be discussing the revised site plans.

**(j) Former Public House Rampant Horse, Gayton**

Confidential

**172/13      BOARD APPOINTMENTS**

The Chief Executive presented a report which sought to make the annual Board appointments.

The Board noted that proposed changes were from Bill Guyan's departure and that Simon Gathercole would be added to the Complaints Pool. The Board also noted that Frazer Clement would replace Ian Pinches on the e<sup>2</sup> Consortium. The Lead Member for Resources role was to be removed and it was proposed that the main function be passed to the Chairman of the Audit Committee.

The Chairman wished to thank Matthew Brown on behalf of the Board for his time as Lead Member for Resources. He added that Matthew would remain on the Chief Executive's Appraisal Panel.

The Chairman also expressed thanks to Paul Leader who had been Chairman of the Audit Committee for the past five years, and explained that it was proposed for Paul to continue as Vice-Chairman for continuity purposes through the following year to where he is scheduled to leave the Board at the 2014 AGM. Ian Pinches would be assuming the chairmanship of the Committee.

**RESOLVED:**

- 1) That the role of Lead Member for Resources be removed and all functions of the Lead Member for Resources be passed to the Chairman of the Audit Committee, with the exception of the chairmanship of the Chief Executive's Appraisal panel, to which any Board member may be appointed.
- 2) That the annual Board appointments be made as follows:

**Audit Committee:** Frazer Clement, Steve Clark, Simon Gathercole, Paul Leader (Vice-Chairman), Ian Pinches (Chairman), Karen Sly (co-opted member)

Appointment of Ian Pinches as Chairman of the Audit Committee, and Paul Leader as Vice-Chairman of the Audit Committee.

**Chief Executive's Appraisal Panel:** Matthew Brown (Chairman), Colin Sampson and Ray Johnson (as Board Chairman)

**Complaints Panel Pool:** Lesley Bambridge, John Fox, Ray Johnson, Paul Leader, Colin Sampson and Simon Gathercole.

**E<sup>2</sup> Joint Members Group:** Steve Clark, Ray Johnson, Frazer Clement

**173/13      MEETINGS TIMETABLE 2014**

The Chief Executive presented the proposed timetable of Board, committee and AGM meetings in 2014.

The Chief Executive highlighted that the timetable included two informal discussion evenings for the Board, one in January and one in July. He added that it was aspirational to conduct future meetings where business was completed first, then a second half for strategic business debate working through the business plan. The Board welcomed this principle. In answer to a query the Chief Executive explained that the Board appraisals would encompass training requirements that would be timetabled either on an individual basis or as a group.

**RESOLVED:** That the 2014 meetings timetable be approved, as presented.

**174/13      APPOINTMENT OF SHAREHOLDERS**

The Chief Executive presented a report which requested the Board to consider applications for shareholding.

**RESOLVED:**

- 1) That the applications for tenant shareholding set out in Appendix 1 to the report be approved.

**175/13      APPROVED LIST OF SUPPLIERS/CONTRACTORS**

The Board noted a report which provided the annual update of the approved list of suppliers/contractors.

The Board asked that in future the item be placed on the Board web area for information rather than appear on an agenda. The Deputy Chief Executive pointed out that monthly spend information was always available on the Freebridge website and can prove to be just as useful.

**176/13      WORK UPDATE**

The Chief Executive presented the work update, which included the following:

- Action Sheet
- Future Work Programme of the Board.

The Board noted the update.

**177/13      ANY OTHER BUSINESS**

**(a)    Right To Buy Transaction**

The Chief Executive presented a report which detailed a Right To Buy transaction with a parent of a member of staff.

The Board noted the report.

**(b) Streets Ahead**

The Chairman referred to the most recent issue of Streets Ahead and the articles in relation to Mystery Shopping and in particular the Universal Credit.

The Board asked for thanks to be passed onto those involved.

**178/13      NEXT MEETING**

The Board noted that its next meeting was scheduled for Monday 4 November 2013 at 6.30pm.

**The meeting closed at 7.25 pm.**

**CHAIRMAN**