



## Hackney Homes Ltd

ITEM 4

**Part A** minutes of Board of Directors, held at Christopher Addison house, 72 Wilton Way Hackney E8 1BJ

On 9 February 2009 at 6.30PM

Present	<b>Board Members</b> Rupert Tyson (Chair) Alice Burke (Vice Chair) Danny Sutcliffe Terry Edwards Samantha Lloyd Marie Photiou (Vice Chair) Afolasade Bright Asim Bhattacharyya Feryat Demirci Brian Marsh Linda Kelly Jonathan McShane	<b>Hackney Homes Officers</b> Charlotte Graves Neil Isaac Gary Penticost Peter O’Kane Neehara Wijeyesekera Judith Morrison Robin Smith	<b>Stakeholder Representatives (Hackney Council)</b> Stephen Tate Carol Invest Tracey Thomas  <b>Housing Partners</b> John Newbury (Mouchel)  <b>Member of the Public</b> Muriel Gordon Rhonda Dewsnap Walter Hare
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	Part A – Open to the Public	Action	Date
<b>1. Welcome/Apologies/ Introductions</b>	Apologies were received from the following: <ul style="list-style-type: none"> <li>• Audrey Villas</li> <li>• Karen Dodds</li> </ul>		
<b>2. Declarations of Interests</b>	The Board agreed that once an interest as a leaseholder had been declared and was registered as an interest, it was not necessary for each leaseholder to declare this at every meeting. The same applied to Feryat Demirci whose brother worked for Hackney Homes.		
<b>3. Questions from the Public</b>	Mr Paul Heron had submitted two questions. Gary Penticost agreed to send a response to Mr Heron in respect of the first question in regard to window replacement at Banister House. The response would also be posted on the website.	<b>G Penticost/ Communications Team</b>	<b>20.2.09</b>

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	<p>The Board discussed the second question regarding delegations from Residents at Board meetings. Some Board members felt that there were other forums such as Neighbourhood Panels and the Resident Liaison Group which would be more appropriate to accept delegations whilst other Board members considered that the Board should accept delegations. It was agreed that Hackney Homes did not currently have a mechanism in place for an open debate.</p> <p>The Board asked Neil Isaac to prepare an options paper on this matter for discussion at the April Board.</p>	<p><b>Neil Isaac</b></p>	<p><b>20 April 2009</b></p>
<p><b>4. Minutes of 8 December 2008 (Part A and matters Arising</b></p>	<p><u>Minutes of 8 December 2008 (Part A)</u> The minutes were agreed as a true record and signed accordingly.</p> <p><u>Matters arising from the Hackney Homes Board Meeting Minutes of 8 December 2008</u></p> <p><u>9 Wenlock Barn TMO</u> Neehara Wijeyesekera said that services were currently being provided through our Partners, Pathmeads and Pinnacle from the Shoreditch Office. All costs were being shared until the alternative new build accommodation acquired through a Section 106 agreement and funded by the Council was completed. The Board asked officers to ensure the new accommodation was DDA compliant.</p>		
<p><b>5. Hackney Homes' Chair Report</b></p>	<p>Rupert Tyson informed the Board of the sad news of the death of Ron Devoti. Information about the funeral arrangements was available from the Governance Team and any Board member who wished to do so was invited to sign the Condolence Book.</p> <p>Dr Tim Williams had been appointed as an Independent Board Member.</p> <p>The Board held an awayday on Saturday 7<sup>th</sup> February and the outcome of those</p>		

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	<p>discussions would be circulated in due course.</p> <p>Rupert Tyson thanked everyone for all their hard work in achieving 2 Star Status.</p> <p>Rupert Tyson announced that Cllr Jamie Carswell had now left Hackney and Fiona Fletcher-Smith was shortly to depart for the GLA. Both had been very supportive of the ALMO.</p>		
<p><b>6. Report back from Committees:</b> <b>a) Audit &amp; Finance Committee</b> <b>2 February 2009</b></p>	<p>Inclement weather had caused the last Audit &amp; Finance Committee to be postponed.</p>		
<p><b>7. Health &amp; Safety Update</b></p>	<p>Robert Campbell said that Hackney Homes had achieved a 3 star audit for Health &amp; Safety (H&amp;S). The top rating was 5 star which we hoped to achieve when next audited. The Audit covered all Hackney Homes' activities including our Partners. Robert Campbell said that the H&amp;S team had received strong support from the Executive and he particularly thanked Dave Mordey and his team and Tom Hunt and his team for all their hard work. The Audit Report recognised that Hackney Homes was up to date with H&amp;S legislation, had a robust training programme in place, kept staff informed with H&amp;S newsletters and kept all Codes of Practice up to date. Whilst there had been considerable improvement in areas such as the Asbestos Register, there was still room for more and as a result, an Action Plan had been agreed and implementation started to address this. A programme of training staff to be able to carry out Internal Audits was underway.</p> <p>The Board asked if apprentices were fully briefed and trained on H&amp;S matters. Robert Campbell said they were and managers were assigned to the apprentices to ensure full H&amp;S induction and training was carried out.</p>		

