

**Minutes of the FCHS Committee Meeting
held at 6.30pm on Tuesday 14 May 2019
at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Oteng Asabre (OA)	Board Member
Christine Nicholls (CN)	Chair
Vanessa Shone (VS)	Secretary
Tim Gadd (TG)	Treasurer
Helen Cadwallader (HC)	Vice Chair (via phone link)
Alex Heslop (AH)	TMI Team Southwark
Apologies	Role
Teddy Amoyaw (TA)	Board Member
Maeve Campbell (MC)	TMI Monitor Southwark

No	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor	
3	<p>Declarations of interest, L&D skills audit and code of conduct.</p> <p>CN to do an audit of forms and of attendance. [REDACTED] have not been attending meetings.</p>	CN
4	<p>HR</p> <p>CN read out Rule Number 6 from the Code of Conduct and reminded everyone that anything discussed in the Board Room remains Confidential.</p> <p style="padding-left: 40px;">a) Absence of Estate Manager</p> <p>[REDACTED]</p> <p style="padding-left: 40px;">b) Temporary cover</p> <p>CN visited the office on Monday 13 May 2019 and met with David Johnson (DJ) and Victoria Maduaka (VM).</p>	

[REDACTED] CN will call into the office again on Friday 17 May and again next week. There will be a minimum of two members of staff in the office on each day.

[REDACTED]

[REDACTED]

Lily (Paralegal) from Peninsular will collate paperwork and they could start next week. They require from us:

- **Staff Handbook**
- **Contract**
- **Job Description**
- **Spreadsheet**

The best venue was decided as being the Southwark Council offices at 160 Tooley Street and AH will book a room. [REDACTED]

[REDACTED]

[REDACTED]

5

Planning

a) General Meeting 21 May 2019


Notices went out on the 3 May 2019 but none of the presentations are ready so the meeting will be postponed until further notice. A letter will be put through each letterbox and notices will go up on the notice boards.

b) Report from Communication Sub-Committee on the Continuation Ballot and Newsletter

The Electoral Commission will carry out the Continuation Ballot. We will give them a list of our residents (tenants and leaseholders) and they will send the ballot papers out of our behalf. AH asked for the information about the Electoral Commission running the Continuation Ballot to be moved from the back page of the

	<p>Newsletter to the front page. Our name also needs to appear in full on the banner headline as Fair Community Housing Services.</p> <p>AH explained that the Electoral Commission will give us turn out figures after two weeks and we can ask to extend the deadline to a third week if necessary. We can also extend the deadline up to 5pm on the Monday of the final day. Committee members need to be knocking on doors to remind people to vote and we need to be present in June/July during the ballot. We need to go out in pairs and to stay in email contact during that time. CN will co-ordinate this. The ballot will run between 17 June and 1 July.</p> <p>AH said the TMI Team would like to see a turnout of around 60%.</p> <p>c) Draft Business Plan</p> <p>We have now had three workshops with Lee Page and have our first draft of the Business Plan. It was discussed and agreed to ask Lee Page to work with us to finish the Business Plan. All comments on the Business Plan are to be sent to TG no later than Friday 17 May. TG will then pass these on to Lee Page.</p> <p>We are aiming for a rough draft for the end of May and a first final document for sign off by mid-June. Missing data can be provided by VM. TG to advise Lee Page we want him to assist us. If Lee needs any information from Southwark Council TG to let AH know.</p> <p>CN will provide Lee's contact details to TG.</p> <p>d) Management Agreement and Rules update</p> <p>Richard Amoah from the TMI Team sent an email to CN on the 13 May and copies of this were distributed.</p> <p>Chapter 5 Financial Management needs to be put on hold while JH is not here. Richard Amoah and JH need to do Chapter 6 as well and also the part about the relationship with the council.</p> <p>The rule change was intended to help us with our AGM but we will now have to bring it to the AGM instead. AH said we have to get the rule change approved and then consult with the council. The council will then agree to the change and we lodge it with the Financial Conduct Authority.</p> <p>TG will look at Chapter 5 Financial Management and CN can then negotiate with the council. We'll discuss this at the June meeting.</p>	<p>CN</p> <p>TG</p> <p>TG</p> <p>CN</p> <p>TG</p>
<p>6</p>	<p>Finance and Procurement</p>	

	<p>a) Update on work at Devon Mansions</p> <p>Sean Conrad has left Keegans and JH met the replacement officer. The consultation finishing date was 5 May. JH and Ference Morath (FM), Investment Manager, met in March. Southwark Council is waiting for information on major works from FCHS. When Keegans update us we can update Southwark Council. Its on DJ's to do list.</p> <p>TG asked AH about structural works. AH said that DJ should check with AH first and then AH can set up a meeting between AH, DJ and FM.</p> <p>b) Remuneration</p> <p>This went to HR & Finance Sub-Committee and a 2% pay increase was agreed. There was no increase in 2017/ 2018 so the 2% will be backdated for 2017/2018 and applied for 2019/2020. The 2019/2020 Budget was agreed in March.</p> <p>c) St John's Estate Playground</p> <p>We agreed to spend a bit more money in order to have a wheelchair friendly roundabout. This will increase the cost from around £34,000 to around £36,000. The play equipment will be for babies up to the 5/6 years age group.</p> <p>CN to give the go ahead to DJ. Hoarding will go up and we can ask Tower Bridge Primary School to put up a notice. We will ask the contractors to take before and after photos and can take our own as well.</p>	CN
7	<p>Minutes of Management Committee held 12 March 2019 The minutes were read and agreed and signed by CN.</p>	
8	<p>Matters Arising</p> <p>Item 7 - HC requested more information on what is a Complaint or a Members Enquiry.</p> <p>Item 9 - St John's Estate Playground Improvements. We now have much lower costs for this work.</p> <p>Item 11 - HC said that HR decisions should be action points.</p> <p>AH - STMOC meeting next week at Browning EMB on Wednesday 22 May 2019 at 6.30pm. VS will attend this meeting.</p> <p>VS - Police Forum meeting on Thursday 16 May at Borough High Street Police Station at 7.15pm. VS will attend this meeting.</p>	<p>VS</p> <p>VS</p>

	 <p>The minutes were agreed and signed.</p>	
9	<p>Health and Safety Issues Accidents, incidents and near misses</p> <p>None in April and May 2019.</p>	
10	<p>AOB</p> <p>AH will need to carry out an annual review meeting with VM and will contact her to ask for data. External decorations complaint received by the TMI Team about prioritization of major works. TG advised AH that we worked from the Keegans Stock Condition Survey report TG to give AH information about this on request.</p> <p>HC asked that in the September 2019 board meeting we need to have the audited accounts ready and we need to write something informative ourselves this year in the introduction. VM to feed in from her 21/5/19 presentation and DJ to provide information on Repairs.</p>	
	<p>Date of next Board Meeting:</p> <p>Tuesday 11 June 2019</p>	
	<p>There being no further business, the meeting ended at 8.15pm.</p>	