

1. Welcome & Introductions

Chair: Ann Webb

Attendees: Amie Merry Chief Officer, Andrew Slater, Stuart Harrison, Ste Webb, Sarah Harrison, Debbie Bentley, Councillor Adam Collinge, Janet Smith and Melissa Green.

Lyndsey Beckett Minute Taker.

1.1 Welcome & Introductions - MG introduced herself to DB.

2. Meeting Opening

2.1 Apologies – Ryan Pitt-Woodcock, Sue Roberts and Natasha Curtis-Warner.

2.2 Declaration of Interests – AW is on the CWC scrutiny panel.

2.3 Previous Minutes November 2022 – Proposed and agreed by St.H. Seconded by AS.
Previous Minutes December 2022 – Proposed and agreed by S.W. Seconded by S.H.
AW signed.

Matters Arising – Signatories for Bank Account. AM confirmed this had been completed earlier on today.

3. Correspondence – AM received email from Suki at Asset Management, CWC regarding the lease of the building. They are working on us having the lease of the whole building and a small plot of land on Grangefield Close. AM received email from Helping Communities fund regarding application for £1500 to install barrier to underpass. Application denied, not been supported by the scrutiny panel. AC advised of Safer Streets initiative which is being started by himself and Chris Jellyman. AM and SR have received an invite to a meeting about it. AC will raise the issue at PACT meeting on Friday. AC said it might be worth applying for ward funding in April.

4. Chief Officer Report – AM displayed reports on TV monitor and discussed.

Housing Management AM to ask housing staff why 6 post tenancy visits have not been completed.

R&M 1 major void, clean and clearance going to cost at over £3,000. The Void will be in excess of £10,000 for works to a lettable standard. St.H asked if that should go back to CWC as per management agreement. AM said WF will inspect first to give estimated cost before a decision is made.

Estimate Draft Report Wages have had an impact on this year's budget. Over £2000 increase per staff member. Board needs to think about closing current pension scheme, current members will continue but new staff would join a different scheme with less employer contributions. AM will have a discussion with MG regarding the pension deficit.

RA Rents are reducing, average now £161,000. £30,000 less than this time last year.

Staff Absence due to sickness has risen in December and January. There is an option for staff to work from home if they are well enough to work but will stop infections/illness's spreading to other staff.

Break 5.45pm until 6pm

5. Matters for Discussion

- 5.1 Q3 Treasurers Report** – AM displayed on monitor and SW read aloud the report. No high surplus expected. Budgets on track.
 - 5.2 Complaints/Compliments** – AM will provide a report for the next meeting on complaints we have received. Use constructively to make changes.
 - 5.3 Household Support Fund** – £21,743 has been spent helping 757 households. The office has received lots of phone calls from tenants, all positive feedback, very grateful for the help. HSF may be extended for another 12 months, awaiting confirmation.
 - 5.4 CCTV Haymarket** – OpenView not communicating with AM. AM will try and make contact once more but will also look for other companies who provide CCTV and get quotes.
 - 5.5 Cost of Living Crisis** – AM asked if there is anything else the Board can think of to help tenants. Most are struggling to pay for energy. There is funding available from the National Energy Advice Team.
 - 5.6 Board Feb/March** – AM asked if the Board were happy to cancel Feb meeting and have a meeting early March, budget setting to be discussed. Board agreed, AM to send amendments to diary invites.
 - 5.7 Friendship Fridays** – From this Friday tenants can eat their meals in the board room. Scheme due to finish end of February. AM will advertise on Facebook and send a text.
 - 5.8 Vacant Tenant Post** – AM asked if the Board would like to vote in a co-opted member to the vacant post now or wait for the AGM. St.W proposed DB to be voted into post. AS – Seconded. **Vote – Unanimous. DB accepted.**
 - 5.9 Damp Mould Condensation** – AM displayed our response to the housing minister to how we deal with these issues in our properties. AM said we need our own safeguarding policy.
 - 5.10 Business Continuity Plan** – AM displayed on monitor. Plan to be shared with MG once Board have agreed and adopted. Equalities Impact Assessment – a test situation will need to be completed to ensure these plans work. Organisational Risk Assessment. AM displayed on monitor and made amendments as per Board suggestions. These plans need to be checked and updated once a month. AS proposed to adopt these as policies of the TMO. SW – Seconded. **Vote – Unanimous.** Board to work on the delivery plan to be ready by April.
- 6. Health and Safety** – Lone worker arrangements discussed AM to find out more information for next board meeting
- 7. Sub Committees** – Finance Sub 20/12/2022 Shared with board
- 8. Board Calendar** – Nick and Masood will be visiting the office on Tuesday 31st January for Kite Mark Assessment.

- 14. AOB – AS – NFTMO conference, there will be no restrictions on how many rooms can be booked per organisation. All board members need to complete a skills audit by next board meeting.**

AC – has received complaints about car parks. AC to arrange a meeting with Wolverhampton Homes about maintenance and cleaning not being completed.

AM – working from home for staff needs to be looked at, it may be once a fortnight and not every week. Board members need to decide what they want staff to work on.

JS – Will not be available to attend sub-committee meetings from now until April.

7.09pm Meeting closed

Signed by Chair _____

Date _____

Action Log

Action	Officer	Update
Reapply for funding to install barrier in the underpass Ryefield	AM	To update Board after April 2023
Present to board a document looking at complaints for 2022	AM	Board March 2023
Chase CCTV Haymarket	AM	AM emailed OpenView work will commence 13 th March 2023
High cost void – refer to CWC due to excess of £10K	AM	Void has been passed to Grays to carry out the works required. Due back 24/3 for other contractors to begin works
Post Tenancy Visits Overdue – Reasoning for Board	AM	Error in recognising 8mptvs due AM rectified this with SR and new procedure in place
Pension Scheme – Investigations into a new pension scheme	AM	AM to speak to MB JerromsGCN
HSF Grant update	AM	Currently awaiting award for new financial year.
Feb Board Meeting delayed to March 2023	Board	Agreed and changed to 7/3/23

Discuss SGP with Board and agree further actions to be discussed at next meeting	All	Discussed MG will report back with findings and plan for all TMO/C/EMB's
AM investigate options for Lone Worker Arrangements	AM	OK Alone identified as possible new provider. Will update board at Sub
Skills Audit Update from AS	AS	Still awaiting one submission AS to report back at next board meeting
Update from CP Maintenance	AC	AC reports that CWC to investigate if the TMO can manage this locally. AM Discussions with MG