

**Minutes of the FCHS Board Meeting
held at 5.30pm on 10th November 2020
via Zoom Conference**

Attendees	Role
Helen Cadwallader (HC)	Interim Chair
Alex Heslop (AH)	TMI Team Southwark
Teddy Amoyaw (TA)	Treasurer
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Vanessa Shone (VS)	Secretary
Sara Brown (SB)	Board Member
Patricia Strobino (PS)	Board Member
Kathy Atkins (KA)	Board Member
Oteng Asabre	Board Member
Apologies	Role
Denilson Barduche (DB)	Board Member
Kenneth Higgins (KH)	Board Member

Item	Agenda Item	Action
1	<p>Welcome and introductions / Appointment of Chair</p> <ul style="list-style-type: none"> • HC Welcomed all present and confirmed her resignation of her role as chair. • Following a period of discussions, PS was nominated for the role of Chair and subsequently agreed by all. • PS accepted the nomination provided that AO stays on. TA seconded this and there were no other nominations. • HC Confirmed she will remain available to provide support to the board and the new Chair. She went on to explain that some members of the board are well placed to provide support to the new chair. Also the TMI Team are available to general support and guidance. <p>Unanimous vote in favour of PS becoming the TMO's new Chair</p>	All
2	<p>Apologies and Attendance Monitor</p> <p>We need 4 board members to be present at a board meeting in order to be quorate and for decisions to be made. At tonight's meeting there were:</p> <p>5 board members present</p>	

	<p>2 apologies received 2 absent people 1 person resigning from the board</p>	
3	<p>Declarations of interest There was a note to acknowledge the following:</p> <ul style="list-style-type: none"> • Ongoing major works (QHIP) by LBS across the whole estate and Fire Safety works are currently taking place across all Devon Mansions/Hartland House. 	
4	<p>Minutes of previous meeting held on the 13 October 2020 The minutes were agreed as an accurate record</p>	
5	<p>Matters Arising None</p>	
6	<p>Housing Service</p> <p>a) Q1 & Q2 YTD - April to Sept 2020/21 – There were two items flagged red.</p> <ul style="list-style-type: none"> • Voids turnaround delay due to the pandemic • The under use of Training and Development spend per Board Member – again, due to restrictions brought about by the pandemic. 	
7	<p>Environmental</p> <p>a. Major works update - LBS - QHIP works will to proceed despite the second lockdown as works are taking place externally.</p> <p>b. Health and safety:</p> <p>Fire risk assessments/Devon Mansions and Hartland House</p> <ul style="list-style-type: none"> • Items on the TMO’s fire risk register have been reduced from 15 to 9 and AO is hopeful that by the next meeting there will be a further reduction. • New fire safety plan at Devon Mansions - AO sent an email to Simon Holmes, Head of Engineering Services, about the need to have a single fire alarm/security system strategy for the blocks. There is a strong argument in favour a single provision in place. SH response was not positive. <p>Accidents, incidents and near misses - none</p>	

8	<p>Community engagement</p> <p>2nd Lockdown: Residents' communication: COVID-19</p> <ul style="list-style-type: none"> • There was a brief discussion about the strategy being adopted to maintain service provision. • Strategy communicated through a letter which went through every letterbox about Lockdown 2, 5th November to 2nd December. 	
9	<p>Governance</p> <p>a. HR Sub-Committee - Update (Verbal)</p> <ul style="list-style-type: none"> • Due to unforeseen circumstances, a meeting could not go ahead as scheduled on 4th November 2020. • The TMO continues to engage/work with its HR provider to address issues pertaining to HR matters. <p>b. Finance and Procurement Sub-Committee - updates</p> <p>Revised TMO allowance - overview and impact</p> <ul style="list-style-type: none"> • The recently completed allowance review on behalf of the collective of TMOs has resulted in an overall reduction to FCHS' allowance commencing in 2021/22. • Also, the TMO will need to focus revenue spending to this element of the allowance. Communal decoration funds will be ring-fenced solely for the delivery of future schemes. • AH said the final internal audit report has been submitted to AO for consideration at a future board meeting. <p>Chubb recommendation</p> <p>Due the lack of technical expertise and funding from the Council, FCHS is to bring the arrangement with Chubb to an end. The Council has responsibility for the security of the building and spaces currently covered by Chubb. For strategic and funding reasons, AO recommended that Chubb be placed on notice of contract termination. This should be communicated with LBS.</p> <p>There was unanimous agreement to proceed.</p> <p>AO to notify Eva Gomez of the board's decision to bring this agreement to an end. Security of the areas is the council's retained responsibility and notice should allow for an alternative arrangement to be introduced.</p>	<p style="text-align: right;">AO</p>

	<p>Local area network recommendation - minutes of the Finance Sub-Committee were distributed in advance of this meeting and provided quotes obtained from two companies to provide a local area network accessible by members of the board.</p> <p>New telephone infrastructure at the TMO Office - recommendation was also agreed.</p> <p>Both items above were unanimous agreed</p>	
10	<p>Report back from Council and other meeting - deferred</p> <ul style="list-style-type: none"> • Southwark Tenant Management Organisation Committee - next meeting is on the 25th November 2020 • Home Owner Council – now part of the wider LBS consultation group • London Bridge and West Bermondsey Ward panel - next meeting is on the Wednesday 2nd December 2020 at 7pm • Potters Fields Park Management Trust - HC is going to email Sheila at Potters Fields to introduce KA so that they can be put in contact with one another. 	
11	<p>Induction training - Blase Lambert</p> <p>We moved to Governance Training at 6.45pm but Blase was only available until 8pm and the training takes two hours to complete. As such this was adjourned until next week and will take place on Tuesday 17th November 2020 at 6pm sharp. AO will send out the invitation nearer the time.</p>	

There being no further business, the meeting ended at 7.50pm

Date of next meeting: Tuesday 8th December 2020 at 6pm