

Board Meeting Minutes

Date: 10th December 2008

Time: 6.30pm

Venue: One Housing Group Offices 100 Chalk Farm Road NW1 8EH

Present	
Chair Person	Terry Stacy
Island Homes Resident Board Members	Pam Cole – (Kingsbridge Tenant)
Independent Members	Mary Goyder
Co-opted Members	Catherine Kyne
One Housing Group Members	Hugh Lake Nigel Duerdoth Rumana Khair
Island Homes Officers	Grace Frederick – PA to MD (minutes)
One Housing Group Officers	June Riley - Finance Peter Higgins – Assistant Director of Community Investment and Service Improvement Mike Brookes – Assistant Director of Construction

The Chairperson welcomed the committee and thanked them for attending.

Item		Action
1.	Apologies for absence There were no apologies for absence received	
2.	Minutes of the meeting of 24th September 2008 Agreed as a true record of the meeting and signed by the Chairperson.	
3.	Matters Arising from the minutes of 24th September 2008	
3.1	Under 4.ii Future Direction – The board requested a process and time line for resident consultation and feedback. The recommendation was that the 4 Tenant and Resident Associations chairs should be written to first and their feed back included in the recommendations.	
3.2	Chair requested confirmation that the Regulatory Report had been signed. Confirmation sought from Jo Robinson.	
4.	Items for discussion/approval	
4.i	Group Finance Committee –amended formal minute of approved terms of reference. June Riley presented the report and requested the board move to approve the amendment in appendix ii.	

	<i>The Board approved the amendment in appendix ii.</i>	
4.ii	Loan Drawdown signatories. <i>The board agreed that Mick Sweeney and Barry Aspland would be included with in the Barclays loan facility agreement as authorised signatories. Signed by Terry Stacy.</i>	
5.	Items for report and discussion	
5.iii	Management Accounts <i>This item was brought forward.</i> <i>The board requested that a process be put in place to ensure issues discussed at the Finance Committee are reported back to the full board. It was agreed that the Chair (IH) would report back to the Island Homes Board. Finance matters relating directly to Island Homes would be sent out to all members. Additionally the committee minutes should clearly reflect the RSL that it refers to.</i> <i>The current operating costs , currently showing as surplus, would without RTB sales be in deficit. The sales for this year is 6. In the current climate it is expected that next year sales will reduce.</i> <i>No further capitalisation of Maintenance expenditure is possible. Day to day boiler replacements can not be capitalised.</i>	
5.iv	Corporate Strategy <i>Consultation of First Draft</i> <i>The board noted the paper.</i>	
5.v	External Works Programme <i>High costs have been incurred to turn around approx 90 voids kept empty. The high cost related to poor assumptions/forecasting of replacing boilers, stock condition and vandalism.</i> <i>The reduction in VAT to 15% will have a positive effect on the major works projects. The Chair requested that major works information is included in the next resident newsletter.</i> Declaration of interest on subject mater: <i>Miaum Miah and Pam Cole are resident board members.</i> <i>Chair requested clarification of what can be done to support leaseholders on major works projects.</i> <i>The transfer agreement allows a 10K cap for major works projects in hardship cases. Further information on this was requested for the next board meeting.</i>	Steve S
5.vi	Community Investment and Service Improvement Report <i>Interest declared on this item by Maium Miah – (Island Bangladeshi Welfare Organisation)</i> <i>Peter Higgins presented the paper. Key issues discussed.</i> <i>The control of the resident involvement budget and the Community Chest for 2008-9. A breakdown of how money is spent should be produced. Events funded by Island Homes when advertised should</i>	

	<p>reflect that IH is funding the project.</p> <p>Monitoring, funding and evaluation should be a requirement of any event organiser receiving funding from IH.</p> <p><u>Consumer Panel</u></p> <p>Suggested title: Island Homes Consumer Panel. Assurances were sought that the existing 4 TRA chairs be fully included. The chair requested that a draft terms of reference for consumer panels be presented at the next meeting. Peter Higgins reported that the four TRA chairs can be involved in commenting on the terms of reference but not on selection of the panel. There is a separate chairs consultative group.</p> <p><u>Community Buildings.</u></p> <p>The current climate has limited the funding available for refurbishment in the short term. Community groups should be advised that they should continue taking bookings. Organisers should be encouraged to fund raise as an optional activity.</p>	
5.ii	<p>Key Performance Indicators</p> <p>The paper was noted. The board requested that the format of the reports be made more user friendly. The Director advised that the report format was corporate and used for all RSLs in the group.</p>	
5.vi	<p>Audit Inspection update</p> <p>Catherine Kyne presented the report and asked that the board note the paper.</p>	
5.vii	<p>Operational Update – Business Integration</p> <p>Catherine Kyne presented this report and tabled the staff structure chart. Board requested that future staff structure plans include titles against the positions.</p> <p>Internal Audit had recommended that the payroll functions for the group be amalgamated. The inherited payroll contract is not value for money and will be terminated in March 2009. A copy of the service level agreement will be sent to all members closer to the time.</p>	
5.viii	<p>Customer Contact Centre</p> <p>Project plan is on track for completion. Arrangements for staff to visit the site are in place.</p> <p>Board members will be e-mailed with suitable dates for their visit shortly.</p>	
5.ix	<p>Signage on the Island</p> <p>Catherine Kyne reported that signage on some of the estates had been agreed with Baily Garner last year and are in place. The team are currently consulting with residents on the remaining signs.</p>	
6	<p>Items for Information</p>	
6.i	<p>National Housing Federation Annual Conference for Board Members</p> <p>The prospectus was circulated to members.</p>	

6.ii	<i>The Groups response to the difficult economic environment</i> <i>The board wished it noted that there were no papers presented under this item.</i>	
7.	<i>OHG, THA and Community Housing Board Minutes</i>	
7.i	<i>The minutes were not available for this meeting..</i>	
8.	<i>Any Other Business</i> <i>There was no other business discussed.</i>	
9.	<i>Date of Next Meeting</i> <i>Wednesday 11th February 2009</i>	