

**LEE HOUSING ASSOCIATION
Board Meeting of 22nd March 2011**

**Title: Minutes of the Board of Management Meeting held on 22nd
March 2011**

Purpose: For Approval

**LEE HOUSING ASSOCIATION
MINUTES OF BOARD MEETING
Held at Vincent House, Nags Head Road, Ponders End
At 18:00 on 22nd March 2011**

Members present:

| | |
|----------------------------|-------------------|
| Jacky Kennedy | Chair |
| Brenda Barrett | SEC |
| Sue Fox | Vice Chair |
| Francis Katakwe | |
| Richard Glaister | |
| Clement Magoba | |
| Ambeho Pierre Kodjo | |

**In attendance Donald Douglas
Anthony Ogbue
Julia Kyte**

Absent Aisha Katana, Frances Cosmas, Alan Kennerson

| ITEM NO | ITEM | ACTION |
|----------------|-------------|---------------|
|----------------|-------------|---------------|

1. Apologies

There was an apology from Ian Martin, Jennipher Alecho, Mike Hanks and James Simpson.

2. Declaration of Interest

The Chair declared an interest in Emmaus.

3. Minutes of the meeting held on the 25th January 2011

The Board approved the minutes to be signed as a correct.

4. Matters arising from the Board meeting held on 25th January 2011.

i) (4.iii) Emmaus

Officers noted that a meeting was scheduled for 28th March 2011 with the Director of Ponders End Community Development Trust. The Chair noted she had met Bernie Rees who had confirmed that he is aware of Emmaus and that he is committed to this project.

ii) (4.iv) Tenant Reception Report

Officers informed members the report will be discussed at the next tenant panel meeting (March 2011) and a report back will be provided to the Board at its May 2011 meeting.

iii) (8.2) Determination of Cranford Court

Officers noted that it was unlikely that the transfer would be achieved by the 31st March 2011 though this was still the aim of Riversmead. Officers noted their dissatisfaction with the limited consultation with tenants. The TSA will have to sign off a section 9 consent order which addressed the issues of tenant consultation.

The Board requested that officers ensured that the consultation is satisfactory before LHA sign off on the determination.

iv) The Board noted that James Simpson attended the NHF Board Members Conference on behalf of the Board. The Board requested that James Simpson provided feedback.

5. Chair's action

This matter is private and confidential reference board meetings:
53.confidential minute 5. chair's action 23.3.11

6. Finance

6.1 Third quarter management accounts for 2010:2011

Officers set out the third quarter management accounts for 2010:2011 as provided by the financial consultant. Officers noted that this had been approved by F&AC under delegated authority.

The Board noted the third quarter management accounts.

6.2 Proposed budget 2011:2012

Officers presented the budget for 2011:2012, officers noted that while the budget is being recommended for approval the board need to be made aware of the following issues;

- i) In setting the budget “component” account has had to be addressed – the methodology for this new accounting will not be fully clarified until the year end audit 2010:2011 and the result of this will have an effect on the budget as presented.
- ii) There is some volatility on the costing of Swan House and Gilda Avenue heating project e.g. tender is £200,000 less than budget and VAT savings of £60,000 maybe achieved. As a result of the above it is likely that some adjustment may be required on the budget.

Members expressed some concern about the cash position noting that while component accounting capitalized some element of spend there was still a cash reduction resulting from the various activities.

Officers noted that the organisation has substantial cash reserves and 50% of the Swan & Gilda heating project will be paid in advance. The sub-committee that approved the Swan and Gilda heating contract have already requested a cash flow forecast once in receipt of an agreed work programme and cash flow from the contractor.

The Board was informed that the F&AC had reviewed the budget and recommended approval subject to the matters in the draft minutes at agenda item 10.1. Officers noted that changes to the budget presented to the F&AC have been shaded grey in the budget presented to the Board.

The Board resolved to approve the 2011:2012 budget.

7. Governance

7.1 Local offer

Officers presented the local offer noting that it is a requirement of the Tenant Services Authority (TSA) but that the same had not provided a template. Officers had done some internet research and the local offer presented represents a robust description of our services. Officers noted that the local offer has been subject to consultation with tenants and also took account of Lee HA’s 2010 tenant satisfaction survey.

The Board welcomed officer’s report but suggested the organisation say what we offer as opposed to what “we will offer” likewise the Board suggested that the numerical targets be removed but we state where we will improve.

The Board clarified the monitoring and reporting of the “offer” noting that the major focus will be the tenant annual report.

The Board congratulates officers for their efforts in generating the comprehensive local offer.

The Board resolved to approve the “Local Offer”.

