

**Minutes of Meeting of the FCHS Board
held at 6.30pm on Tuesday 11th July 2017**

Attendees	Role
Teddy Amoyaw (TA)	Chair
Vanessa Shone (VS)	Board Member
Jon Harford (JH)	Estate Manager
Tim Gadd(TG)	Treasurer
Maeve Campbell	TMI Team
Christine Nicholls (CN)	Secretary
Helen Cadwallader (HC)	Vice Deputy Chair
Apologies	
Ina Negoita (IN)	Board Member
Victoria Maduaka	Service Development Manager

No	Agenda Item	Action
1	Welcome and introductions HC welcomed everyone to the meeting	
2	Apologies and Attendance Monitor Apologies for lateness TA	
3	Declarations of Interest JH has declared an interest in agenda item 10 (a)	
4	Minutes of Management meeting held on 13th June 2016 Change in the order of the agenda item 4 “Governance” will be discussed in item 5. For future agenda’s order, “Governance” will follow “Minutes of the last meeting “. Amendments to Minutes of FCHS Meeting held on 13 th June 2017 Item (d) “The total void downtime is down from 27.1% in May should read “The total void downtime is down from 27.1 days in May “ Bar this amendment the minutes were agreed as a true representation and signed by the Chair	
5	Governance a) Code of conduct Packs including the code of conduct and the FCHS organization rules are available for the meeting Attendees are reminded of their role as elected members to assist the Chair in ensuring that all meetings are conducted in accordance with the rules of the organization and that committee members share responsibility for the decisions made by the committee.	

	<p>No individual should act on behalf of any constituency or interest group with the resident population. Reference FCHS Code of Conduct for Board Members</p> <p>b) L&D and audit skills Outstanding Action: TG and HC will need to complete an audit skills form 2017 JH to send an electronic version of audit skills forms to TG and HC</p> <p>For TA to countersign the declaration of interest</p> <p>c) Update on Actions log Action: to organize a meeting with TA, JH and CN to update the action log</p>	<p>TG and HC</p> <p>TA</p> <p>TA, JH, CN</p>
	TA joined the meeting 18.45 pm	
6	<p>Matters arising from minutes meeting held on 14th March 2017</p> <p>Item to be carried forward: Shareholders status and rights and the review of FCHS rules and Constitution</p> <p>Item to be carried forward: A Communication and Community Engagement subcommittee could have an input as a steering group in the production of the annual newsletter. Decision about this subcommittee is to be made.</p> <p>Update on vertical garden: Potters Fields Management Trust has the responsibility to maintain the plants, the TMO 's responsibility is to maintain the structure and the irrigation system. JH has a meeting in July 2017 with a structural engineer to determine cost of maintenance</p>	<p>Board</p> <p>Board</p>
7	<p>Planning and Implementation</p> <p>JH has circulated the draft Business Plan to Board members.</p> <p>Board members made suggestions for amendments. A paragraph describing the mission is to be added. The mission statement will follow the vision statement</p> <p>Improving safety will be brought forward in the section "improving our estates"</p> <p>The section "Well managed finances" will be brought forward and wording change to express the importance of maximizing value for money for the organization and the residents</p> <p>Tenancy audit of "all residents "will read "tenants and leaseholders "</p> <p>Targets dates will have 3 sections: year 1, 2 and 3</p>	

	<p>down on the last quarter. The introduction of the universal credit has started to have an impact on rent collection. The credit often affecting tenants with other vulnerabilities is paid in arrear directly to the tenants. The change is significant forcing tenants to wait for payments until their claims is processed and budget in a way they were not used to. The FCHS management team needs to skill staff so staff can in turn assist tenants in making claims to other organizations that can help such as food banks. The Housing Officer is compiling a list of problematic cases, contacting those tenants and offering help with writing to MP's The handing back of cases to the Council after 6 weeks of rent arrears can also cause further delays and impact on rent collection</p> <p>b) Budget There is a substantial known underspent compared to budgeting.</p> <p>c) Repairs Data currently available for repairs shows 96.9 % of repairs completed on time. Complaints are about repairs and sometimes noise</p> <p>d) Voids The total void downtime is 18.7days in June.</p> <p>e) Tenancy management Unauthorized occupancies: 3 properties are known to be illegally occupied. Of those, 2 have occurred following bereavement and now waiting decisions from Southwark.</p> <p>Antisocial behavior: people are gaining access to the roofs in Devon Mansions block 8-13 this has been referred to the police. The issue is a ward priority for the Polices Safer neighbourhood team.</p>	
9	<p>Community engagement</p> <p>a) The General Meeting (GM) GM is on 18/07/2017 at Browns from 6.30 pm to 8.30 pm There will be a power point presentation with key points</p> <p>Action: JH is circulating the content of the presentation to Committee members for their comments</p> <p>In future, the Board agrees that there will be 3 General</p>	JH

