

Minutes of the FCHS Board Meeting
held at the FCHS office at 2 Fair Street
at 5.30pm on
Tuesday 8th February 2022

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

	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor - Oteng has sent apologies	
3	Declarations of interest Major works are currently taking place across the estate. Southwark Council is responsible for these works.	
4	Minutes of Board Meeting held on the 14th December 2021 These were agreed as an accurate record.	
5	Matters Arising Item 4 - [REDACTED] and [REDACTED] had both said that they would attend tonight's meeting but have sent their apologies. AH will send AO some information about the Cleaning SLA ahead of the next Managers' Meeting and asked AO to share this with the board. The meeting to discuss the cleaning contract will be re-arranged as a daytime meeting on Wednesday 23 rd February. AO, VS, AS and KA will attend.	AH/AO VS, AS, KA

	<p>Item 7a - the 98.42% figure referred to Rent Collection for Q3.</p> <p>We are under collecting with Garage Rent. AO explained the difficulties with garage rent collection. The TMO aim to have all garages fully let from the beginning of the financial year onwards.</p> <p>VS is joining the Finance Sub-Committee.</p>	
6	<p>Housing Service</p> <p>a) Performance monitoring Report – Q3 YTD (April to Dec) 2021/22</p> <p>b) Office Re-opening - the office will return to opening from 9am to 5pm with effect from Monday 14th February 2022.</p>	
7	<p>Environmental</p> <p>a. Health and safety:</p> <ul style="list-style-type: none"> • Fire risk assessments - the Apex spreadsheet is showing 30 actions, all of which should not be there as they are a retained responsibility of the Council but the Fire Safety Team has logged them to the TMO in error. Tracey Stedman leads on all things FRA on the TMI Team. There are 4 separate items for metal gates over front entrance doors on our estate but grilles on windows are not being deemed a risk. <p>Estate inspections - VS is attending every Thursday at 11am and confirmed that things have improved right across the estate.</p> <p>Safeguarding – There board received a short briefing on the subject presented by Abiola..</p> <p>Staff and board members need to carry out annual training in Safeguarding and Data Protection and this can be done via the council's online My Learning Source.</p> <p>Accidents, incidents and near misses - none</p>	<p>AO</p> <p>All</p>
8	<p>Community Engagement</p> <p>a) Newsletter planning/update</p> <p>Newsletter - this will go out quarterly in March, June, September and December. KA has a Potters Fields Park meeting tomorrow with [REDACTED] and [REDACTED] and will discuss the Fun Day planned for the 6th August 2022. There will be a bandstand, deckchairs, inflatables and free food for local residents. There will be barriers with single access. We can invite Police, London Fire Brigade, Sea Cadets, etc and have some stands.</p> <p>Any articles for the Newsletter to be sent to KA by 28 February.</p>	<p>KA</p> <p>All</p>

<p>9</p>	<p>Governance</p> <p>a. HR Subcommittee</p> <p>Summary updates from 6.01.22 meeting</p> <p>Ex-Repairs Supervisor case update</p> <p>HR updates</p> <p>Mark (Housing Officer), Ade (Repairs Supervisor) and Sean are working in the office. Sean will be responsible for customer service and admin. Victoria and Brigitta have left the organisation.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>b. Finance and Procurement Sub-Committee: Summary update 27.01.22 mtg</p> <p>Action points carried forward from the previous meeting:</p> <ul style="list-style-type: none"> • Website design and build - we have two quotes but we need three so this will be deferred until the third quote is received. • Internet banking - board approval required. AH asked us to review our financial procedures for internet banking by checking what the schedules to MMA says. Richard Amoah needs to go through it and we need to be in alignment with our schedules although there is still some tidying up to be done. • Draft budget - this will be presented at the March board meeting. We are waiting for [REDACTED], Divisional Accountant in the TMI Team to give us the final figures. • Item 9 Electrics (Tenanted dwellings) – FCHS' previous provider came second in the selection process so AO asked the Finance and Procurement Sub-Committee for permission to engage with that contractor but at the price of the departing provider. Their original bid was higher by comparison to the current prices that we pay. Following a meeting they agreed to match the current rates (prices) on the basis of increased volume of work.. Board all in agreement. 	<p>PS/AO</p> <p>AO</p>
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	<ul style="list-style-type: none"> • c. Social Sub-Committee updates - none • d. Governance correspondence - observers for future board meetings - we have been asked for observers to attend our board meetings. We meet every 2nd Tuesday in the month at 5.30pm but due to space constraints we can fit in only one person should everyone be present. • e. Upcoming training - Subject Trainer Date How to deal with Complaints, manage conflicts and arbitrations Zoe Kennedy 9 February 2022 @ 5.30pm - 8pm. How can the TMO become a good Employer, and what are the pitfalls to avoid Managing home working Steve Williams 23 February 2022 @ 5.30pm – 8pm • f. Training website link - we've been sent a link to sign up to a newly created Southwark TMO website so that everyone can receive training notifications, updates and links. Everyone to let KH know when they attend a training session so that he can update his spreadsheet. 	<p>VS/AO</p> <p>All</p>
<p>10.</p>	<p>Report back from Council and other meetings</p> <p>Southwark Tenant Management Organisation Committee - VS attended and gave a brief update and will send out the paperwork via email.</p> <p>North West Area Housing Forum – meeting cancelled in place of a Housing Revenue Account 2022/23 Budget Consultation meeting.</p> <p>Potters' Fields Park Management Trust - we're not having toilets on the 6th August Fun Day but can get the QR codes for the existing toilets. There is going to be a Women's Safety meeting on the 8th March 2022 people may attend in-person or via Zoom. KA advised of the MPS/Mayor of London/More London initiative, "Ask for Angela" – safety initiative covering bars and business for people who feel unsafe, vulnerable or threatened. They can approach staff and ask for Angela; this discretely alerts staff that the person requires help. KA said we should invite Mack to tell us more about this.</p> <p>International Women's Day is on the 8th March 2022. KA to email AO with the details about this. As it clashes with our next board meeting we will meet on the 1st March.</p> <p>The next board meeting clashes with International Women's Day so will be brought forward to the 1st March 2022.</p> <p>Safer Neighbourhood Team meeting - VS attended and gave feedback. KH put forwards PF as a ward panel member but the SNT have to give approval and we still await this.</p>	<p>VS</p> <p>KA</p> <p>KA</p>
<p>11.</p>	<p>Any Other Business - none</p>	

There being no further business, the meeting ended at 7.35pm

Date of next meeting: Tuesday 1st March 2022 at 5.30pm

Agreed as an accurate reflection of the meeting:

Chair