

FREEBRIDGE COMMUNITY HOUSING BOARD

**Minutes of a Meeting of the Board held on
Monday 3 October 2016 at 7.30pm in
"The Barn", 2 Chapel Lane, King's Lynn**

PRESENT:

Ray Johnson (Chairman)
Steve Clark
Tony Hall (Chief Executive)
Brian Long
Ian Pinches
Pauleen Pratt
Jasmine Rigg
Colin Sampson
Simon Smith
Andy Walder

IN ATTENDANCE:

Colin Davison - Director of Property
Michelle Gant - Director of Engagement
Angus MacQueen - Company Secretary

Note: The meeting was preceded by a presentation from the Head of Housing Services on the impact of welfare reform.

180/16 APPOINTMENT OF BOARD CHAIRMAN AND VICE-CHAIRMAN

(a) Appointment of Board Chairman

The Company Secretary took the chair and presented a report which sought to appoint the Board Chairman and Vice-Chairman for the ensuing year.

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 2017 Annual General Meeting.

Ray Johnson in the Chair

(b) Appointment of Board Vice-Chairman

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

RESOLVED: That Steve Clark be appointed Board Vice-Chairman until the start of the first Board meeting following the 2017 Annual General Meeting.

181/16 **APOLOGIES**

Apologies for absence were received from Marie Connell and Tina Smiddy.

182/16 **MINUTES**

The minutes of the meeting held on 5 September 2016 were confirmed as a correct record and signed by the Chairman.

183/16 **DECLARATIONS OF INTEREST**

Ray Johnson declared an interest and withdrew from the room during the appointment of the Board Chairman (minute number 180/16(a)).

Steve Clark declared an interest and withdrew from the room during the appointment of the Board Vice-Chairman (minute number 180/16(b)).

Ian Pinches declared an interest and withdrew from the room during the appointment of the Audit Committee Chairman (minute number 187/16).

Brian Long declared an interest in the item at minute number 186/16 – Hillington Square Phase 4 Commissioning Report – as a close relative was likely to be one of the sub-contractors on Phase 4 of the Hillington Square project. He remained in the room for the item but did not vote.

Tony Hall declared an interest in the item at minute number 197/16 – Governance Committee (Special Meeting) Recommendations – as his remuneration was to be discussed. He withdrew from the room for the item.

184/16 **CHAIRMAN'S UPDATE**

The Chairman said that, in addition to his usual weekly meetings with the Chief Executive, he and the Chief Executive had attended the annual National Housing Federation Conference. This had been a very useful event. Of particular value had been a meeting with senior representatives of the Homes and Communities Agency, which had covered topics including in-depth assessments, regulatory fees, and deregulation. Another interesting session had considered the Voluntary Right to Buy. The Chief Executive would be circulating notes of the conference to the Board.

185/16 **MANAGEMENT TEAM UPDATE**

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

The written update covered the following issues:

- RAF Marham – future accommodation needs
- East Anglian devolution
- Sheltered Housing Gardening Competition 2016

- Management Team meeting with PricewaterhouseCoopers regarding Operating Model Review
- West Norfolk Partnership Strategy Group
- National Housing Federation Conference update

186/16 HILLINGTON SQUARE PHASE 4 COMMISSIONING REPORT

Confidential item

187/16 BOARD APPOINTMENTS

The Board considered a report which sought to undertake the annual process of making Board appointments for the ensuing year.

The Chairman had previously circulated a sheet of recommendations, and these were agreed. Not included in the sheet of recommendations had been the appointment to the Queen Elizabeth Hospital Governors' Council; the Chairman advised that, if it were the Board's wish, he would like to continue in this role for the time being.

