



ST MARTIN OF TOURS HOUSING

ASSOCIATION

SUMMARY of the BOARD MEETING

Held on 18th MAY 2023 at 6PM

Present:

Non-Executive Directors: Tim Bishop (TB) Chair; Ian Child (IC); Nick Jones (NJ); Selina Siak (SS); Carlos Thibaut (CT); Chyrel Brown (CHB); Francesco Federico (FF)

Apologies:

No attendance:

Management: Paul Hardisty (PH), Beth Haile (BH), Kehinde Olutade (KO); Kathryn Evans (KE)

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

The minutes of the previous meeting were reviewed and 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:

Tim Bishop informed the board we have appointed two more trustees, Angela Neblett and Gavin Haynes. Angela works for CNWL, and Gavin is Head of Property at Camden council. Both have an interest in mental health.

Having unsuccessfully tried to recruit a Trustee to chair the F&D as agreed we are employing Campbell Tickell to recruit for this role – a trustee with a financial background.

TB has completed annual appraisals, published a summary of the previous board minutes and has attended national housing webinars.

The CEO gave a report:

Management accounts and balanced scorecard show good progress. Occupancy and rent arrears are improving, however we are still not at our goal benchmarks.

Overall assessment is that we are in good shape, and we should congratulate ourselves on a terrific achievement.

We have undertaken mock service inspections and commissioned an equality and diversity review.

Expansion:

We need to make sure we are in a strong position for the end of our block contracts. We are working

towards excellence; through a baseline review of all areas we need to improve on. We have created an excellence chamber to manage the steps we need to achieve this.

Paul said he would like for us to be in a position to expand on a larger scale in 2/3 years' time alongside our excellence work to prepare for the end of block contracts. Our investment proposal would aid this.

Director of Finance report:

VAT:

We have registered with HMRC to enable us to claim VAT.

Employee benefits:

F&D committee have approved life assurance cover for all staff, which will cover both state pension age and up to age 75, and is based on 4x salary.

Management accounts to March 2023 and Cashflow forecast to March 2024

The total income for 12 months shows 5% improvement against budget. The total expenditure was 6% below budget.

BH also reminded board that we are spending additional money on the Capital Projects along with the staff bonus scheme.

Director of Operations report:

Occupancy is good, 10 new residents and 11 moved on.

Q&P met recently and discussed areas of scrutiny, mainly focusing on the service at Chalkhill Road which has a CQC requires improvement rating. It is unlikely to be re-inspected by CQC anytime soon.

Recruitment and retention levels are low, however still further work to do around our methods of recruiting.

Safeguarding

We have had 5 serious incidents, and 13 safeguarding alerts (an increase of 8). No formal complaints, two compliments.

The service still has concerns around abuse and discrimination, however the EDI report will assist us in creating a structure and strategy around this. The strategy will be presented to Q&P.

We have created an action plan from the mock inspection, this has formed our excellence chamber which will meet once a month.

Reflective practice pilot was positively received, and has now been extended to all services.

Local authorities have set a target of 3 monthly reviews for support plan and risk assessments which we will have to adopt.

Head of Asset Management report:

We have approved and assigned the following work:

- 1) New wireless fire alarm system
- 2) Smoking shelter
- 3) Fire doors

Since the original quotes were obtained, prices have increased. Therefore, we have decided to approach this project in stages and prioritise according to risk. We will propose a revised programme to the August board.

Compliance:

All sites are compliant in:

- Gas and boiler safety check
- PAT testing
- Legionella & Water Hygiene Risk Assessment
- Lift monthly inspection and servicing
- Fire alarm, fire fighting equipment & emergency lighting services

Energy Performance Certificate (EPC)

We engaged the service of an energy assessor to undertake Energy Performance Certificate for all properties. We are aiming for all properties to be a minimum of C rating. Davenant and Caledonian road need work in order to be C.

Investment proposal

PH outlined his assessment that we are asset rich and cash poor; our plan should be to release some equity to help us catch up with maintenance and start a sinking fund. We would want the investment from equity release to give the opportunity for expansion.

We have 3 options:

- 1) Traditional finance loan
- 2) Equity release back
- 3) SASC type product

It was suggested we needed two models to focus on (SASC and traditional finance loan), and to focus less on the lease back.

Risk register

The risk register was reviewed. It will be reviewed at every board meeting.

Agreed to also review at Q&P and F&D

Residents' survey and action plan

To be looked at next board meeting with a report, including a comparison to previous year. The Chair was impressed with response rate and thanked residents for participating.

The Board agreed to review the associations rules and bring up to date.

The Board agreed to create a remuneration committee that will meet virtually bi-annually.

The meeting ended.