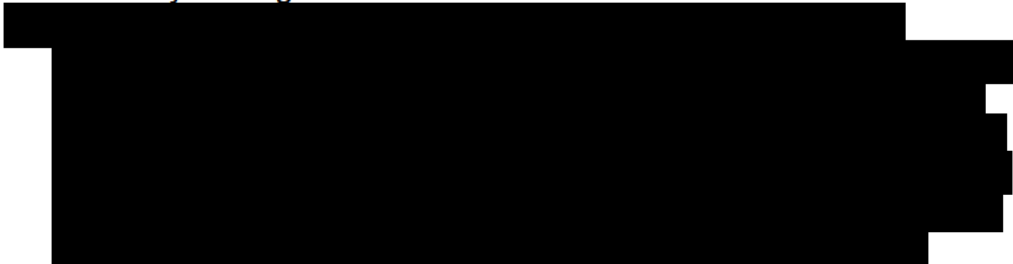



**Minutes of the Fair Community Housing Services Board Meeting  
held at 6.30pm on Tuesday 14<sup>th</sup> January 2020  
at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Alex Heslop (AH)	TMI Team Southwark
Kenneth Higgins (KH)	Board Member
Angela Simpson (AS)	Board Member
Oteng Asabre (OA)	Vice Chair
Helen Cadwallader (HC)	Chair
Abiola Olatunji (AO)	Interim Estate Manager
Vanessa Shone (VS)	Secretary
Florence Essien (FE)	Board Member
Sara Brown (SB)	Board Member
Ebun West (EW)	Management Committee Member
Teddy Amoyaw (TA)	Treasurer
Apologies	Role
Denilson Barduche (DB)	Board Member

Item	Agenda Item	Action
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b>	
3	<b>Housekeeping - Declarations of interest</b> None	
4	<b>Minutes of previous meeting held on the 3 December 2019</b>	
5	<p><b>Matters Arising</b></p> <p>4 (6) HC to ask Christine Nicholls for an address and to send a thank you card and flowers now that she has stood down.</p> <p>4 (8) Structural investigation of Blocks 4-7 Devon Mansions. AO is meeting with the Project Manager on the 16<sup>th</sup> January 2020.</p> <p>4 (9) CCTV around the office and MFD provision are carried forward.</p> <p>4 (9) [REDACTED]</p> <p>5 AO TOR for Finance and Procurement Sub-Committees will be shared with members of the subcommittee in advance of the meeting scheduled for 23<sup>rd</sup> January.</p>	<p style="text-align: center;"><b>HC</b></p> <p style="text-align: center;"><b>AO</b></p>

	<p>5 AO has now sent current email addresses for board members to AH.</p> <p>Minutes signed by the Chair after they were agreed as a fair representation of the previous meeting.</p>	
6	<p><b>Manager's report:</b></p> <p><b>1. Work Programme: Highlight Report</b></p> <p><b>2. Housing Services: Q2 Monitoring Report (Apr'19 - Nov'19)</b></p> <p>a) <b>Technical Support</b> - AO received some CV's last week but they are not very good.</p> <p>b) <b>Environmental</b> - Estate Inspections are now a KPI requirement. The Housing Officer will go on the monthly inspections and the Cleaning Team will be invited to attend.</p> <p>c) <b>Legal Disrepair</b> - There are two live complex disrepair cases underway.</p> <p>d) <b>Arbitration case</b> - The hearing in December 2019 was adjourned. Currently waiting a rescheduled date.</p> <p></p> <p>f) <b>Fire Risk Assessments</b> - There are currently 21 items on the TMO's register compared to over 40 with varying levels of risk two months ago. Further</p> <p>g) <b>Communal Repairs Works</b> - Urgent health and safety repairs across the estate were identified following an initial approach by Jermaine Fevrius, the council's Communal Repairs Manager (North). Jermaine had done a walkabout on the estate. The TMO commissioned the services of an LBS surveyor to lead on the delivery of repairs works. These varied from brickwork repairs to estate road works and the final resource commitment will be over £10,000. A Technical Support Officer should be dealing with these issues but 80% to 90% of the works are now completed.</p>	HR Sub
7	<p><b>Operational</b></p> <p><b>LBS Internal Audit - Terms of Reference</b></p> <p>There was confirmation that FCHS and Falcon Point are the two TMO's having an internal audit this year which will be carried out by BDO. AH advised board members that they could contact BDO if there is anything to bring to their attention. If we send him an email he will feed back to BDO.</p>	

