

**FREEBRIDGE COMMUNITY HOUSING BOARD**

**Minutes of a Meeting of the Board held on  
Monday 8 December 2014 at 6.25pm in  
"The Barn", 2 Chapel Lane, King's Lynn**

**PRESENT:**

Ray Johnson (Chairman)  
Lesley Bambridge  
Matthew Brown  
Steve Clark  
Marie Connell  
Tony Hall (Chief Executive)  
Sean Kent (Deputy Chief Executive)  
Ian Pinches  
Jasmine Rigg  
Colin Sampson

**IN ATTENDANCE:**

Colin Davison - Director of Property  
Angus MacQueen - Company Secretary

**242/14      EMPLOYMENT OF A CLOSE RELATIVE OF AN EXISTING  
EMPLOYEE**

Confidential item

**243/14      APOLOGIES**

There were no apologies for absence.

**244/14      MINUTES**

The minutes of the meeting held on 3 November 2014 were confirmed as a correct record and signed by the Chairman.

**245/14      MATTERS ARISING**

There were no matters arising.

**246/14      DECLARATIONS OF INTEREST**

Confidential item

**247/14      CHAIRMAN'S UPDATE**

The Chairman said that, in addition to his weekly meetings with the Chief Executive, he had recently attended the following:

- Queen Elizabeth Hospital Governors' Council meeting;

- West Norfolk Partnership leaders' meeting;
- Board away day; and
- a meeting with the Borough Council around governance issues.

#### **248/14      CHIEF EXECUTIVE'S UPDATE**

A written update from the Chief Executive had been previously circulated and was noted by the Board. The written update covered the following issues:

- Hillington Square project
- Zoots site development
- Pilot Street planning application
- Rampant Horse site
- Plaxtole House project
- Governance discussion with the Borough Council
- Discussion around accommodation with the Queen Elizabeth Hospital

In relation to the Pilot Street planning application, the Board noted that there had been a number of objections on various grounds, and that the application had been refused. The Chief Executive said that consideration would now be given as to how best to proceed.

With regard to the Zoots site development, the Board was pleased to note that much of the roofing was now in place.

#### **249/14      ANNUAL RENT INCREASE 2015/16**

Confidential item

#### **250/14      PROCUREMENT APPROVALS**

Confidential item

#### **251/14      BUSINESS PLANNING PROCESS 2015/16**

The Chief Executive presented a report which suggested the business planning process for 2015/16, following the Board away day in November.

The Board agreed that it would be useful to have further input into the Business Plan before it was finalised, through a "Thinking Session".

In answer to a question, the Chief Executive said that it was intended not to have a business planning day for stakeholders in 2015, as had occurred in previous years, as the Business Plan would be developed with the Board and the Tenant Panel in line with the practice of other housing associations. Instead, there would be a stakeholder day in the autumn, focusing on a specific issue.

The Chairman thanked the Board for their participation in the recent Board away day, which had been both productive and enjoyable

**RESOLVED:** That the business planning process for 2015/16 be approved as set out in the report, subject to the addition of a Board “Thinking Session” on the Business Plan before it is finalised.

**252/14      ANNUAL REVIEW OF BOARD AND TENANT PANEL DECLARATIONS OF INTEREST**

Confidential item

**253/14      ANNUAL REVIEW OF EMPLOYEE DECLARATIONS OF INTEREST**

Confidential item

**254/14      REVIEW OF THE AIDS AND ADAPTATIONS POLICY**

The Director of Property presented a report which reviewed the Aids and Adaptations Policy.

**RESOLVED:** That the revised Aids and Adaptations Policy be approved, as presented.

**255/14      REVIEW OF THE RISK MANAGEMENT POLICY**

The Deputy Chief Executive presented a report which reviewed the Risk Management Policy.

The Deputy Chief Executive highlighted that the revised Policy had greater focus on behaviours at critical decision points, following recent Internal Audit findings and the case of fraud that had occurred in 2013. The revised Policy also recognised the increased resource on the business assurance function within Freebridge; there was, therefore, greater monitoring of compliance internally, in addition to that already provided by Internal Audit. Auditing of behaviours would be introduced as part of the 2015/15 Internal Audit Plan. The Board welcomed the more proactive approach to compliance monitoring.

**RESOLVED:** That the revised Risk Management Policy be approved, as presented.

**256/14      APPOINTMENT OF SHAREHOLDERS**

The Company Secretary presented a report which listed applications for tenant shareholding.

**RESOLVED:** That the applications for tenant shareholding set out in Appendix 1 to the report be approved.

**257/14**      **URGENT ACTIONS TAKEN – PROVISION OF TENANCIES TO CLOSE RELATIVES OF EXISTING EMPLOYEES**

The Board noted two requests for urgent action that had been approved, to enable the Association to provide tenancies to the close relatives of existing employees.

The Board noted the reports.

**258/14**      **URGENT ACTION TAKEN – HELP TO BUY AGENT – SERVICE LEVEL AGREEMENT, BEDFORD PILGRIMS HOUSING ASSOCIATION**

The Board noted a request for urgent action that had been approved, to enable the Association to enter into a Service Level Agreement with Bedford Pilgrims Housing Association in its capacity as the Government's Help to Buy Agent.

The Board noted the report.

**259/14**      **URGENT ACTION TAKEN – PROVISION OF A TENANCY TO A CLOSE FRIEND OF AN EXISTING EMPLOYEE**

The Board noted a request for urgent action that had been approved, to enable the Association to provide a tenancy to the close friend of an existing employee.

The Board noted the report.

**260/14**      **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.

**261/14**      **COMMITTEE MINUTES**

Ian Pinches, Chairman of the Audit Committee, presented the minutes of the Committee's meeting held on 10 November 2014. The Board welcomed the hard work and challenge being undertaken by the Committee.

**262/14**      **ANY OTHER BUSINESS**

There was no other business.

**263/14      NEXT MEETING**

The Board noted that its next meeting was scheduled for Monday 12 January 2015 at 6.30pm.

**The meeting closed at 7.05pm.**

**CHAIRMAN**