

**Minutes of the FCHS Board Meeting
held on 14th September 2021
at 6pm
via Zoom Conference**

Attendees	Role
Ken Higgins (KH)	Vice Chair
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Alex Heslop (AH)	TMI Team Southwark
Angela Simpson (AS)	Board Member
Kathy Atkins (KA)	Board Member
Oteng Asabre (OA)	Board Member
Teddy Amoyaw (TA)	Treasurer
Vanessa Shone (VS)	Secretary
Patricia Strobino (PS)	Chair

	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor PS sent apologies for lateness and will join the meeting at 7.15pm. SB has missed 6 meetings and is having time out for personal reasons.	
3	Declarations of interest Major works are currently taking place across the whole estate. Southwark Council is responsible for all of these works.	
4	Minutes of Board Meetings held on the 10th & 24th August 2021 These were agreed as a true record.	
5	Matters Arising Item 10e Reviewed Modular Management Agreement - AO to clarify the TMO's boundary area within the Management Agreement with Richard Amoah. Item 9b Garden activity/picnic in park update - Avant Garde to be invited to a meeting around November/December. Item 9c Alfred Salter play area - the posters have now gone up on some of the nearby blocks.	 AO AO

	<p>Item 10g Training - KA and VS were unable to attend the training session scheduled for the 1st September 2021 as it was cancelled at short notice.</p>	
6	<p>Housing Service</p> <p>Performance monitoring Report - Q2 YTD (April to July) 2021/22</p> <p>Rent collection was 96.89% for the past year against a target of 98%. We have replaced the previous Housing Officer and expect the collection of arrears to improve.</p>	
7	<p>Environmental</p> <p>Health and safety:</p> <p>a. Fire risk assessments - update - the council's Fire Safety Officer will randomly go out on our estate and will then load tasks onto Apex on the council's system. The TMO is then emailed and is told whether the risk is high, medium or low. Two weeks ago FCHS received an update of a dozen or so tasks that came through. AH said there had been a glitch on the system so that actioned tasks were still showing as outstanding. About 90% of items added involved the Fire Safety Officer wanting bin room doors to be locked at the end of the day. A number of Devon Mansions bin room doors were found to be defective. Engie are due to renew the bin room doors from the 27th September and this will involve all blocks at Devon Mansions. After they are renewed we can ensure that they are locked at the end of the day.</p> <p>b. Estate inspections – update - these will resume on Thursdays at 11am.</p> <p>c. Accidents, incidents and near misses - none</p>	
8	<p>Community Engagement</p> <p>a) Newsletter update - meeting to be arranged</p> <p>b) Alfred Salter play area - a resident called Ali is leading on this and has taken the councillors around to knock on doors and engage with residents at St John's Estate. No feedback as yet. As above, copies of the poster were made and put up around the estate on nearby blocks.</p>	AO
9	<p>Governance</p> <p>a. HR Sub-Committee - [REDACTED]</p>	

[REDACTED]
[REDACTED]
[REDACTED] We have renewed the Peninsular contract for another 3 years on better terms.

Housing Officer role (Temp.) - Susan Powell, started work on Wednesday 8th September 2021 and as part of her induction, AO spent 2 days with her within the office.

Thank-you payment - recommendation - [REDACTED]
[REDACTED]
[REDACTED]

[REDACTED] This is a verbal report raised here for the first time with the Chair's permission. A vote was taken among the 6 board members present with 3 for and 3 against the payment.

After discussion it was agreed to bring this matter to the HR Sub-Committee. AH said that AO should prepare a business case report outlining the background, costings and the rationale behind the decision.

- b. Finance and Procurement Sub-Committee** - next meeting 28.10.21
- c. 2021 Annual General Meeting** - 22.9.21 at 6pm. AO will share the final presentation with board members. VS, TA and SB will step down at the AGM in accordance with the Rules and can stand again for re-election. We currently have 7 board members. The minimum number needed is 6 and no more than 12.
- d. Training schedule update**