	Meetings (GM) per year including the GM held following the AGM	
10	<p>Reports back from subcommittees JH left the meeting</p> <p>HR committee met to discuss the staff cost living pay increase and the contract for the Service Improvement Manager</p> <p>a) Staff cost living increase 2017/18 TA presented the purpose, background and recommendation for the proposed cost of living increase for PAYE staff employed by FCHS.</p> <p>Staff entitlements such as pay and annual leave are calculated from the financial year, running from 1 April to 31 March. Cost of living increases are awarded to ensure that staff salaries respond to current economic factors, (predominantly inflationary pressures) and by doing so, remain competitive in terms of our ability to recruit and retain staff.</p> <p>The Consumer Price Index (CPI) 12-month inflation rate was 2.7% in May 2017, up from 2.6% in April. According to the Office for National Statistics (ONS), the rate has been steadily increasing following a period of relatively low inflation in 2015 and is at its highest since April 2012. Current forecasting predicts that it will peak at around 3% during this calendar year. There are several factors that are coming together now to increase inflationary pressure, from increasing costs of train travel to the low value of sterling</p> <p>Therefore, the recommendation to the Board is to implement a 3% increase for all staff with over 6 months' service as either permanent or fixed term employees</p> <p>Vote: FCHS Board is asked to agree the staff cost of living increase of 3% as per above recommendation. The Board agreed unanimously in favour with a show of hands.</p> <p>b) Proposal for Fixed Term Contract for the Service Improvement Manager (12 months) JH joined the meeting The service improvement manager is currently employed by an agency. JH is proposing to offer 12 months' fixed term contract paid directly by the FCHS. There will be an approximate savings of £2000 to the organization and</p>	

	<p>the organization will retain a skilled and valued member of staff.</p> <p>JH presented the contract of employment to the Board. The Board members asked for clarification on the hours of contract. The Board members asked that the contract must state the minimum and maximum number of hours and specify that hours worked between the minimum and maximum are paid at a flat rate</p> <p>Vote: FCHS Board is asked to authorize the offer of a 12 months' contract subject to the above changes. The Board agreed unanimously in favour with a show of hands.</p>	
11	<p>Report back from Council and other meetings</p> <p>a) Southwark Tenant Management organization 4 topics were discussed Fire safety Developing new TMO's (new organizations might be interested to join existing TMO which may be of an interest to our TMO) Review of resident's structure Presentation on local lettings for TMO's (this would require a change of FCHS rules)</p> <p>b) Area Forum and Home Owner Council This meeting was cancelled and another meeting took place to discuss the relationship between Homeownership and the Council.</p> <p>c) Riverside Ward Panel VS report that the antisocial behavior of people getting on top of the roof in Devon Mansions was addressed.</p> <p>d) Potter's Field Park Management Trust No report</p>	
12	<p>Paperless meeting</p> <p>Following the request from Board members at the management meeting in June 2017, JH presented a revised draft business plan to advise the Board on the purchase of tablet computers for FCHS Committee Members and Staff. The Board was satisfied with the amended business proposal.</p> <p>Vote: The FCHS Board is asked to vote for the purchase of electronic tablets for Staff and Board members. The Board agreed unanimously in favour with a show of hands</p>	
14	<p>Health and safety</p> <p>a) Accidents, incidents and near misses</p>	

	<p>Nothing to report</p> <p>b) FCHS TMO Emergency / Contingency plan JH has submitted an updated draft of the TMO Emergency / Contingency plan dated June 2017. The plan is for restricted circulation to Board members and FCHS staff.</p> <p>Action: JH is asking for feedback and comments from Board members by end of the week</p> <p>c) Fire safety concerns Southwark Council has provided statements to all residents on the actions that the Council has taken in response to the fire at Grenfell Tower. The Council has ordered a full review of its fire strategy and has checked the cladding of all the tower blocks in the Borough. The Council has stated that none of the 174 tower blocks in Southwark have combustible cladding like the one used in Grenfell. The Council has asked fire officers to look again at whether they need a new approach for fitting sprinklers systems and other fire safety measures in the light of the Grenfell tragedy The Council has also reissued statements outlining the responsibilities of all residents regarding prevention of fires</p> <p>The Council is adopting a zero-tolerance policy regarding items left in front of the doors including door mats and pot plants. JH has asked the TMO to endorse this policy. JH will prioritize tenants who will require to be contacted to enforce the policy.</p> <p>The Fire Brigade (FB) has a special policy for dealing with a fire in the Devon Mansions. All residents in the Devon Mansions have been issued with the policy. This policy may be updated again following the fire risks assessments conducted by the Fire Brigade. Currently on the Fire Brigade advice, the “stay put policy” remains in place, to be used with common sense. The FB has declared the risk of fire as tolerable.</p> <p>The Councils Fire Safety Team is not available for the GM but has indicated that they are available to talk to residents at a mutually planned date in the future</p> <p>It was pointed out that there is timber frame laid horizontally between the floor board in the Devon Mansions. MC made a note of this information.</p>	<p>Board</p>
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15	AOB None	
	There being no further business, the meeting closed at 8.45 pm Date of next meeting: 8th August 2017	All