

**FREEBRIDGE COMMUNITY HOUSING BOARD**

**Minutes of a Meeting of the Board held on**  
**Monday 16 November 2020 at 4.30pm**  
**“Virtual” Meeting by Video Link**

**PRESENT:**

Andy Walder (Chair)  
Joanna Barrett (Minute Numbers 64/20 – 76/20)  
Marcus Hopkins  
Anita Jones (Chief Executive)  
Brian Long  
Pauleen Pratt  
Jasmine Rigg  
Simon Smith  
Richard Spilsbury

**IN ATTENDANCE:**

Sophie Bates	-	Director of Housing
Birgit Lenton	-	Director of Corporate Services and Culture
Dave Marshall	-	Director of Finance and Resources
Paul Newbold	-	Director of Development
Nick Thacker	-	Head of Assets Management
Angus MacQueen	-	Company Secretary

**64/20      APPOINTMENT OF BOARD CHAIR AND VICE-CHAIR**

**Company Secretary in the Chair**

**(a)    Appointment of Board Chair**

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

Andy Walder was proposed to continue in the position of Board Chair. There being no other nominations, it was

**RESOLVED:** That Andy Walder be appointed Board Chair until the start of the first Board meeting following the 2021 Annual General Meeting.

**Andy Walder in the Chair**

**(b)    Appointment of Board Vice-Chair**

Simon Smith was proposed to continue in the position of Board Vice-Chair. There being no other nominations, it was

**RESOLVED:** That Simon Smith be appointed Board Vice-Chair until the start of the first Board meeting following the 2021 Annual General Meeting.

**(c) Role Profiles**

**RESOLVED:** That the ongoing approval of the role profiles of the Board Chair and Vice-Chair be confirmed.

**65/20            APOLOGIES**

There were no apologies for absence.

**66/20            MINUTES**

The minutes of the ordinary meeting held on 27 July 2020 and of the special meeting held on 7 September 2020 were confirmed as correct records, subject to amending minute number 52/20 to read “30 June 2020”, rather than “31 June 2020”.

The minutes would be signed by the Chair once the office had reopened following the current coronavirus (Covid-19) outbreak.

**67/20            MATTERS ARISING**

There were no matters arising.

**68/20            ACTION SHEET**

The Board noted the action sheet.

**69/20            DECLARATIONS OF INTEREST**

Andy Walder declared an interest and withdrew from the meeting during the appointment of the Board Chair (minute number 64/20(a)).

Simon Smith declared an interest and withdrew from the meeting during the appointment of the Board Vice-Chair (minute number 64/20(b)).

Richard Spilsbury declared an interest in the item at minute number 81/20 – Appointment of Shareholders. As the item was for information and there was no discussion on it, the Board was content that he remain in the meeting for the item.

**70/20            CHAIR’S UPDATE**

The Chair gave the following update on his activities since the last meeting:

- He had held regular meetings with the Chief Executive.
- He had met a number of newly-appointed Freebridge managers.

- He had attended meetings with Chairs of other Placeshaping organisations; there was a desire to move away from central delivery to a more local approach.
- [Confidential Wording]
- He had sent an email to all employees to thank them for their ongoing efforts during the pandemic.

## **71/20            LEADERSHIP TEAM UPDATE**

### **(a)    Introduction**

The Chief Executive presented the Leadership Team Update. Discussion took place on some aspects of the update, as set out below.

### **(b)    Covid-19**

[Confidential Wording]

The Director of Corporate Services and Culture advised that operatives had been issued with personal protective equipment to enable them to enter safely properties where there was covid-19 present. They would also be undergoing face fits to cater for both asbestos handling and working in properties where covid-19 was present. They had received training on how to use the equipment. Pauleen Pratt, who had some expertise in personal protective equipment as a result of her clinical background, was asked by the Chair to liaise directly with the Director of Corporate Services and Culture and to assure herself that appropriate equipment was being used.