**HR-
Sub
AO**

Subject	Trainer	Date
Financial Management - Part 2	Liz Michael	15 September 2021 @ 5.30pm – 8pm
Council support for TMOs	Cllr. Kieron Williams	20 September 2021 @ 4.30pm to 5.30pm
Governance – understanding your role and legal duties, and governing instrument	Liz Michael	29 September 2021 @ 5.30pm to 8pm
What does good procurement look like- including understanding audited accounts	Blasé Lambert	20 October 2021 @ 5.30pm to 8pm
How can we support our residents confronting the greatest challenges? In particular how do we get residents the adult social care/ safeguarding support they need/	Cllr Evelyn Okutu	25 October 2021 @ 6.30pm to 8pm

20th September VS and KH will attend
29th September KH, AS and PS will attend
25th October VS, KA and KH will attend

PS joined the meeting at 7.15pm

- e. **MMA / Rules - Final** - we need a start date for the MMA taking effect. AO said that the final version will be shared with all board members by the end of this week. We need to insert a clause into the Rules about the virtual meetings and AO proposed this wording:

AO

VIRTUAL MEETINGS

61. In uncertain times, the TMO's Management Committee may choose to hold some of the TMO's meetings by virtual means.

62. Such person attending a meeting by virtual means shall have the right to receive notice, speak, vote and otherwise participate in the meeting as he or she would have if they were attending the meeting person.

6 votes in favour of these changes
1 abstention

	<p>f. Governance correspondence - PS said that FRA assessments and security concerns in Devon Mansions had been raised by a councillor. [REDACTED]</p> <p>[REDACTED] There was a meeting on Friday 10th September 2021, the councillors were involved, and council officers agreed to a site visit on Monday 20th September 2021 and will view the actual blocks in person. [REDACTED]</p> <p>[REDACTED]</p>	
<p>10</p>	<p>Report back from council and other meetings Southwark Tenant Management Organisation Committee - 25.8.21</p> <p>Yasmin White has joined the TMI Team as the new Resident Involvement Manager. She previously worked at Enfield Council for a number of years.</p> <p>Ivan Coppins has joined the TMI Team and moved over from the New Homes Team. Ivan is now a TMI Monitoring Officer.</p> <p>Robert Cherry from Openreach attended the meeting as a third provider of fibre roll out across the borough.</p> <p>It was agreed to spend £750 on an admin person to push for attendance at training sessions. They also need to take place during the evenings and at weekends rather than having 5.30pm starts. Councillor Richard Livingstone was in attendance and queried why the TMI Team couldn't promote the training. He was also told that due to data issues, board members' email addresses can't be shared. The TMI Team currently has to contact the TMO Manager who will contact the Chair who will then distribute the information. AO has distributed a document titled GDPR and Training to all board members relating to this.</p> <p>Ivan Coppins is working on putting out a TMI Team Newsletter every three months to all of the TMO's in Southwark. It will also go onto the Southwark Council website for people interested in self-managing.</p> <p>Next STMOC meeting - 27.10.21</p> <p>North West Area Housing Forum –</p> <ol style="list-style-type: none"> 1. Council announce pilot scheme (doesn't currently involve TMO residents). The idea being a resident with rent arrears will be asked to enter an agreement with the LA to manage all their debt to the council - so not just rent but also council tax. 2. Resident training - presentation on the free training and online library https://www.southwark.gov.uk/housing/housing-getting-involved/free-resident-training-and-online-library <p>Southwark intend to publish a telephone number so residents will not be digitally excluded (details to be furnished by Southwark resident training).</p>	

	<p>3. Desmond Vincent discussed Major Works. PS invited him to our AGM he accepted but later confirmed he was unable to attend due to a personal commitment.</p> <p>Potters' Fields Park Management Trust - next meeting 18.10.21 at 4pm</p> <p>Safer Neighbourhood Team meeting - the Police have done a very good job of sorting out St John's Churchyard and Potters Fields Park and the boys on bikes and the young people coming in from Kent have gone away. Adult/Youth Anti-Social Behaviour is therefore being replaced by ASB/Drugs on the St Saviour's Estate off Tower Bridge Road/Abbey Street. A lot of the blocks there do not have door entry systems.</p> <p>Police will also continue to deal with the Vagrants - Rough sleepers / Street Drinkers and with Theft in the London Bridge and West Bermondsey area.</p>	
11	<p>Any Other Business</p> <p>AO has 2 quotes for the website to be considered by the Finance & Procurement Sub-Committee at the next meeting.</p>	

There being no further business, the meeting closed at 7.55pm.

Date of next meeting: Tuesday 12th October 2021 at 6pm