

**FREEBRIDGE COMMUNITY HOUSING BOARD**

**Minutes of a Meeting of the Board held on  
Monday 8 January 2018 at 5.45pm in  
“The Barn”, 2 Chapel Lane, King’s Lynn**

**PRESENT:**

Andy Walder (Chairman)  
Steve Clark  
Marie Connell  
Tony Hall (Chief Executive)  
Marcus Hopkins  
Shelley Lamprell-Josephs  
Brian Long  
Ian Pinches  
Pauleen Pratt  
Jasmine Rigg  
Simon Smith  
Richard Spilsbury

**IN ATTENDANCE:**

|                |   |  |
|----------------|---|--|
| Colin Davison  | - | Director of Property                       |
| 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                          |

**01/18**

**SPECIAL GOVERNANCE COMMITTEE  
RECOMMENDATIONS**

The Board considered a report which introduced the recommendations of the special meeting of the Governance Committee held on 27 November 2017.

The Board was pleased to note that the Board Member recruitment process had been successful, with two strong candidates chosen from a good pool of applicants.

In answer to a question, the Company Secretary confirmed that he had discussed with Richard Spilsbury his declaration that he was an Independent Member of the East Midlands Housing Group Audit Committee. The Company Secretary was confident that this did not represent a significant interest that would hamper Mr Spilsbury’s work as a Freebridge Board Member; should any particular issue arise, this would be addressed in line with the usual conflict of interest procedures.

## **RESOLVED:**

- 1) That Shelley Lamprell-Josephs be appointed as a Tenant Board Member with immediate effect, to fill an existing vacancy, and that it be recommended to the 2018 Annual General Meeting that Shelley Lamprell-Josephs be appointed as a Tenant Board Member for a three-year term.
- 2) That Richard Spilsbury be appointed as a Co-opted Board Member, initially for a period of two years.

At this point, Shelley Lamprell-Josephs, Richard Spilsbury and Jasmine Rigg joined the meeting. The Chairman welcomed the two new Board Members.

### **02/18            APOLOGIES**

There were no apologies for absence.

### **03/18            MINUTES**

The minutes of the meeting held on 6 November 2017 were confirmed as a correct record and signed by the Chairman.

### **04/18            MATTERS ARISING**

There were no matters arising.

### **05/18            ACTION SHEET**

The Board received the action sheet.

In answer to questions, the Chief Executive made the following points:

- The purchase of the North Lynn Discovery Centre was in progress.
- The lease of 29F St Edmundsbury Road was on target to be signed during January 2018.

[confidential wording]

The Board asked that the action around recouping losses from fraud (minute number 147/17 refers) be removed from the action sheet; this matter was with the Police and out of Freebridge's hands.

### **06/18            DECLARATIONS OF INTEREST**

Shelley Lamprell-Josephs and Richard Spilsbury declared interests in the item at minute number 01/18 – Special Governance Committee Recommendations – as they were candidates for appointment to the Board. Jasmine Rigg declared an interest in the same item, as she was a close friend of one of the candidates. They did not join the meeting until after the item.

## **07/18            CHAIRMAN'S UPDATE**

In addition to his usual weekly meetings with the Chief Executive, the Chairman described the following activities that he had undertaken since the last meeting:

- He had attended, along with the Chief Executive, a Strategic Liaison Forum meeting with the Borough Council.
- He had attended a Governors' meeting at the Queen Elizabeth Hospital.

## **08/18            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:

- Benchmarking Update
- Strategic Liaison Forum Meeting with the Borough Council
- Lean Process Review of the Repairs/Maintenance/Stores Process
- Employee Conference
- Hillington Square – Phase 4
- Declaration of Interests
- Providence Street Income
- Board Strategy Day

Discussion took place on some topics, as set out below:

### **(b)    Strategic Liaison Forum Meeting with the Borough Council**

The Chief Executive said that the meeting had been positive, with both Freebridge and the Borough Council keen to work together for the good of West Norfolk. He would shortly be meeting with his counterpart at the Borough Council to make further progress.

### **(c)    Hillington Square – Phase 4**

[confidential wording]

### **(d)    “Love West Norfolk” Campaign**

Although not included in the written update, the Chief Executive made reference to the “Love West Norfolk” campaign. This had been launched recently and was a good example of partnership working among local agencies. About 30 people had attended the launch event, including the two

local Members of Parliament, and positive media coverage had been achieved. The campaign was aimed at encouraging people and businesses to relocate to the area. It had grown out of Freebridge's placeshaping work at Hillington Square.