RESOLVED: That the annual Board appointments be made as follows:

Audit Committee: Ian Pinches (Chairman), Simon Smith, (Vice-Chairman), Steve Clark, Jasmine Rigg, Karen Sly (co-opted member)

Governance Committee: Marie Connell (Chairman), Andy Walder (Vice-Chairman), Ray Johnson (as Board Chairman), Ian Pinches

Complaints Panel Pool: Ray Johnson (as Board Chairman), Steve Clark (as Board Vice-Chairman), Brian Long, Pauleen Pratt

e² Joint Members Group: Ray Johnson, Andy Walder, Tony Hall (as Chief Executive)

Queen Elizabeth Hospital Governors' Council: Ray Johnson

188/16 MEETINGS TIMETABLE 2017

The Company Secretary presented a report which sought approval for the 2017 timetable for Board and Committee meetings and for the Annual General Meeting.

It was suggested that the start time for Board meetings be moved earlier, from 6.30pm (pre-meet at 6.00pm) to 5.00pm (pre-meet at 4.30pm). This would be beneficial to the well-being of employees, as they would not then have to stay late into the evening after a full day's work. It would also avoid the risk of key decisions being discussed when people were tired. All those present confirmed that they were content with this suggestion; however, it was agreed that it should be checked with the two Board Members who were absent before it was acted upon.

RESOLVED: That the meetings timetable for 2017 be agreed, as presented, subject to a final decision on the start-time for Board meetings being made at the next meeting.

189/16 BOARD MEMBER DECLARATIONS OF INTEREST

Confidential item

190/16 FINANCIAL REGULATION AMENDMENTS

The Board considered a report which sought to make some minor amendments to the Financial Regulations.

RESOLVED: That the minor amendments to Financial Regulations 3, 5 and 7, as set out in the report, be approved.

191/16 REVIEW OF THE TENANT SAFETY POLICY

The Director of Property presented a report which reviewed the Tenant Safety Policy. It was noted that, following the review, no changes to the Policy were suggested.

In answer to a question, the Director of Property confirmed that he had consulted the Tenant Panel when reviewing the Policy. Whilst the Panel had not put forward any changes to the Policy itself, it had requested that, when works were to be carried out to properties, the tenants were given an indication of timescale and the owners of adjoining properties were notified. These suggestions were being progressed.

In response to questions, the Chief Executive said that there was a duty to take into account any child protection implications when granting a new tenancy. Incidents of anti-social behaviour were managed as necessary.

RESOLVED: That the Tenant Safety Policy be approved, as presented.

192/16 UPDATE OF THE BUSINESS CONTINUITY POLICY

The Company Secretary presented a report which provided an update to the Business Continuity Policy.

In answer to a question submitted by a Board Member in advance of the meeting, the Company Secretary explained that sufficient back-up was in place to cover for the possibility of the ICT systems becoming unavailable in an emergency situation.

RESOLVED: That the updated Business Continuity Policy be approved, as presented.

193/16 URGENT ACTION TAKEN – EXTENSION OF SUPPORTING PEOPLE CONTRACT UNTIL DECEMBER 2017

The Board noted a request for urgent action that had been approved, to extend the Supporting People contract until December 2017. The Board expressed disappointment that the contract had not been renewed before the end date.

194/16 WORK UPDATE

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

- Action Sheet
- Future Work Programme of the Board.

In answer to questions, the following points were made:

- The Director of Property confirmed that a report on Plaxtole House would be presented to the next meeting.
- The Director of Property advised that procurement options were currently being investigated for the electrical materials contract.
- The Director of Property said that the lease of rooms at Providence Street to the NHS had been completed.
- The Company Secretary confirmed that the statutory accounts and other regulatory documents had been distributed as appropriate by the required deadline.
- The Company Secretary stated that he would be issuing an update to the Board Member Agreement for Services in the near future.

The Board noted the update.

195/16 ANY OTHER BUSINESS

There was no other business.

196/16 NEXT MEETING

The Board noted that its next meeting was scheduled for Monday 7 November 2016 at 6.30pm.

197/16 GOVERNANCE COMMITTEE (SPECIAL MEETING) RECOMMENDATIONS)

Confidential item

The meeting closed at 9.25pm.

CHAIRMAN