

Minutes of the FCHS Board Meeting
held at 6pm on
Tuesday 7th February 2023
Horselydown Offices, 2 Fair Street, London SE1 2XA

Attendees	Role
Kathy Atkins (KA)	Treasurer
Godfrey Hamilton (GH)	Interim FCHS Estate Manager
Alex Heslop (AH)	TMI Team Southwark
Angela Simpson (AS)	Board Member
Ken Higgins (KH)	Chair
Modupe West (MW)	Vice Chair
Ebun West (EW)	Board Member
Vanessa Shone (VS)	Secretary
Apologies	Role
Sabrina Francis	Board Member

	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor	
3	Declarations of interest - none	
4	<p>Minutes of board meeting held on the 6th December 2022</p> <p>Actions</p> <p>Item 5: Estate inspections - these have now moved to 11am on Tuesdays</p> <p>Item 7c: VS received no feedback about vegan food so was unable to attend the Christmas lunch on the 19th December 2022</p> <p>Item 7e: Business Continuity - GH to email board members a copy of the plan once completed</p> <p>Item 9: STMOC - AH reminded us that TMO's need to amend their Rules to include hybrid meetings. AH and GH to discuss outside of the meeting.</p> <p>Item 9: LBS QHIP Scheme: Resident Participation Group - new flooring at St Olave's Estate and St John's Estate. Equans haven't got a price yet to make the flooring a darker colour. Cleaning remains difficult at these blocks.</p>	<p style="text-align: center;">GH</p> <p style="text-align: center;">GH/AH</p> <p style="text-align: center;">Equans</p>

	The minutes were agreed as a true record	
5	<p>Matters Arising</p> <p><u>Item 7a:</u> HR - agenda item</p> <p><u>Item 8:</u> Training - agenda item</p>	
6	<p>Housing Service</p> <p>a) Performance monitoring Report - Q3 (Oct-Dec) 2022/2</p> <p>GH attended a closure order at court yesterday and a rent waiver will be requested from the council as the property will remain empty for a minimum of 3 months. Where there is severe ASB the police or the council can apply for a closure order whether the property is tenanted or leasehold.</p> <p>VS experienced severe difficulties in booking an annual gas safety check with OCO Heating. The first appt could not be rescheduled as they repeatedly failed to answer their phone and the head office and director failed to respond to emails. The second appt was sent via letter during a postal strike resulting in a threat of court action. VS had previously complained about OCO's appt bookings for annual gas safety checks and asked for an escalation to Stage 2 which was refused. When the heating engineer attended he confirmed that he had heard from a number of tenants that OCO are not answering their telephone.</p>	
7	<p>Environmental</p> <p>Health and safety:</p> <p>a. Fire risk assessments - update - GH checked today with Silk & Mackman about access via the fireman's drop keys as the Fire Risk Assessors want us to check that these work. 7 or 8 blocks that were checked by FCHS did not work. Today all of them worked but the person trying to enter the block will need to have a proper fireman's drop key. GH to ask the Housing Officer to check the drop keys work on all estate inspections. Roof spaces in Blocks 20 and 21 Devon Mansions have problems with rough sleepers. The council have put in two secure fire doors in these blocks which will automatically open in the event of a fire. The stay put strategy is no longer in place in Devon Mansions.</p> <p>b. Estate inspections - there has been an issue with cleaning issues over the past two to three weeks. Works</p>	HO

	<p>are taking place in roof spaces so Equans have been in some of the Devon Mansions blocks and some blocks are having new kitchens installed which doesn't help. GH will be meeting with the Cleaning Team.</p> <p>c. Accidents, incidents and near misses - there was an incident in Block 18 Devon Mansions where the Cleaner was threatened. The Cleaner was removed and a new person is now working there. EW said that the St John's Estate Cleaner is really good but has been off for two weeks. Litter hasn't been picked up, the stairs haven't been cleaned and dog mess on the stairs has not been removed. EW to speak privately to GH about the neighbour who also leaves rubbish outside.</p> <p>d. Safeguarding - Update - there was an issue with a tenant who won't open the door. FCHS had to do a forced entry and changed the locks. The tenant provided contact details when she came to the office to collect the new keys after GH insisted on getting her phone number. This was in relation to the annual gas safety check.</p>	<p>EW/GH</p>
<p>8</p>	<p>Governance</p> <p>a. HR Sub committee Feedback from meeting held on the 17th January 2023 at the FCHS office - this meeting was to discuss hiring an Estate Manager and Housing Officer. GH and KH had decided prior to the meeting to use Andrew Charnock who has received responses and has whittled them down to three candidates for each post. KA will contact Team London Bridge to see if we can use their office. MW, KA and EW volunteered to do the interviews dependent on the dates. We will do three on one day and three on another day. AH said that we can buy into occupational assessments which are done in house but there is a cost involved. We could do competency tests first and interviews after. AH to send further details over to GH. We have CV's and supporting statements from each candidate. KH will email Andrew Charnock when interview dates are known. AH offered to arrange rooms at 160 Tooley Street. GH suggested the candidates could do their assessment at 160 Tooley Street and their interviews at the Team London Bridge office in Holyrood Street.</p>	<p>KA</p> <p>AH</p>

