

**FREEBRIDGE COMMUNITY HOUSING BOARD**

**Minutes of a Meeting of the Board held on  
Monday 13 July 2015 at 6.30pm in  
"The Barn", 2 Chapel Lane, King's Lynn**

**PRESENT:**

Ray Johnson (Chairman)  
Matthew Brown  
Steve Clark  
Marie Connell  
Tony Hall (Chief Executive)  
Sean Kent (Deputy Chief Executive)  
Brian Long  
Ian Pinches  
Jasmine Rigg

**IN ATTENDANCE:**

Colin Davison - Director of Property  
Angus MacQueen - Company Secretary

**139/15 APOLOGIES**

An apology for absence was received from Colin Sampson.

**140/15 MINUTES**

The minutes of the meeting held on 15 June 2015 were confirmed as a correct record and signed by the Chairman.

**141/15 MATTERS ARISING**

There were no matters arising.

**142/15 DECLARATIONS OF INTEREST**

Confidential item

**143/15 CHAIRMAN'S UPDATE**

The Chairman said that, in addition to his usual weekly meetings with the Chief Executive, he had attended the following events since the last meeting:

- National Housing Federation meeting for Board Chairmen in the Eastern Region, in Cambridge on 16 June 2015
- Meeting for e<sup>2</sup> Chairmen and Chief Executives, in Bury St Edmund's on 18 June 2015

- Complaints Panel meeting, on 22 June 2015
- Greenfields Community Housing golf day, on 26 June 2015
- National Housing Federation governance seminar, in Cambridge on 3 July 2015, at which Julian Ashby, Chairman of the Homes and Communities Agency Regulation Committee had been a guest speaker

The Chairman added that he would be attending the following forthcoming events:

- e<sup>2</sup> Joint Members' Meeting, in Ipswich on 15 July 2015
- Construction Industry Training Board apprenticeship awards dinner, in Bircham Newton on 16 July 2015
- Board "Iron Grip" training, on 17 July 2015

#### **144/15      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:

- Plaxtole House
- Hillington Square
- Finance Director Recruitment
- Head of Regeneration – now in post
- Compulsory Purchase Order
- The Rampant Horse Pub Site
- Budget 2015

The Board was pleased to note that the Hillington Square project had been shortlisted for two awards: a Planning Excellence award from the Royal Town Planning Institute, and a National Housing Federation Community Impact award, for the marketing strategy.

[Confidential wording]

#### **145/15      REVISED CODE OF GOVERNANCE – REVIEW OF COMPLIANCE**

The Company Secretary presented a report which suggested an action plan to achieve full compliance with the National Housing Association's "Code of Governance – Promoting Board Excellence for Housing Associations" (2015 edition).

It was highlighted that one requirement of the new Code of Governance was for individuals nominated for Board membership by the Borough Council to undergo a selection and assessment process. The Chief Executive advised that he had begun discussions with the Borough Council with a view to introducing this.

**RESOLVED:** That the action plan set out in the report to achieve full compliance with National Housing Association's "Code of Governance – Promoting Board Excellence for Housing Associations" (2015 edition) by March 2016 be approved.

**146/15      TENANT PANEL QUARTERLY UPDATE**

The Company Secretary presented a report which provided a quarterly update on the Tenant Panel's work.

The Board noted that the Tenant Panel was recommending that the Service Standard document (Freebridge Offer to Tenants) remain unchanged following its annual review. Whilst agreeing with the Panel that the existing Service Standards were still valid, the Board was of the view that the document should be updated to include responses to enquiries via text messages and "web-chat"/social media. The Board requested that the Director of Housing carry out a further review of the document with this in mind, before reporting back to the Tenant Panel and the Board for approval. Steve Clark said that he would shortly be having one of his quarterly meetings with the Tenant Panel, when he would advise the Panel of the outcome of this Board discussion.

The Board noted the report.

**147/15      HILLINGTON SQUARE PROJECT REVIEW AND OPTIONS APPRAISAL SCHEDULE**

The Chief Executive presented a report which set out a schedule of reports to assist the Board in reaching a decision on how to progress the Hillington Square project.

**RESOLVED:** That the approach set out in the report to review and appraise the Hillington Square project be approved.

**148/15      HILLINGTON SQUARE PHASE 1 REVIEW**

Confidential item

**149/15      CHANGES TO THE REGULATORY FRAMEWORK AND REGULATORY SYSTEM**

The Board noted a report which highlighted changes to the Regulatory Framework and regulatory system, and which provided an update on key actions to achieve compliance with the changes.

**150/15      URGENT ACTION TAKEN – PROVISION OF A TENANCY TO A CLOSE RELATIVE OF AN EXISTING EMPLOYEE**

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

**151/15      PROVISION OF A TENANCY TO A CLOSE RELATIVE OF AN EXISTING EMPLOYEE**

Confidential item

**152/15      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.

**153/15      ANY OTHER BUSINESS**

There was no other business.

**154/15      NEXT MEETING**

The Board noted that its next meeting was scheduled for Monday 3 August 2015 at 6.30pm.

**The meeting closed at 7.35pm.**

**CHAIRMAN**