

**Minutes of Meeting of the FCHS Board  
Held at 6.30pm on Tuesday 13<sup>th</sup> December 2016**

Attendees	Role
Teddy Amoyaw (TA)	Chair
Vanessa Shone (VS)	Member
Jon Harford (JH)	TMO Manager
Victoria Maduaka (VM)	FCHS Service Improvement Manager
Tim Gadd(TG )	Treasurer
Christine Nicholls (CN )	Secretary
Helen Cadwallader (HC)	Vice Chair
Karen O' Toole (KOT)	Member
Ina Negoita (IN)	Member
Tracy Stedman(TS)	Southwark Monitoring Officer
Apologies	
Seval Tahsin (ST)	Member
Kenneth Higgins (KH )	Member
Absent no apology	
Alika Agidi-Jeffs (AA)	Member

No	Agenda Item		Action
1	<p><b>Welcome and introductions</b> Teddy Amoyaw, Chair, welcomed everyone to the meeting and introduced the new members</p>		
2	<p><b>Apologies and attendance monitor</b> As above</p>		
3	<p><b>Declarations of interest</b> Members of the Board must declare in writing any interest or activities which may conflict with their roles within the Board. The secretary collects the hard copies of the signed declaration of interest which are kept in the FCHS office for audit purposes. Scanned copies are also kept on the FCHS Governance J drive folder. The following members have returned their signed declaration of interest forms: Tim Gadd, Vanessa Shone, Helen Cadwallader , Teddy Amoyaw , Christine Nicholls , Karen O'Toole , Ina Negoita.</p> <p><b>Action : The following board members need to return their forms : Seval Tahsin, Kenneth Higgins.</b></p>		<p><b>ST, KH, AA to return signed declaration of interest</b></p>
4	<p><b>Governance</b></p>		

4.1	<p><b>Election of officers</b> Tracy Stedman conducted the elections of officers to the Board</p> <p>Appointed by election : Teddy Amoyaw re-elected as Chair Helen Cadwallader re-elected as Vice Chair Tim Gadd re-elected as Treasurer Christine Nicholls re-elected as Secretary Vanessa Shone re-elected as TMO Liaison officer Karen O'Toole elected as Deputy TMO Liaison officer</p>		
4.2	<p><b>Induction of new members</b> HC presented a session on the principles of good governance. The presentation will be emailed to board members for future reference</p>		<p><b>JH email presentation on governance to Board Members</b></p>
4.3	<p>Board members have a duty to sign the code of conduct which underpins FCHS organization. The secretary collates the forms which are kept in the FCHS office and on the FCHS governance folder</p> <p>The following board members signed and returned the code of conduct forms Tim Gadd, Vanessa Shone, Helen Cadwallader , Teddy Amoyaw , Christine Nicholls , Karen O'Toole , Ina Negoita.</p> <p><b>Action : The following board members need to return the signed code of conduct forms to the secretary : Seval Tahsin, Kenneth Higgins</b></p>		<p><b>ST KH to return signed code of conduct</b></p>
4.4	<p>HC presented the Skills, Knowledge and Experience audit form. Board members are asked to read, sign and return the form to the secretary. The information provided will enable the committee to galvanize the skills held within the committee for the benefit of the organization and to identify and address future training needs</p> <p>The following board members signed and returned the Skills, Knowledge and Experience audit forms Vanessa Shone, Teddy Amoyaw, Christine Nicholls</p> <p><b>Action : The following board members need to return the Skills, Knowledge and Experience audit forms to the secretary : Seval Tahsin, Tim Gadd , Helen Cadwallader , Karen O'Toole , Ina Negoita, Kenneth Higgins, Alika Agidi-Jeffs</b></p>		<p><b>ST, KH, HC KOT, IN ,TG to return Skills , Knowledge and Experience audit form</b></p>