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	<p>The Board asked for the Action Plan to be circulated.</p> <p>The Board congratulated Robert Campbell and his team.</p>	<b>Robert Campbell</b>	<b>April</b>
<p><b>8.Chief Executive's Report, Strategic Overview</b></p>	<p>Charlotte Graves introduced the report. With the end of year approaching officers were working hard to ensure services provided were kept within budget as well as looking to make savings for the next financial year.</p> <p>Charlotte Graves again thanked everyone concerned for the Two Star Status result from the Audit Commission. The indicative result had been given to the Chief Executive on 23 December but had been embargoed until 5 February. Since 23 December officers had been in frequent contact with the Audit Commission to complete the post inspection processes. The inspection process had engendered a very positive relationship with the Audit Commission.</p> <p>Our Repairs &amp; Maintenance Teams had been dealing with many emergencies caused by the bad weather. There was a national shortage of grit but Hackney Homes &amp; the Council were receiving a delivery tomorrow.</p> <p>An issue with Gas CP12s had recently arisen. This was in respect of temporary accommodation voids being handed back to Hackney Homes from various RSLs. Officers were investigating the matter.</p> <p>Pat Ronayne had now left Hackney Homes and Judith Morrison was acting up as the Interim Head of Leasehold Services.</p> <p>The Board asked if it would be possible to have an update on Service Level Agreements. Charlotte Graves said that officers could produce a position statement which would set out what was in place and how we would review them.</p>		<b>April</b>



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The Board considered that a review should be undertaken comprehensively. Hackney Council's RP5 – Post Contract Review document on recently let Fleet Contract should be circulated to Hackney Homes Audit & Finance Committee as it set out all the relevant information including savings made. A summary report would then be brought from the Audit & Finance Committee to the Board.

Some Board members were concerned with issues surrounding District Heating/Rent Increases and fuel poverty. The matter would be discussed at the Audit & Finance Committee.

Appendix 1 Woodberry Down Robin Smith introduced the update. Now that Hackney Homes had achieved Two Star Status, we could apply to the Housing and Communities Agency (HCA) and the Tenant Services Authority (TSA) for accreditation which would enable us to bid for grant funding in our own right rather than through Berkeley Homes. Officers are preparing a report for Board and Council on this.

A celebration for the start on site at the Old School Site had been arranged for 3 March and the postponed celebration for Skinners Academy would take place later this month.

The Board asked what provisions were being made for vulnerable leaseholders. Robin Smith said that there was very limited funding for vulnerable leaseholders and the leasehold swapping policy was the best way forward. However, this policy currently had restrictive criteria and was therefore under consultation in order to lift some of the restrictions. The outcome of this would be reported back to Board.

The Board asked how long it would take to achieve accreditation with the HCA and the TSA. Robin Smith said that officers were currently researching the process.

**Neil Isaac**

**April**

**Robin Smith**

*tbc*



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	<p>The Board asked where the funding for the interim repairs would come from. Robin Smith said that this funding would come out of the Council's Capital Budget as provisionally allocated by the Council since 2006.</p> <p>The Board noted the report.</p>		
<p><b>9. Business Critical Performance Summary December</b></p>	<p>Neil Isaac introduced the report which was for information only. Service Improvement Committee had already discussed TMO performance and this would again be monitored by the Committee in future.</p> <p>The Board also asked where the number of stage 2 complaints could be found. Neil Isaac said these were contained in the Performance Report which was also posted on the Web.</p> <p>The Board asked if it were possible to ensure that small businesses were paid promptly. Neil Isaac said that he would look at this but in order for Hackney Homes and the Council to maximise their own cashflows, invoices were paid on the due date.</p> <p>There were some targets which would not be met by the end of the year and the Board queried these. Gary Penticost said that the repairs target had been set unrealistically for last year but that going forward, a more realistic target had been set.</p> <p>The Board queried the empty property management target and tenant satisfaction rates. Neil Isaac said that we had outsourced some work on this to KWEST and once this had been completed, officers would report back.</p>		



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<p><b>10. Financial Overview and Budget update.</b></p>	<p>Neil Isaac said that the Council Cabinet had now set the rent levels for next year. Hackney Homes would be reporting early in the next financial year on budgets over the next two years.</p> <p>Neil Isaac said that the Audit &amp; Finance Committee needed to commend two reports to the CPC. The last Audit &amp; Finance Committee had been postponed owing to the inclement weather. The reports had been re-circulated by the Governance Team and Neil Isaac asked if Members could respond.</p>		
<p><b>11. Impact of the Credit Crunch for Hackney Homes</b></p>	<p>Robin Smith introduced the report. The Board considered that more detail was required and that not all the recommendations were appropriate. Samantha Lloyd, Chair of A&amp;F Committee proposed she would work with Robin Smith on this and circulate a further report to the Board for approval.</p> <p>The Board agreed the above proposal</p>	<p><b>Robin Smith/Samantha Lloyd</b></p>	
<p><b>12. Board Member Training Needs Analysis</b></p>	<p>Tess Merrett introduced the report. The TNA had been produced using information provided by Board Members in the 180 degree appraisal process. The Board considered that there should be some mechanism for those Members who had received training through other sources than Hackney Homes to have this noted on their Hackney Homes files.</p> <p>The Board asked for a training matrix to be drawn up with Board Members' names and for this to be circulated.</p>	<p><b>T Merrett</b></p>	<p><b>May</b></p>
<p><b>13. Job Descriptions for Board Member Champions</b></p>	<p>The Board approved the Job Descriptions for Board Member Champions.</p>		



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<p><b>14. The New Section 106 Funding Procedure</b></p>	<p>Curtis Taylor introduced the report. The Board were concerned that there may be some Section 106 funding proposals which had not been processed under the old framework. Curtis Taylor said he would look into this.</p> <p>The Board thanked Curtis Taylor for an informative report.</p>		
<p><b>15. Any Other Business</b></p>	<p>There was no other business</p>		
	<p>The Meeting Closed at 8.05 pm.</p> <p><b>Date of next Board Meeting: Monday 9 March 2009 at 6.30 pm Christopher Addison House</b></p>		

Signed as a true record of this meeting \_\_\_\_\_ Chair Dated \_\_\_\_\_