HR Sub-Committee to recommend candidates to the Board using email exchanges soon after the interviews in order to avoid any delay in offering the positions so that we don't lose suitable candidates. Offer letters need to go out quickly. Interviews will take place late February/early March.

HR Sub

b. Finance and Procurement Sub-Committee meeting held on the 31st January 2023 at FCHS the office - salaries overspend of £17,492 on agency staff but we'll claw some money back by not paying NI and pensions. [REDACTED]
[REDACTED]
[REDACTED]

Postage - the council will send out our quarterly rent statements at a cost.

Responsive Repairs - Dixon has now left and Antonio has started. We have provided additional equipment to Antonio and we are now giving less work to Apolonia. Antonio is able to do a lot of voids works and a recent void turnaround took place very quickly.

There was [REDACTED] and an overspend of £4,000 on repairs. [REDACTED]
[REDACTED]

Budget areas for 2023/24 were discussed. GH has spoken to [REDACTED] (Divisional Accountant) and has been told that there will be a 2% uplift in most cost centres and a 4% uplift in the salaries and wages area. Once we have the council's final figures in March then we can set our final budget.

NFTMO 2023 - 4 people volunteered to attend - MW, KH, VS and EW. GH will relay this to the Finance Officer.

GH

TV licence - this is not necessary if we are not watching BBC.

Garages figures to be checked as we reduced from FCHS using 2 garages to 1 garage.

GH

GH asked KA about value for money for the new website provider as we need to show this in the first year. Daniel Fuller is good at this sort of thing. VS to send the paperwork/quotes regarding previous discussions about our need for a new website provider.

VS

	<p>c. Social Events & Community Engagement Sub-Committee updates</p> <p>KA said that she spoke with Daniel Fuller about including simple things such as how to keep warm or how to avoid or deal with damp in the Newsletter. GH said there should be links on the website for this sort of thing and cost of living links. GH said we should use the website more. EW said to mention things in the Newsletter and then for in depth information residents can go to the website.</p> <p>GH is visiting Leathermarket JMB on Thursday at 2pm to discuss their website and what we can do with ours. KH and KA will go with him.</p>	<p>KA</p> <p>GH/KH/KA</p>
9	<p>Training - NFTMO - covered above</p>	
10	<p>Report back from Council and other meeting -</p> <ul style="list-style-type: none"> • Southwark Tenant Management Organisation Committee - no meeting • Potters' Fields Park Management Trust - no meeting • Safer Neighbourhood Team meeting - no meeting • LBS QHIP Scheme: Resident Participation Group - EW has sent videos to the Resident Liaison Officer as water cascades at St John's Estate when it rains so it might be that a slate has fallen into the guttering. EW to contact Ade Adams as nothing being done by Equans. 	<p>EW</p>
11	<p>Any other business - KA said that a few mature residents struggle with baths, kitchens, etc. KA said that the council and Social Services don't have an occupational therapist at present and asked if we can pay for OT assessments. GH said we will contact the Aids and Adaptions Team at the council. GH said tenancy checks will be done for vulnerable tenants where they will be targeted in order to collate information.</p> <p>MW - a sign on St Olave's Estate is broken and she's tripping over it. A little bit of concrete is sticking out.</p> <p>EW – Equans leaving a skip on St John's Estate and its always full of furniture so its being used by other people.</p> <p>MW - Devon Mansions opposite Ronnie's, there is water pouring out. FCHS aware, GH spoke to Thames Water and Equans but the</p>	<p>GH</p>

scaffolding has to come down. GH spoke to [REDACTED] today as Thames Water can't do the repair until the scaffolding is struck.	
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There being no further business, the meeting ended at 7.55pm.

Date of next meeting - Tuesday 14th March 2023 at 6pm

Signed: 

Ken Higgins (Chair)