



# Hackney Homes Ltd

ITEM: 4a

**PART A** Minutes of Board of Directors, held at Christopher Addison House, 72 Wilton Way, Hackney E8 1BJ

On 26<sup>th</sup> March 2007 at 6.30PM

Present	<p><b>Board Members</b></p> <p>Samantha Lloyd (Chair)  Rupert Tyson  Audrey Villas  Karen Alcock  Afolasade Bright  Sharon Patrick  Marie Photiou  David Larkin  Brian Marsh  Asim Bhattacharyya  Linda Kelly  Andrew Potter</p>	<p><b>Officers</b></p> <p>Steve Tucker  Susmita Noonan  Neil Isaac  Gary Penticost</p> <p>Cheryl Ramsay (Governance Team - minutes)  Kweku Quagraine (Governance Team)</p>	<p><b>Observers</b></p> <p>Stephen Tate – Hackney Council  Nimisha Patel – Hackney Council  Terry Edwards (MESH Chairman)  Steve Edwards - GMB Representative  Helen Toner – Unison Representative  Mike Schirwing (Audit Commission Inspector)</p>
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Item	Part A – Open to the Public	Action	Date
<b>1. Welcome / Apologies / Information Introductions</b>	<p>Mr Mike Schirwing, Audit Commission Inspector, was introduced to the Hackney Homes Board.</p> <p>Apologies were received from Alice Burke and David Curley.</p> <p>Sandra Hall did not attend.</p> <p>Samantha Lloyd informed the Board that Audrey Villas had resigned from her role as Chair of Arden Tenant Management Organisation.</p>		
<b>2. Declarations of Interest</b>	None.		

<p><b>3. Questions received from the public</b></p>	<p>None.</p>		
<p><b>4 a). Minutes of 26<sup>th</sup> February 2007 (Part A) and matters arising</b></p> <p><b>4 b). Rolling Decision register</b></p>	<p>Agreed.</p> <p>Noted.</p> <p><b><u>Item 8.6 Decent Homes</u></b> The Board requested a brief Decent Homes summary report showing how 1,500 units were brought to the Decent Homes standard in 2006/07 e.g. numbers of kitchen and bathrooms.</p>	<p>GP</p>	<p>Report due:30<sup>th</sup> April 2007</p>
<p><b>5. Chief Executive's Monthly Report</b></p>	<p>Steve Tucker highlighted the following items contained in his report:</p> <ul style="list-style-type: none"> <li>• Hackney Homes Business Plan (<b>Item 3.1</b>);</li> <li>• Two National Housing reports (Hills Review &amp; The Communities and Local Government's review (good practice) (<b>item 3.2</b>);</li> <li>• Performance Monitoring (<b>item 4.0</b>);</li> <li>• Housing Services ( <b>item 5.0</b> - including new contract in the North East and Shoreditch</li> </ul>		



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	<p>neighbourhoods, parking enforcement, pride of place, diversity information);</p> <ul style="list-style-type: none"> <li>• Financial Advice for Leaseholders (<b>item 5.5</b>);</li> <li>• Removal of Estate Agents Signs (<b>item 5.6</b>);</li> <li>• Property Services (<b>item 6.0</b> – including repairs and maintenance procurement, repairs policy consultation, asset management database, Decent Homes and Value for Money);</li> <li>• Finance and Resources (<b>item 7.0</b> including Hackney Homes Website, telephone performance project, budget update);</li> <li>• Woodberry Down Regeneration Scheme (<b>item 8.0</b>);</li> <li>• Team Hackney (<b>item 9.0</b>- including 2012 Olympics &amp; Team Hackney);</li> <li>• Hackney Homes Reporting to Council (<b>item 10</b>)</li> </ul> <p>Steve Tucker gave the following updates:</p> <ul style="list-style-type: none"> <li>• The negotiations on the Building Trade Operatives Pay Scheme were proceeding well and a basis for a settlement had been agreed;</li> <li>• Hackney Homes apprentices, Ryan Rebeiro (winner) and Callie Duncan (runner up), had won national apprentice of the year awards (craft).</li> </ul> <p>Steve Tucker addressed the Board Member questions as follows:</p> <ul style="list-style-type: none"> <li>• LBH had responsibility for rough sleepers in the borough;</li> <li>• The Choice Base Letting Scheme was the appropriate process for those seeking housing;</li> <li>• Properties that were rejected by 5 viewers were assessed to ascertain whether further improvements were necessary before being put out through the Choice Base Letting scheme;</li> </ul>		
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	<ul style="list-style-type: none"> <li>• Woodberry Down Estate would be a mixed tenure project (private and social housing) and would be managed by a registered social landlord (RSL). A RSL selection process would have to be conducted and would be subject to a tenant ballot;</li> <li>• The new Parking Enforcement SLA would be considered by the Improvement Committee and the Board ;</li> <li>• Asset Management - all elements were being updated on the data system (Gary Penticost confirmed that all elements would be on the system by mid April 07 and that he would provide an update to the Board. Gary Penticost stated that he would provide the Board with an update on kitchens and bathrooms);</li> <li>• Woodberry Down – Hackney Homes, master planners, Government departments and the design staff were in discussions concerning 2 blocks becoming listed buildings;</li> <li>• Team Hackney would invite the Chief Officer of the Olympics to attend a future Improvement Committee meeting / Board meeting to discuss the Hackney Homes contribution / potential benefits accruing from the Olympics &amp; regeneration opportunities. Hackney Homes and Hackney Council have noted the importance of the legacy of the site and accommodation, investment and infrastructure (including transport).</li> </ul> <p>The Board discussed various items from the Hackney Homes Performance Report dated February 2007.</p> <p>The Board asked Steve Tucker to email them his Review of Customer Services briefing note.</p>	<p>ST / SN</p> <p>GP</p> <p>ST / SN</p> <p>ST</p>	<p>Mid April 07 30<sup>th</sup> April 07</p> <p>Completed :17.4.07</p>
<p><b>6. Decent Homes Programme – Progress Report</b></p>	<p>Gary Penticost confirmed that:</p> <ul style="list-style-type: none"> <li>• Hackney Homes was on target to fully spend the approved budget of £45m for 2006/07;</li> <li>• Hackney Council had confirmed the 2007/08 approved budget to be £18.2m;</li> <li>• Kitchen and bathroom “time to complete each unit” would be reduced from 20 days to 15 days;</li> </ul>		