7.2 Association’s Insurance - Director’s and Officer’s Liability Insurance

Members were required to confirm that they had seen the declaration and noted that the indemnity had been increased to £7.5 million, the Board questioned whether that was enough and officers stated that the insurance companies were satisfied with this amount.

The Board resolved to approve the propose insurance policy and enter the following minute in support of the same:

“It was reported that the National Housing Federation has purchased an Indemnity Policy protecting all Board, committee or staff members and volunteers from claims made against them in their capacity as representatives of the organisation.

It was noted that cover for the organisation under such policy is conditional upon immediate notice in writing to the National Housing Federation of any claim made against any person insured by the policy or of the receipt of notice from any persons of intention to make a claim against any person insured by the policy.

Accordingly, it was agreed that if any Board Member (present or absent) or senior executive is aware of any such claim or any such notice of intention or of any circumstances or incident which may give rise to a claim he or she will immediately notify the Secretary of the organisation in order that notice in writing together with all relevant details can be submitted to the National Housing Federation. Notification of this minute has been made to all Board Members and senior executives who are required to make necessary disclosure to the Secretary.”

7.3 Standing Orders and Delegated Authority

Officers presented the report noting that they needed enough delegated authority to run the organisation effectively and indicated how the changes affected the company then opened the discussion to questions relating to any changes.

The Board resolved to approve the changes to the standing orders and delegated authority as noted in officer's report.

7.4 Tenure Policy

AO thanked BB for her corrections and then presented the report to the Board noting that it provided a more compatible form of tenancy which had already gone to HMMC and the tenant panel for consideration.

Officers noted that this policy would help deal with issues particular to Lee Housing such as anti social behaviour and that they would be introduced gradually as new tenants signed up. It was noted that the policy differentiated between shared and general needs accommodation and that this would be reflected in the allocation's policy which was due to be reviewed in 2012.

Action: Officers were asked to review the anniversary rule regarding rent increases and to clarify the wording of the last paragraph of 5.3.1.

The Board resolved to approve the policy subject to grammatical amendments and the above action.

8. Planning

8.1 Annual Plan 2011:2012

Officers presented the annual plan noting that it had been kept lean and that it was not yet completed with more objectives likely to be added. Officers asked for the Board to comment on the annual plan at this stage noting that they should be mindful of the current pressures on the organisation including ensuring the time constraints of delivering of the heating contract and the current restructuring in the organisation.

The Board noted the plan and looked forward to seeing it again at the May Board.

8.2 Planned Maintenance Programme 2011:2012

Officers presented the planned maintenance programme to the Board noting that there were additional planned works which were factored into the budget that were not in the planned programme.

The Board were assured that the organisation would make a rapid start on the programme.

The Board resolved to approve the planned maintenance programme for 2011:2012.

9. Performance Monitoring

9.1 Third Quarter; 2010:2011 Key Performance Indicator (KPI) Review

Officers presented the third quarter KPI noting poor performance. The Board enquired whether improvement was likely by the year end. Officers noted that improvement was unlikely and indeed some areas like sickness is likely to deteriorate. Officers noted they will undertake a sickness review and measures designed to address voids and rent arrears are unlikely to achieved results until June 2011.

Board member attendance was noted as of concern and officers queried as to whether the KPI was too high at 80%. The Chair asked for any good ideas to help raise the level of attendance and the Board discussed in length the possibility of virtual board meetings.

The Board decided that AK would be released from his capacity as a board member and that officers should actively start to recruit new board members.

The Chair noted that although the attendance was low she appreciated the time and effort Board members put into the organisation.

The Board would continue to monitor the organisations performance.

9.2 Update on Swan House and Gilda Avenue Heating Project

Officers presented a report.

Officers noted the various meetings that had taken place and outlined the stages officers have reached with the appointment of contractor and project delivery.

Officers informed the Board that there were two further meetings scheduled for the 6th and 12th April with the contractors and tenants and staff to be held

at Vincent House.

It was noted that the Contractor did not at present have Professional Indemnity Insurance that it required although officers expected to have this provided to them on 6th April. Officers reiterated that the contractors would not be allowed on site until this indemnity insurance was in place.

The Board requested a further cash flow to be produced for F&AC as soon as possible together with further clarification on the VAT position.

The Board noted the progress of on the delivery of the Swan House and Gilda Avenue Project.

10. Minutes of Sub Committees

10.1 Draft Finance Committee Minutes of 7th February 2011

The Board noted the minutes.

10.2 Draft HMMC minutes of 14th February 2011

The Board noted the minutes.

10.3 Minutes of the sub-committee (Swan House and Gilda Avenue heating replacement contract) of 7th March 2011.

The Board resolved that the minutes should be sent to those members who attended and seek approval.

11. Any other business

There was no other business.

10. Date of next meeting

17th May 2011