

## Board Meeting Minutes

**Date:** 11<sup>th</sup> June 2008

**Time:** 6:30pm

**Venue:** 100 Chalk Farm Road, London NW1 8EH

<b>Attending:</b>	Terry Stacy Pam Cole Mary Goyder Rumana Khair Hugh Lake Mohammed Mium George Sheerin
<b>Present:</b>	John Gregory Catherine Kyne Mick Sweeney Lesley Barker (minutes)

Item		
1.	<b>Apologies for Absence</b> Nigel Duerdoth	
2.	<b>Declarations of Interest</b> TS declared his father is currently a leaseholder at <b>(address removed to allow for circulation)</b>	
3.	<b>Rule E2 – to agree Chair until item 5 Election of Chair</b> HW opened the meeting and invited Terry Stacy to take the Chair.	
4.	<b>Board Member Appointments</b> Members appointments – a paper was issued setting out Group appointments via Group Board.  A discussion about Board members took place. Re-elections to the Board – MS said appointments remain until the AGM in September. MS recommended that the Board to be reappointed in September.  The Chairman requested a Vice Chair be appointed. PC agreed to take this position and the Board agreed.	
5.	<b>Election of Chair</b> The Board elected Terry Stacy as Chair.	

<b>6</b>	<b>Minutes of the Meeting held 9<sup>th</sup> April 2008</b> The Board agreed the minutes of the previous meeting.	
<b>7</b>	<b>Matters Arising from the Minutes of 9<sup>th</sup> April 2008</b> There were no matters arising.	
<b>8</b>	<b><u>Governance Instruments</u> – Adoption of Group Standing Orders, Intra-Group and Service Level Agreements including advice note from Devonshires Solicitors</b> Governance – an explanation paper from GS and MS and a note from Devonshires was submitted.  IGA – recommended that the Group IGA be signed. The Board agreed and delegated the Chair to sign this off.	<b>Chair</b>
<b>9</b>	<b>No item 9</b>	
<b>10</b>	<b>Audit Commission Inspection Plan and pre-audit inspection. Including Key Performance Indicators</b> The Chair introduced Catherine Kyne and JG introduced the inspection plan prior to the audit.  A meeting with the Audit Commission took place yesterday with MS and JG but no decision has been made yet concerning the timing of the inspection.  Key Performance Indicators – information is almost up to date for voids and data integration work is almost complete. A complete set of information will be available by the end of June.  CK advised that a £54k write-off had been made and a £120k for last year will be written off. She requested clarification on the process.  The Board endorsed the write-off of £54k and advised that any future write-offs must be approved by the Board. CK advised that KPIs about the write-offs will be brought to the Board's attention in future reports. The Chair asked the Board to advise if they thought they may want a new KPI included. The Chair was particularly concerned about horticultural maintenance. CK noted this. The Chair asked CK to distinguish whether local or group KPIs.	<b>CK</b>
<b>11.</b>	<b>Major Repairs Decent Homes Project Programme</b>	

	<p>The Decent Homes project is slightly late in starting and CK is hopeful this will be have a green light instead of amber within the next few weeks. SAW was distributed to the Board. The Chair thanked the staff who had put so much effort into the report. Future meetings will receive updates in the same format described by CK and HL.</p> <p>GS made a presentation and will be writing a report about local housing need. The scope of the DHS works needs to be reviewed.</p> <p>The Chair said we must have IH signage completed and installed as soon as possible. CK to look at the order that was originally placed to check that there are no mistakes. If there is a delay temporary signs may have to be acquired and put over the existing signs. The Chair said in future the Board will not require so much detail but the residents will need this going forward.</p> <p>The Chair requested information be posted on the noticeboards → and newsletters are also to be sent to tenants and in due course this information will also be posted on the intranet.</p>	<b>CK</b>
<b>12.</b>	<p><b>Resident Involvement Framework</b>  GS introduced this paper. Residents were consulted but only 3% responded, however, these responses were very positive. The Chair asked what this strategy means to the organisation, and stated there is a need to redefine the relationship with residents and some action is required. PC and MG welcomed this. The Board would like to see something in place to allow the organisation to respond to what tenants want. MG would also like to see how we have been doing up to now. JG said the Services Improvement Plan is issued to residents periodically.</p> <p>It was agreed the Board gets a report in September on the result of the mapping plan and any associated actions. The Board agreed the recommendation.</p>	<b>CK/JG</b>
<b>13.</b>	<p><b>One Housing Group Board Strategy Conference 5/6 July 2008</b>  This is for information only.</p>	
<b>14.</b>	<p><b>Island Homes Social Event</b>  Chair requested an event be planned before August for all Board members to get to know each other better. An email is to be sent out with dates. A tour of the estate to be organised and dinner locally afterwards.</p>	<b>CK</b>
<b>15.</b>	<p><b>Any Other Business</b>  GS announced his departure in two months. The Board recorded their thanks for the work GS has done to date. MS thanked GS for his efforts and announced CK has been appointed interim MD with</p>	

	<p>GS available for assistance if required.</p> <p>The Chair requested that at future Board meetings a report on the offer document be available.</p> <p>The Chair requested any social functions that we sponsor should be branded accordingly.</p>	<b>GS</b>
<p><b>16.</b></p>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>20<sup>th</sup> August to be held at Chalk Farm</p>	