

Minutes of Board Meeting
31st January 2017
WFHA Office, 31 Church Hill, Walthamstow, E17 3RU

Present: Duncan Howard (DH), Joe Mensah-Dankwah (JMD), Emma Brett (EB), Bobby Supiya (BS), Greville Norman (GN), Julia Andrews (JA)

In Attendance:
Linda Milton (LM), Yusuf Kuti (YK), Hayley Mulhall (HDM), Sharon Bradford (minutes)

Item 1.0 Apologies

Wayne Nembhard (WN) and Nevil Osborne (NO)

Item 2.0 Declaration of Interest

DH asked for any declarations relating to the papers and also that Board Members complete their Declaration of Interest Forms for 2017. LM added that Skills Analysis Forms were also due in by end of February 2017 to ensure report could be made to the Board for their meeting in March 2017.

Item 3.0 Minutes

Item 3.1 Board Meeting 29th September

EB apologised and confirmed that she would that she would send comments to complete Item 6.0 to SB.

Item 3.1 Board Meeting 30th November

EB stated that extra wording around re-forecast figure needed to be included. YK to supply to SB.

Conclusion:

With the changes above the minutes were agreed as a true and accurate record. DH signed.

Item 4.0 Decision Register

Nothing to add – none outstanding.

Item 5.0 Finance

Item 5.1 Budget Assumptions

YK stated that paper was a slight departure from the norm and is bringing to the Board global assumptions for the budget. Detailed assumption will follow after FARC of 22nd Feb and 8th March. YK ran through the assumptions he had included and asked for comments from the Members present. EB stated that detail will hinge on stock condition survey.

Conclusion:

The Board agreed the global assumptions as laid out in the paper.

Vote:

Proposed: Emma Brett

Seconded: Duncan Howard

Vote carried unanimously

Item 6.0 Housing and Support

Item 6.1 Former Tenant Arrears

DH stated he didn't have any concerns as all in line with standard procedures. GN asked if debt is chased. BS asked if sign off was for accounting purposes only. HDM confirmed that yes all debts are passed to recovery agency and this sign off was for accounting purposes. HDM stated that large debt had been accrued whilst paper work had been chased as death in property with no next of kin.

Conclusion:

The Board approved the write offs of former tenant areas and noted the debts written off by SMT.

Vote:

Proposed: Duncan Howard

Seconded: Joe Mensah-Dankwah

Vote carried unanimously

Item 6.2 Scheme Appraisal Recommendations

Grove Green Road

JMD raised concerns about the dilapidation experienced during the tenancy of Grove Green Road and asked what can be done to stop this happening in the future. HDM stated that annual tenancy audits are a requirement and these can be completed by way of Gas Safety inspections with feedback from contractors. DH stated that he felt uneasy selling an unkempt property and passing onto an unscrupulous landlord who would rent out again without completing any of the necessary repairs. JMD suggested a covenant in the sale be included stating that repairs should be completed. DH stated that any covenant would effect the sale price. DH asked if SMT could investigate the impact of any covenant stating that property could not be immediately let and only after necessary improvements had been made. LM stated that she would speak to private sector leasing department at LBWF.

Garages – Beresford and Eglington Road

Board Members agreed that garages to be sold after consultation with tenants.

Conclusion:

Grove Green Road – further investigation on inclusion of covenant on sale.

Garages – Board Agreed to sale of both garages.

Vote:

Proposed: Duncan Howard

Seconded: Emma Brett

Vote Carried Unanimously

Item 7.0 Governance

Item 7.1 Remuneration Committee Recommendation

LM confirmed that there were three main parts to the Remuneration Committee Meeting on 17th January.

1. Performance Management Proposal – The Remuneration Committee agreed that further work will be completed by new Chief Executive.
2. Pay Rise - Recommendation of 1% cost of living increase with FARC to look at budget implications.

3. Health Benefit – Staff to be consulted with option of 1% pay rise or introduction of Health Benefit. Any introduction would be subject to annual review by Board and FARC and trial period of 2 years.

Conclusion:

The Board Members present agreed in principal to 1% Pay Rise subject to budget and rent reduction impact.

Staff to be consulted on preference of 1% pay rise or introduction of health benefit.

Vote:

Proposed: Duncan Howard

Seconded: Joe Mensah-Dankwah

Vote Carried Unanimously

Item 8.0 Maintenance and Development

Item 8.1 Electric House Tender Analysis

HDM confirmed that financial commitment would be spread across two financial years.

Conclusion:

The Board Members present agreed to accept tender from JH Contract Services.

The Board Members present agreed for inclusion of JH Contract Services on approved contractors list.

Vote:

Proposed: Duncan Howard

Seconded: Joe Mensah-Dankwah

Vote Carried Unanimously

Item 9.0 Housing and Support

Item 9.1 Tenant Involvement

DH stated that report was for information only. HDM stated that Scrutiny Panel Meeting dates are being looked at to sync with Board Meetings. Scrutiny Panel are also looking at the interface between Board and Panel, with the possibility of Scrutiny Panel Member attending Board Meetings.

Item 9.2 Scheme Appraisals

HDM confirmed for noting.

Item 10.0 Any Other Business

Item 10.1 Decent Homes Contract

HDM stated that did not expect an immediate decision from the Board but asked that they take any the report and give permission for Chair's approval after any concerns have been raised. JMD stated that as JH Contracts had been recommended for a second contract he would like to see Dun & Bradstreet Report along with Company Accounts. EB asked for confirmation that figures had been included in budget.

Conclusion:

The Board Members present agreed that additional information on JH Contract Services would be forwarded via email with any comments to be made within 7 Days with permission for Chairs Approval thereafter.

Item 11.0 Date of Next Meeting:

FARC – 22nd February 2017

FARC – 8th March 2017

Board – 25th March 2017

Meeting closed at 7:45pm

Signed:

Duncan Howard (Chair)