The Chief Executive paid tribute to the employees, in particular the Placeshaping team, who were introducing initiatives to address problems of social isolation and wellbeing among tenants during the pandemic over the winter months. The Director of Housing stated that communications about these initiatives would be appearing in the local media shortly.

In answer to a question, the Director of Housing said that discussions were taking place, both at a strategic and operational level, with a view to tackling homelessness during the pandemic over the winter months. Freebridge was looking to make properties available to rough sleepers who had to self-isolate. Furthermore, although the ban on taking tenancy enforcement action had now been lifted, Freebridge would not be taking any such action until spring 2021.

### **(c)    [Confidential wording]**

## **72/20            SECTOR UPDATE**

The Board noted a report which provided updates on emerging policy/legislative changes within housing or related sectors.

The Chair welcomed the report as a very useful addition to the Board papers.

**73/20**      **PERFORMANCE PACK**

Confidential item

**74/20**      Confidential item

**75/20**      **ANNUAL INCOME REPORT 2021/22**

Confidential item

**76/20**      **DEVELOPMENT STRATEGY 2021-26**

Confidential item

**77/20**      **REPORT OF THE CHAIR OF THE AUDIT AND RISK COMMITTEE**

Richard Spilsbury, Chair of the Audit and Risk Committee, presented the Chair's report, which included the minutes, of the Committee's meeting held on 12 October 2020. He highlighted that there was a recommendation to the Board to agree the proposed target risk scores; these had been previously discussed at the Board's strategy afternoon on 7 September 2020.

**RESOLVED:** That the proposed target risk scores, as attached to the report, be approved.

**78/20**      **REPORT OF THE CHAIR OF THE GOVERNANCE AND REMUNERATION COMMITTEE**

Pauleen Pratt, Chair of the Governance and Remuneration Committee, presented the Chair's report, which included the minutes, of the Committee's meeting held on 19 October 2020.

The Board observed that the Committee had discussed Board recruitment which was scheduled to begin in spring 2021. This timescale would be kept under review; it might be necessary to bring it forward in view of how quickly progress was being made, particularly around development.

**79/20**      **REPORT OF THE CHAIR OF THE CUSTOMER SERVICE COMMITTEE**

Jasmine Rigg, Chair of the Customer Service Committee, presented the Chair's report, which included the minutes, of the Committee's meeting held on 2 November 2020.

[Confidential wording]

**80/20**      **ANNUAL REPORT OF PLACESHAPING ACTIVITIES**

The Board noted the annual report of Placeshaping activities.

**81/20**      **APPOINTMENT OF SHAREHOLDERS**

The Board noted a report on applications to become shareholders which had been approved.

**82/20**            **WRITTEN RESOLUTIONS**

The Board noted the following written resolutions:

- Board's Report to the AGM 2019-20
- Draft AGM Notice of Meeting and Agenda
- Meetings Timetable 2021
- Rule Amendments
- Financial Regulations Update
- Procurement Plan Approvals
- Board Appointments
- Contract for Supply and Installation of Fire Doors and Passive Protection Works as a Result of FSRA (Fire Safety Risk Assessment) Actions

**83/20**            **FUTURE WORK PROGRAMME OF THE BOARD**

The Board noted its work programme for the ensuing year.

**84/20**            **ANY OTHER BUSINESS**

- **David Marshall**

The Chair said that this was the last meeting of the Board that David Marshall, Director of Finance and Resources, would attend before leaving Freebridge at the end of 2020. The Chair thanked Mr Marshall for his hard work and commitment to Freebridge and praised his very thorough and professional approach. He had been a pleasure to work with and the Chair, on behalf of the Board, wished him all the best for the future.

**85/20**            **NEXT MEETING**

The Board noted that its next meeting was scheduled for Monday 8 February 2021 at 4.30pm. The Board's next strategy afternoon would be held on Monday 7 December 2020.

**The meeting closed at 7.20pm.**

**CHAIR**