 <p><b>HackneyHomes</b> In partnership with  Hackney Council</p>	<p><b>Hackney Homes Ltd</b></p> <p><b>PART A</b> Minutes of Board of Directors, held at Christopher Addison House, 72 Wilton Way, Hackney E8 1BJ</p> <p>On 26<sup>th</sup> March 2007 at 6.30PM</p>	<p><b>ITEM: 4a</b></p>
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	<ul style="list-style-type: none"> <li>• BVPI 184(a) forecast was 1621 which would be reconciled at the end of the financial year;</li> <li>• £37.7m overall programme expenditure at the end of February 07.</li> </ul> <p>The Board asked Gary Penticost to detail the following items in his next Decent Homes Board report:</p> <ul style="list-style-type: none"> <li>• “quartile” information;</li> <li>• Monthly progress information;</li> <li>• Homerton - 06/07 “slippage” information.</li> </ul>	<p><b>GP</b></p>	<p><b>30<sup>th</sup> April 07</b></p>
<p><b>7. Health &amp; Safety Policy</b></p>	<p>The Board noted the report.</p> <p>Neil Isaac explained that the Health &amp; Safety Policy Statement and Policy had been developed in consultation with stakeholders and had been drafted in accordance with legislation.</p> <p>Neil Isaac informed the Board that the policy was a “living document” which contained responsibilities for the Board, Management and staff across of the organisation.</p> <p>Neil Isaac confirmed that the lead Health &amp; Safety Board Members were Brian Marsh and Rupert Tyson.</p> <p>Neil Isaac confirmed that the Health &amp; Safety Policy would be linked into insurance claims (associated with walkabouts).</p> <p>Neil Isaac stated the Trade Union comments were that:</p> <ul style="list-style-type: none"> <li>• The policy must be a detailed legal document which should be user friendly i.e. free of jargon and contain simple language;</li> <li>• The policy should be mandatory when walkabouts are being conducted;</li> <li>• Health &amp; Safety should be observed by everyone.</li> </ul>	<p><b>NI</b></p>	<p><b>Ongoing</b></p>



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	<p>The Board approved the Health &amp; Safety Statement and Policy documents.</p> <p>The Board confirmed that the Members would sign the acknowledgement slip contained in the Health &amp; Safety Policy.</p>	<p><b>All Board Members</b></p>	
<p><b>8. Value For Money Programme 2007/08</b></p>	<p>The Board noted the report.</p> <p>Neil Isaac informed the Board of the error on page 9 of the report (SLA information - i.e. target completion columns should read "have been completed").</p> <p>Neil Isaac informed the Board that Audit &amp; Finance Committee had agreed the Value For Money Programme.</p> <p>Neil Isaac addressed the Board Members questions as follows:</p> <ul style="list-style-type: none"> <li>• The Value For Money Programme 2007/08 would be linked into the Delivery Plan and all policies submitted to the Board;</li> <li>• Hackney Homes was now in a position to recruit high calibre qualified finance staff;</li> <li>• Business Re – engineering (VFM011) would be submitted to Board Members for their consideration / comment;</li> <li>• The Value For Money Programme would contain definitions (effective, economy and effectiveness);</li> <li>• Board Members would receive information detailing value for money issues controlling sub contractors and the supply chain;</li> </ul> <p>The Board approved the Value For Money Programme 2007/08.</p>	<p><b>NI</b></p>	<p><b>Ongoing</b></p>





<p><b>11. Diversity &amp; Equalities Action Plan 2007 - 2010</b></p>	<p>Susmita Noonan outlined the following:</p> <ul style="list-style-type: none"> <li>• Tenant Participation – there were now 18 ways in which Hackney Homes engaged residents;</li> <li>• Population of information onto the Saffron system;</li> <li>• Achieving Chartermark status;</li> <li>• Travellers – Hackney Homes had been working in conjunction with LGTU and Hackney Council;</li> <li>• Hate Crime Policy / Procedure;</li> <li>• The monitoring of training;</li> <li>• Learning from complaints;</li> </ul> <p>Susmita Noonan confirmed that the Diversity &amp; Equalities Action Plan 2007/10 was required due to:</p> <ul style="list-style-type: none"> <li>• changes in legislation;</li> <li>• a higher standard under the Audit Commission KLOE 31;</li> <li>• revised Code of Practice;</li> <li>• Hackney Council's Disability &amp; Equalities Scheme.</li> </ul> <p>Susmita Noonan confirmed that the proposed Delivery Plan targets would be built into the Diversity &amp; Equalities Action Plan.</p> <p>Susmita Noonan confirmed that each Hackney Homes Directorate had a “champion” and Diversity &amp; Equalities meetings were convened on a monthly and quarterly basis.</p> <p>Susmita Noonan confirmed that street properties would be part of the Tenant Participation Programme.</p> <p>The Board approved the Diversity &amp; Equalities Action Plan 2007 – 2010.</p>		
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<b>12. Date of next Board Meeting</b>	30 <sup>th</sup> April 2007 at 6.30pm Christopher Addison House, 72 Wilton Way, Hackney, London, E8 1BJ. Agreed.		

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