



PUBLIC VERSION

**BOARD OF MANAGEMENT
THURSDAY 13TH DECEMBER 2018
6.00-8.00pm
BOARDROOM, STONEGATE WAY**

Board members

Present:	Jayne Wynick (Acting Chair)	JW
	Daniel Myers	DM
	Malcolm Hirschfield	MH
	Robert Sandler	RS
	Michelle Anderson-Dore	MA-D
	Paula Kelly	PK

Executive

Team present:	Mark Grandfield (CEO)	MG
	Craig Simons (Dir of Operations)	CS
	Harjinder Sandhu (Dir of Finance and Resources)	HS

In

Attendance:	Susan Portland (minutes)	SP
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Apologies:

Rebecca Teiger-Marcus	RTM
Mark Manning	MM
Kate Pearlman-Shaw	KPS
Lisa Baker	LB
Adam Baxter	AB

Agenda item	Minutes	Action
1.	<p><u>Welcome and Apologies</u></p> <p>JW, as Acting Chair of tonight's meeting, welcomed everyone and gave a special welcome to the two new Board members,</p>	

	MA-D and PK. MA-D and PK spoke a little about their backgrounds.	
2.	<u>Declaration of Interest</u> None declared.	
3.	<u>Minutes of the previous meeting – 3/9/18</u> No comments received. RS proposed and MH seconded them.	
4.	<u>Matters arising</u> MG referred to the four matters on the table presented, and all updates have been provided in the comments section as stated.	
5.	<u>Risk Strategy and updated risk register plus appendices</u> JW handed over to HS for an explanation of the risk register review. HS explained the proposal for future reporting of risk along with the proposed new scoring mechanism. Going forwards, it is envisaged that only the highest risks will be brought to each Board meeting; those scoring red and amber, and then the whole report will be presented yearly. It will also help differentiate between those that can be discussed at the Operations Sub-Board and HS has already discussed his proposals at the last Finance Audit & Risk meeting and is bringing this here now for final approval. MG explained the transition from the 'old' to the 'new' risk register format, and how this will change going forwards. This is in accordance with the Risk Management Strategy, included in the pack of papers. JW pointed out that Board are ultimately responsible for risk management and so this has to be right. Running through each risk, the Board had no comments on number 1, 2, 4, 7, 8, 9, 10, 11, 13, 14,15, 16, 17 and 19. The only comments were as follows: 3 – HS explained he has completed an assessment of all tenants and had just given an amber for 'potential' problems. Only if there is a change in circumstance would this cause any problems. 5 – the inherent impact score should be changed from 2 to 1 on an assessment of material impact. 6 – the inherent likelihood score should be increased to a 2. 12 – discussion on the impact of not being able to let properties. Decrease of inherent scores of 3.3 to 2.2.	

	<p>18 – the inherent impact score should be changed to 4</p> <p>MG will make all the changes.</p> <p>JW commented that this was a good report and much better than it used to be. JW asked that this be taken to both sub-Boards to be kept an eye on</p> <p>Short discussion on the Sector Risk Profile which was included in the pack of Board papers.</p>	MG
6.	<p><u>CEO's Report</u></p> <p>MG gave his report.</p>	
7.	<p><u>Shared Ownership</u></p> <p>Discussion held on shared ownership.</p>	
8.	<p><u>Policy Review Timetable</u></p> <p>MG presented a report showing what is currently in the policy review schedule along with his revised proposal and the accompanying appendices. MG explained the current review process, along with the number of policies and timescales involved, and gave a recommendation that Board consider Appendix B. Reviewing of policies would subsequently be managed by the Executive Team. The Board agreed.</p>	
9.	<p><u>Contract Management Strategy and Contracts Register</u></p> <p>MG referred to his report explaining that currently there is no contracts management infrastructure in place. MG's report explains the proposal to put this in place over the next 12 months and how this will be achieved. All contracts will be recorded on a contracts' register in order of whether they are major, medium or minor, and will then be reviewed accordingly. The Board agreed to the Strategy.</p>	
10.	<p><u>Minutes of the sub-Board meetings:</u></p> <p>a) <u>Operations sub-Board held on 17.10.18</u></p> <p>RS felt it worth mentioning that the tenant event was a great success. This replaced the more formal AGMs in the past which were not well attended by tenants, but turnout at this one had been considerably better, and tenant feedback had been extremely positive. A suggestion had been to hold this in the Summer next year. Discussion on whether to have the same format for the AGM next year. Decision to have the AGM conversation in the Spring. SP to place on the March agenda.</p>	SP

	<p>b) <u>Finance Audit & Risk held on 29.10.18</u></p> <p>DM informed that a potential new member attended as an observer. DM will have a conversation with him to find out if he would like to continue to attend. With regards to arrears, DM explained that reporting of arrears has changed format and this is now dealt with by the Operations sub-Board. These are however well under control.</p>	DM
11.	<p><u>Any other business</u></p> <p>RS spoke about member contributions and ensuring that Board and sub-Board members are recognised for their contributions in meetings. JW thought that it is important that all members have met the staff and have visited all properties, and just feel welcomed.</p> <p>MG mentioned that LJHA now have to self-assess again the Regulator of Social Housing's Economic and Consumer Standards. Going forwards, these will be incorporated into each Operations and Finance, Audit & Risk meeting agendas.</p> <p>Suggestion to give an update at each meeting about what is going on in the organisation. MG would take this forward.</p>	MG
12.	<p><u>Date of next meeting</u></p> <p>Monday 21st January at 6pm in the Stonegate Way Boardroom.</p>	