	<p>They will come to the FCHS office on the 17<sup>th</sup> February 2020 and generally spend two days on site. The audits end up going into the public domain. We will need to draw up an action plan to deal with things BDO raise and this can feed into our Business Plan.</p> <p>Alex will email the training list tomorrow to all board members.</p>	<b>AH</b>
<b>8</b>	<p><b>Review of Service Level Agreement with LBS</b></p> <p><b>Modular Management Agreement Working Group</b>  The MMA review is about 75% completed and Richard Amoah wants a few board members to look at the last 25%. AO would like to see the 75% agreed so far and will look at this with Richard. <b>Teddy, Vanessa, Florence and Oteng</b> all volunteered to do the remaining work which should involve no more than about three meetings.</p>	<b>AO/RA</b>
<b>9</b>	<p><b>Finance and Procurement</b></p> <p><b>Proposed procurement strategy</b>  <b>Approved contractor list</b>  <b>Communal decoration works</b>  <b>Next meeting date 23.01.20</b></p> <p>TA has spoken to AO about the approved contractors list. TA sought authorisation by the board to have 2 reps from FCHS' Finance &amp; Procurement subcomm work alongside Gloucester Grove TMO's Procurement subcomm to develop an approved list of contractors for both organisations. AO explained that this is likely to achieve better prices from contractors due to the collective buying power.</p> <p><b>Vote</b>  Does the board agree that FCHS works with GGTMO to draw up an approved contractors' list?</p> <p>Unanimous Agreement</p>	
<b>10</b>	<p><b>Human Resources</b>  <b>Brief staffing update/day-to-day management</b>  <b>Current capacity/future strategy</b>    <b>Next meeting date 21.01.20</b></p> <p>HR sub will take place at 6.30pm on Tuesday 21<sup>st</sup> January 2020</p>	
<b>11</b>	<p><b>Health and Safety</b></p> <p>a) Accidents, incidents and near misses - none  b) Fire Risk Assessment – There are currently just over 20 items on the TMO's register.</p>	

12	<p><b>Report back from Council and other meeting:</b></p> <p>a) London Bridge and West Bermondsey ward panel.</p> <p>This will take place at 7.15pm at Borough High Street Police Station on Wednesday 22<sup>nd</sup> January 2020.</p> <p>b) Home Owners Council - no update</p> <p>c) Southwark Tenant Management Organisation Committee The next STOMC meeting will take place at 6.30pm on Thursday 16<sup>th</sup> January 2020.</p> <p>d) Potters' Fields Park Management Trust - no update</p>	
13	<p><b>Any Other Business</b></p> <p><b>Garage roof</b> EW emailed and visited the office regarding the water on the roof of St John's Estate garages as the water is leaking into some of them. AO explained that FCHS collects the rent but does not maintain the garages. This will involve major works and the council has carried out a survey and estimated a cost of over £40,000 to renew the roof. Southwark Council has said that a resident can relinquish their garage but the garage wouldn't then be relet. However, when the roof has been renewed then the same resident would have first option to rent that particular garage.</p> <p><b>LBS' contact centre</b> EW advised that Brenda phoned the Contact Centre's Emergency Repairs Team at 7pm on Friday 17<sup>th</sup> January and was told to call the TMO office on Monday morning. In the early hours of Sunday morning they did send someone out where the leak became worse. Brenda was left without heating and hot water as the stopcock was in someone else's garage. Brenda should be advised to log a Stage 1 Complaint as all calls to the Customer Service Centre are recorded.</p> <p><b>Request by Cllr</b> Councillor Humaira Ali has written seeking to attend board meetings in a routine manner. HC said that AH is our Monitoring Officer and we invite the councillors as and when appropriate. All were in agreement that they will have automatic invitations to general meetings, AGM and Special general meetings. Also, all agreed that Cllrs will be invited to board meetings on a need by need basis.</p> <p>The Chair was charged with communicating this with Cllr Ali.</p> <p><b>Vote</b> in support of the above position was unanimous</p>	
	There being no further business, the meeting ended at 8.30pm.	

Date of next meeting: 11<sup>th</sup> February 2020 at 6.30pm