

HOUNSLOW HOMES LTD

Minutes of a meeting of the Board Members of Hounslow Homes Ltd held on Thursday 20 September 2012

Present:

Board Members:

Mohammad Chaudhry (Chair)
Martyn Kingsford (Vice-Chair)
Andy Lee (Vice-Chair)
Tina Howe
Ernie Cooper
Yaganesh Patel

Diana Holden
Chris Shepherd
Cllr Ajmer Dhillon
Cllr Mel Collins
Cllr Gerald McGregor

In Attendance:

Bernadette O'Shea
Sarah Hammond
Tim Keogh
David Allum
Jacqueline Mutibwa
Boe Williams
Joe McLoughlin

Apologies:

Cllr John Chatt
Paula Lewis
Robert Charig
Jenny Figaro

ITEM	DECISION	ACTION
2	<p>Mr Chaudhry welcomed Mr McLoughlin, a new Independent Board Member to the Board.</p> <p><u>MINUTES OF THE MEETING OF 31 JULY 2012</u></p> <p>The minutes of the meeting of 31 July 2012 were agreed as a true and accurate record.</p>	

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	<p>Matters arising from the minutes</p> <p><u>ICT Strategy (page 2)</u> Ms Hammond gave an update on Hounslow Homes' ICT service needs in relation to the £5.3m budget spend approved by the Council and noted that a strategic document had been prepared but the details of the plan had not been developed i.e. how it would impact on Hounslow Homes' service level agreement (SLA). There was some discussion about the ICT SLA (£900k) procured from the Council. It was noted that the matter should be reviewed with a view to carrying out a competitive tendering exercise in order to improve service delivery, save money and get value for money. Ms Williams noted that Hounslow Homes needed to ascertain its business needs and also consider whether the ICT systems could efficiently support the business. It was agreed that the Board considers the future procurement options for the ICT service at a future meeting.</p> <p><u>Revised Articles of Association (page 2)</u> Ms Mutibwa noted that Trowers and Hamlins had further reviewed the Articles of Association in light of the comments received from the Council. She noted that the amended document had been submitted to the Council for approval and the final document would be presented to the Board.</p> <p><u>Review of the Committee Structure – Hounslow Homes Consultative Committee Meetings (page 2)</u> Ms Mutibwa noted that preparation work had commenced on the implementation of the new Committee structure arrangements which entailed preparing the terms of reference for the new Committees. She noted that the new Committee structure would take effect after the AGM in October 2012.</p> <p>It was noted that all other action points had been completed.</p>	<p>The Board to consider the future procurement options for the ICT service at a future meeting.</p> <p>Ms Mutibwa to provide the Board with the final version of the articles of association.</p>
3	<p><u>MINUTES OF COMMITTEES (BEST VALUE & SCRUTINY)</u></p> <p>The minutes of the Committee were noted.</p>	

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4	<p><u>CHIEF EXECUTIVE'S REPORT</u></p> <p>The report updated the Board on business critical matters since the last Board meeting on the 31 July 2012.</p> <p>Strategic and Partnership work</p> <p><u>Single Member decisions relating to 'adjustments to the management fee'</u></p> <p>Ms O'Shea noted that three projects requiring an adjustment to the management fee that had been agreed by the Council (HRA budget report 28.02.12) would be dealt with through the 'single member' decision-making process. She noted that the projects included Tenancy Verification, Garages and Funding for dedicated police officers. Ms O'Shea noted that the Tripartite Group had considered the draft reports and that Cllr Curran, Lead Member for Housing would approve the projects.</p> <p>Ms Howe asked whether the Board Members would be provided with the draft Garages report. Ms O'Shea noted that the Council was still reviewing the report and that the Board Members would be provided with the final report.</p> <p>There was some discussion about the funding for dedicated police officers on estates managed by Hounslow Homes. Ms O'Shea noted that £300k from the HRA would be used to fund the work over 3 years.</p> <p>The Board Members noted the following concerns:</p> <ul style="list-style-type: none"> • that the funding of the work from the HRA was a breach of the use of the statutory account which was ring fenced for Council housing stock. The work should be funded from the General Fund from Council tax revenue. • that tenant consultation was required on the use of HRA on non Council housing functions such as the use of HRA properties for housing the homeless which was a significant change to S105 of the Housing Act 1985. • that there was no need for a dedicated police service as neighbourhood wardens patrol the high crime estates. 	

