



**ST MARTIN OF TOURS HOUSING
ASSOCIATION**

SUMMARY of the BOARD MEETING

Held on 17 NOVEMBER 2022 at 6PM

Present:

Non-Executive Directors: Tim Bishop (TB) Chair; Ian Child (IC); Nick Jones (NJ); Selina Siak (SS);

Executive Directors (voting): Beth Haile (BH) Malcolm Campbell (MC);

Non-Executive Directors (non-voting): Kathryn Evans (KE); Steve Hall (SH);

In attendance: Kehinde Olutade (KO);

Apologies: Chyrel Brown (CHB); Carlos Thibaut (CT), Liz Green (LG).

The meeting began with welcoming those attending, introductions and taking apologies.

The minutes of the previous meeting were reviewed along with the actions.

All actions had been completed or had a plan to complete them. Those not completed were noted and will be looked at again at the next meeting.

The Chair gave a report.

Since the last board in September Malcolm has been on planned leave. SLT managed well.

There was an open recruitment process for CEO, 8 long listed candidates, 4 short listed candidates, and 2 appointable candidates. Paul Hardisty was appointed, and he starts next Monday. Malcolm's team have created an induction programme for him, Paul will be in touch to arrange 121's with board members.

Liz Green has confirmed her resignation due to time commitments. Liz has increased the teaching work she does, so she has stepped down. She would like to stay in touch with St Martins but felt that was the right thing to do. The Board thanked Liz for all she had done.

Board Member Vacancies:

- Steve and Tim Bishop conducted a small scale recruitment campaign for board member vacancies – Tim and Malcom then interviewed applicants.
- Have offered two roles. One applicant who works for a housing association in a governance role in London. The other candidate is head of marketing for a property management company.
- These two candidates replace our current vacancies. The board felt it would be goods to strengthen non-executive group further, possibly with two more.

Tim had attended the National Adults and Children Social Care Conference. Useful prompts on co-

production and extra care accommodation. Good examples in a small local authority who worked with CCG within a trust. Created a unit for people with Dementia, the council dealt with the building. Care provided by both the trust and a private provider.

Tim to visit all sites over next 6 weeks.

CEO report:

Recently returned back to work after surgery, mainly catching up on emails etc and conducting interviews with Tim.

Malcolm to take Paul to all sites next week. Malcolm's last day in the office is 6/12/22, on AL for the rest of December.

The Board then discussed the Balanced Scorecard (this shows how the Housing Association is doing against a number of areas). The operating profit margin was discussed.

Staff turnover rate currently 18%, questions on how this is comparable to the industry. MC explained previous target was 35% but this now decreased to 18%. There was improvement for the last quarter's occupancy and there is confidence that 7.2 voids for end of the year can be achieved.

Director of Finance Report (BH):

The Audit Tender was discussed. Invited 5 companies but only two participated.

Agreed to finish the exercise and decide. F&D agreed to spend £73k on the fire safety work

End of March 2023, we are expecting a cash surplus.

IC stated that the F&D committee looked at the management accounts and cashflow statement in detail. IC stated that currently there is nothing in the scheme of delegation about transferring budget between revenue and capital. The BoM approved the £73K budget to be spent in the fire safety work.

Recommendation: Scheme of Delegation policy to include moving between revenue and capital or visa versa.

Operation and Services Report – (KE):

Complaints from neighbours

- Have received a few complaints from neighbours however we have followed up quickly.
- Have good relationship with local residents.

Co-Production Meeting:

- Chair attended co-production meeting for the Sounding Board element

- Asked residents on a range of areas, giving the opportunity to pass

information/questions/feedback to the board. People present asked about:

- Trips out to seaside and planetarium
- More events and parties

This was helpful.

Selina confirmed her resignation. Happy to help with recruitment and thanked the board.

Board thanked Malcolm for all his work and gave him a small gift, card and flowers.

The meeting ended.