5	<p><b>Minutes of meeting held on the 13<sup>th</sup> October 2016</b>  <b>Amendment and Action: Tracy Stedman had given her apologies</b>  There were no further amendments to the minutes  These were agreed as a true record. TA to sign the minutes once the amendment has been made</p>		<p><b>CN to amend Minutes</b></p> <p><b>TA to sign the minutes 13.10.2016</b></p>
5	<p><b>Matters arising</b>  5.5 Finance and Procurement meeting will be scheduled in January 2017.</p> <p>5.9 Awaiting DJ confirmation in regards to the completion of the Domestic Energy Assessor course</p> <p>6.2 The discussion about how to best use the surplus money as a result of the rent collection will be discussed at the next finance / procurement meeting.</p> <p>6.7 JH confirmed that we have achieved 100% of gas safety check for our tenanted accommodation.</p> <p>7.2 JH confirmed that the future use of the shared office and community space is an embryonic idea which will be discussed with the committee as part of the new business plan</p>		<p><b>JH TG to plan a finance meeting in January 2017</b></p> <p><b>JH TG the use of the surplus to be discussed at the finance meeting in January 2017</b></p>
7	<p><b>Manager's Report</b>  JH went through the report.</p> <p>7.1 JH talked about the significant improvement in rent collection to 101.34% or 3.4 % above target.</p> <p>7.2 Rent arrears have gone down by a significant amount £ 25.000. This is partly due to the water rates refund and partly due to better management of the arrears.</p> <p>7.3 TG inquired if a negative impact had been felt due the changes brought by the introduction of the universal credit. JH replied that so far the change has not impacted on rent collection but we would need to monitor this in future and cannot be complacent.</p>		

7.4	Void: The average turnaround of a void is expected to be 20 days or less, a significant improvement on the last quarter.		
7.5	<p>HR issues</p> <p>Maurice Fike maintenance officer has left</p> <p>Jennifer Mc Clean housing officer will be leaving at the end of December</p> <p>Recruitment of these two positions will start in the new year</p> <p>The Committee wish Maurice and Jennifer all the best for the future and thank them for their work</p>		
8	<p><b>Planning</b></p> <p>JH presented a draft progress on the Business Plan.</p>		
8.1	JH commented that the priorities outlined for completion in phase 1 of the draft business plan had been broadly achieved within the short timetable.		
8.2	JH asked for board members to give their views on the proposed headings and the timetable for the completion of the business plan.		
8,3	5 years is the proposal for the new business plan timespan.		
8.4	JH has discussed financial planning in regards to the management of allowances from Southwark Council for the next 5 years with Lee Page. The council has indicated that their will not be a further review in the next 5 years. As a result of that discussion, JH has factored in a 5% annual reduction net of inflation and is assuming a 2.5% inflation over the next 5 years.		
8.5	A discussion took place with acknowledgement that board members wanted to revisit the process and recommendations made during the business plan workshops.		
8.6	JH introduced the FCHS Tenant Satisfaction Survey 2017 and asked for the board comments and suggestions by next meeting in January 2017		
8.7	<b>Actions:</b>		

	<p><b>VM to re-email the minutes of the Business plan workshops</b></p> <p><b>Workshop on Business planning to be planned and TG to lead a committee Business Plan workshop</b></p> <p><b>Board members to read the FCHS Tenant Satisfaction Survey and comment by next board meeting January 2017</b></p> <p><b>To add Not Applicable to the answer of FCHS Tenant Satisfaction Survey</b></p>		<p><b>VM</b></p> <p><b>JH TG</b></p> <p><b>All members</b></p> <p><b>VM</b></p>
9	<p><b>FCHS Procedure and policy review</b></p> <p><b>A. Equal Opportunities Policy</b></p> <p>Equal Opportunities Policy was circulated to all members for reading before the meeting</p> <p>JH presented the policy which is an update of the current policy and has taken into account the new 2010 Equal Opportunity Act</p> <p>The policy will be kept under review</p> <p>The Equal Opportunities Policy was adopted by all the board members present</p>		
10	<p><b>Finance</b></p> <p><b>Management Account</b></p> <p>J.H presented the Management Account which will be emailed to board members</p> <p>The projection is that we are going to have a surplus of revenue of approximately £ 40,000 due to rent collected above the expected ratio. A further surplus of approximately £ 64,000 is expected due to good management of day to day repairs</p> <p><b>Action: Procurement expertise is required for the next finance meeting</b></p> <p><b>B: Proposed credit card / debit card policy</b></p> <p>JH presented the proposed credit / debit card policy. This policy is already in use by other TMO and it enables the efficient payment of transaction and guard against any possible abuse</p>		<p><b>JH to email management account to Board members</b></p> <p><b>JH and TG</b></p>

	The FCHS Debit and Credit Card Policy and Procedure was agreed by all board members present		
<b>11</b>	<b>Health and Safety</b> Nothing to report		