**09/18            ANNUAL INCOME REPORT 2018/19**

Confidential item

**10/18            POLICY AND PROCEDURE FRAMEWORK REVIEW:  
UPDATE**

The Director of Finance and Resources presented a report which provided an update on the progress of the Policy and Procedure Framework review, including further amendments to the Board's Policy Handbook following new legislative requirements, additional review and consultation across the business.

The Director of Finance and Resources highlighted that it was the Board's responsibility to consider and approve the Policy Handbook, whilst the Policy and Procedure Handbook was the responsibility of the Management Team. The Policy and Procedure Handbook had been shared with the Board on this occasion for information, so that the Board could observe the line of sight within the organisation from policy to procedure.

In answer to a question, the Director of Finance and Resources said that it would not be advisable to delegate to the Management Team changes in policy resulting from legislation. This was because, although on such occasions changes to policy were mandatory, the Board still needed to be satisfied that the Management Team's interpretation of the legislation was correct.

In response to a question, the Company Secretary explained that it would not be appropriate under the Rules to delegate the approval of policy to a committee.

The Board acknowledged that the new Policy Framework represented a considerable reduction in the Board's workload from the previous system.

**RESOLVED:**

- 1) That the revised Policy Handbook be approved.
- 2) That current progress in respect of the Policy and Procedural roll-out of guidance across the business be noted.

**11/18            WHAT DOES GOOD RISK MANAGEMENT LOOK LIKE?**

The Board considered a report which sought to promote the further development of meaningful risk management activity in Freebridge's business operations and activities.

The Board expressed the desire to be more involved in the shaping of the risk management framework going forward, in order to improve accessibility. It was, therefore, felt that the proposal presented in the report should involve a working session incorporating both Executive and Non-Executive to capture their input. Members requested that the session take place as soon as possible so as not to slow down the process.

**RESOLVED:**

- 1) That an Executive/Non-Executive Task and Finish Group be established to consider the management and governance of risk and to prepare a "Time to Think" session on this topic to be held alongside the Board meeting on 5 February 2018.
- 2) That the Task and Finish Group consist of Tony Hall, Dave Marshall, Ian Pinches and Pauleen Pratt.

**12/18            ANNUAL REVIEW OF BOARD AND TENANT PANEL DECLARATIONS OF INTEREST**

The Board considered a report which set out the annual Board and Tenant Panel declarations of interest, and which reviewed Freebridge's dealings with certain companies and organisations in light of the declarations.

[confidential wording]

**RESOLVED:**

- 1) That the schedule of Board Member declarations of interest attached at Appendix 2 to the report be noted.
- 2) That the schedule of Board Member declarations of interest attached at Appendix 3 to the report be made available for public inspection on request.
- 3) That the declarations of interest made by Tenant Panel Members be noted.

**13/18            ANNUAL REVIEW OF EMPLOYEE DECLARATIONS OF INTEREST**

Confidential item

**14/18            TENANT PROFILING ANNUAL UPDATE**

The Chief Executive presented a report which provided an update on the latest tenant profiling data.

The Board noted the report.

**15/18**            **URGENT ACTION TAKEN – PERMISSION TO TENDER  
HILLINGTON SQUARE PHASE 4a CAFÉ AND THREE UNITS**

The Board noted a request for urgent action that had been approved, to issue a tender in relation to the café and three residential units at the front of Hillington Square.

**16/18**            **URGENT ACTION TAKEN – LETTING OF 55 QUEEN MARY  
ROAD, KING’S LYNN**

The Board noted a request for urgent action that had been approved, to enter into a lease of a house to the charity, The Purfleet Trust, at 55 Queen Mary Road, King’s Lynn.

**17/18**            Confidential item

**18/18**            **COMMITTEE MINUTES**

Ian Pinches, Chairman of the Audit Committee, presented the minutes of the Committee’s meeting held on 30 October 2017. He highlighted that the Committee would be considering at its next meeting an assurance review of the joinery workshop at Property Services. He also drew the Board’s attention to the ICT network security testing that had been undertaken.

**19/18**            **WORK PROGRAMME**

The Board noted its work programme for the ensuing year. The Chairman said that a revamped work programme would be presented to the Board in March 2018, with a view to moving to four Board meetings plus four strategy afternoons per year with effect from the 2018/19 financial year.

**20/18**            **ANY OTHER BUSINESS**

There was no other business.

**21/18**            **NEXT MEETING**

The Board noted that its next meeting was scheduled for Monday 5 February 2018 at 4.30pm.

**The meeting closed at 6.45pm.**

**CHAIRMAN**