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	<ul style="list-style-type: none"> that there was housing and not a policing need in the borough and that the funds should be used to build homes. <p>Business Development Update</p> <p>The Board noted Hounslow Homes' external work in relation to Bridge House (former job centre across from Feltham railway station) that had been completed successfully. They also noted the facilities management services that would be delivered for Reach Academy in Feltham.</p> <p><u>A2 Dominion</u> It was noted that Hounslow Homes was delivering a Neighbourhood Warden service to A2 Dominion on two of their new developments for a fixed term. Mr Kingsford asked that the contract work was included in the Corporate risk register.</p> <p><u>Collection of Water Charges</u> Mr Cooper and Cllr Collins declared an interest as they were Hounslow Homes' tenants and would be affected by the new business proposal on the collection of water charges. Mr Cooper was concerned about the payment of an additional service charge in the current economic climate and the impact on tenants. He was also concerned about the risks associated with collecting the charges. Ms O'Shea noted that the proposal was being investigated on whether it was feasible and it would not be pursued if there was no merit.</p> <p><u>Hammersmith and Fulham Council</u> It was noted that Hounslow Homes had submitted a PQQ in early August for the housing management contract in the south of the borough for 7,600 properties and the outcome was awaited. It was noted that if Hounslow Homes was invited to tender, the Board would be presented with a full report seeking approval to bid.</p> <p><u>New Business Group</u> Ms O'Shea noted that the Standing Orders and Financial Regulations would need to be reviewed to include the approval arrangements for the new business projects i.e. the level of the contract value that would be delegated to the Chief Executive or the Board to approve the commissioning</p>	<p>Mr Jones, Head of Business Development to undertake action plan.</p>

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	<p>of the business project.</p> <p>The Board noted the contents of the report.</p> <p><u>Proposal for Budget Cuts – 2013/14</u></p> <p>There was a confidential discussion about the matter.</p>	
5	<p><u>WELFARE BENEFITS REFORM</u></p> <p>The report provided an update on the changes to the Welfare Reforms.</p> <p>There was some discussion about the changes to the legislation and the significant impact on Hounslow Homes and the tenants. Mr Allum noted that the business case attached to the report had been submitted to LBH for additional resources to mitigate the risks associated with the changes to the legislation. He noted that a response from LBH was still awaited on the matter.</p> <p>The Board noted the contents of the report.</p>	
6	<p><u>HEALTH & SAFETY POLICY 2012/13</u></p> <p>The report presented the amended Health and Safety Policy for 2012/13. It also requested the Board to nominate a Lead Board Member for Safety.</p> <p>Ms O’Shea noted that the Health and Safety Policy had been amended to reflect the issues raised by the Board at the meeting in July 2012. Cllr Collins noted that the Disability Discrimination Act 1995 had been replaced with the Equalities Act 2010 and asked that the Policy was amended to reflect the new legislation.</p> <p>The Board:</p> <ul style="list-style-type: none"> • agreed the Health and Safety Policy for 2012/13. The Chair and Chief Executive would sign the statement of intent. • nominated Ms Holden as the Lead Board Member for Safety. 	<p>Mr O’Neill to undertake the action point.</p>

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7	<p><u>ANY URGENT BUSINESS</u></p> <p><u>Employer Representation on Hounslow Pension Fund Panel</u> Mr Chaudhry noted that Mr Shepherd had agreed to take up the role on Hounslow Pension Fund Panel.</p> <p><u>Induction Event</u> Mr Chaudhry noted that the Induction event for the new Board Members would be held on 28 September 2012. He encouraged current Board Members to attend.</p> <p><u>Retirement of Chair of the Board</u> Mr Chaudhry noted that it was his last meeting as a Board Member of Hounslow Homes. He thanked the Board and staff for their help and support over the ten years and wished the organisation a successful future ahead.</p>	

The meeting closed at 9.15pm.