BOARD OF MANAGEMENT
MONDAY 18th MARCH 2019
6.00-8.00pm
BOARDROOM, STONEGATE WAY

Board members Present:	Kate Pearlman-Shaw (Chair)	KPS
	Jayne Wynick (Vice Chair)	JW
	Adam Baxter	AB
	Lisa Baker	LB
	Robert Sandler	RS
	Michelle Anderson-Dore	MA-D
	Mark Manning	MM
Executive Team (EMT) 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
Apologies:	Paula Kelly	PK
	Daniel Myers	DM

Agenda item	Minutes	Action
1.	**Welcome and apologies** KPS welcomed everyone to tonight's meeting, and gave apologies from Daniel, Paula, Malcolm and Becky.	
2.	**Declaration of Interest** LB gave her usual declaration of being President of the Leeds Jewish Rep Council.	

3.	**Minutes of the previous meeting** MM proposed and LB seconded them.	
4.	**Matters arising** KPS raised that many of the matters arising were to be discussed on the agenda, and to place this into the comments box for future reference. • The Constitution – LB has met with HS to review the Constitution. There is a review in the CEO report. • Risk register – CS and HS confirmed that this has been to both Operations and Finance sub-Boards for review. • Leases and loans – MG has discussed this with Liz Bradbury. MG reported that LJWB had requested a formal Board to Board request for this to be considered. • Burton House management charge increases – KPS asked for an update on how this is going. CS reported that all tenants, apart from one who was not well, have been told. One has made a complaint and one has asked for additional information. The majority of tenants have accepted this additional charge. RS informed that he is on the panel for a different complaint and that one thing that was mentioned was communication and being told about increases in charges. HS confirmed that letters are sent out a month in advance of any change in rent or service charge, and also receive a letter for any additional charges. KPS suggested that after the complaints have been dealt with, to have a discussion afterwards about any lessons that can be learnt.	**SP**
5.	**Chair's Report - confidential** KPS announced that both Malcolm Hirschfield and Becky Teiger-Marcus have resigned as both Board and sub-Board members. There has also been a resignation from Janet Stowe of the Operations sub-Board. Firstly KPS wondered whether it would be worth doing something to mark their efforts and involvement over the years. Usually achievements are marked at the AGM, but KPS would like to re-visit this during MG's report about how to recognise their service. Discussion followed on tenant focus. Secondly due to Janet's feedback, KPS mentioned that the National Housing Federation has an item called 'Together with Tenants' which has guidelines about tenant focus. MG has made reference to this in his CEO report should anyone wish to follow the link provided. JW felt that Board need to be even more tenant involved and be more visible to tenants. CS mentioned that tenant engagement is one of the 7 standards discussed at the Operations sub-Board. KPS suggested that tenant involvement be an agenda item for a	**MG**

	future Board meeting. KPS raised that there are now spaces on the Board now that two members have left, she suggested that we promote people from sub-Board. This would be dependent on the appraisals where a skills review will be conducted. This will decide where each Board member fits in and should sit. Board agreed a review of who sits on what Board/sub-Board and any spaces, will be decided following this skills audit. This will be discussed at the June Board meeting if concluded by then. KPS discussed the issue of sites for future new builds. CS has a list of 10 potential sites he is keeping his eye on. AB queried whether LJHA have a plan in place if, say, the BHH synagogue is sold and whether this would affect residents who live nearby. CS assured that he has spoken to people and nothing is imminent. KPS asked that any information anyone has about closures/mergers anywhere in the community to let either CS or MG know. JW asked that this be kept on the agenda as a matter arising. KPS raised that she is the appointed Leeds Jewish Rep Council's exec member but has never been to a meeting. LB responded that any of the LJHA Board can be a representative. KPS asked if anyone would like to be the designated representative and go along to any future LJRC meetings. JW agreed to go to the occasional meeting. KPS mentioned that we have a meeting coming up with IDS who are an Essex based Jewish Housing Association, and are coming up in April to explore joint working possibilities with us. CS is on their Board. MG has had his interim appraisal and both KPS and JW are very pleased with how he is doing and progress made. CS has just had his 20th anniversary of being at LJWB/LJHA and there are two more anniversaries coming up, Liz Miller and Karen Woldman. JW suggested combining marking the achievements of Malcolm, Becky and Janet with Craig, Liz and Karen. The Board felt this was a good idea. To bring ideas back to the next meeting.	**MG** **ALL** **SP** **JW** **ALL**
6.	**<u>CEO's report – confidential</u>** *AGM* - MG spoke of the AGM and how it was held last year as a closed meeting with a separate tenant event and asked whether to use this format for this year or revert back to a joint meeting. After a short discussion, it was decided to have a small AGM tagged on to a Board meeting as a closed event, plus a social to recognise the people who have left. Then, to put on a tenant event in the Summer and have a dedicated session to meet the Board members, Q&A etc. This is to include some consultation around development.	

	Review of Constitution – MG referred to the bullet points in his paper. In the constitution are a number of non-Board member shareholders and is that something the Board wish to review. Should only Board members be shareholders? The Constitution would need to be changed to alter who becomes a shareholder. Board agreed and will address this in the constitutional review.	**HS/LB**
7.	**Development Update – Confidential** Discussion held.	
8.	**2019/20 Budget Proposals** HS referred to his report, within which he has asked for approval of the 2019/20 budget, approve the accounting adjustment to lifespan of components and approve the proposed investment plan. HS talked through and explained the main points within the report including the proposal for the additional investment expenditure. There was a discussion about whether to bring in short-term posts to deal with any additional work needs in the next 2 years, as opposed to consultants. The Board **agreed** to all 3 recommendations.	
9.	**Performance Report** MG referred to his report within which he has asked for agreement to be given on the annual programme, Board and 2 sub-Board KPI scorecards and targets for 2019/20 as shown within the report. MG explained the body of the report and the data contained within each of the tables. The plan following this would be to bring updates to Board at regular intervals. A question was asked about benchmarking and a discussion followed on how LJHA benchmarks against other organisations. KPS asked whether Board approved this framework. Board **agreed**.	
10.	**LJHA Organisational Strategy** KPS queried whether this version, which has been updated since last presented in January, was now presented in a easier to read, visibly improved way. Board agreed. MG will bring a plan of action to the June meeting on how we intend to record how we perform against each of the categories within the strategy. KPS asked whether Board agreed to this version of the	**MG**

	strategy. Board **agreed**.	
11.	**Appointment of Auditors** MG confirmed that Saffrey Champness will be undertaking this years external audit despite previous agreement that this would be reviewed. This was because they had already been commissioned. HS and DM will be engaging with them going forwards and renewing their contract will be discussed at the 5th September Finance sub-Board. Board agreement will then be made at the September AGM. Board **agreed** to this way forward.	
12.	**Minutes of the sub-Board meetings** **a) Operations sub-Board** AB had nothing to report other than what is already contained within the minutes. No questions raised. **b) Finance Audit & Risk** MM had nothing other than what HS has already spoken about in relation to the change to the accounts. No questions raised.	
13.	**Any Other Business** KPS proposed that Board meetings be held 6 times a year given the increased amount of content to be discussed in the coming year. SP will delete those currently held in diaries and re-book once confirmed. KPS reminded Board members to take up all training opportunities. To look out for seminar and webinar emails offering training sessions. MG had suggested to KPS that we hold a future Board meeting off site – possibly at the Huddersfield Holocaust Museum. Board felt this was a good idea. SP will get this organised. MG referred to Community Land Trusts (CLT) and that Harrogate Council are in the process of giving us a grant to explore the opportunity of setting up a CLT in Harrogate. There have been a number of press releases referring to LJHA building in Harrogate but this is not the case.	**SP** **ALL** **SP**
14.	**Date of next meeting** 7th May 2019	