

Dovecotes Tenant Management Organisation Board Minutes

Date: Tuesday 14th May 2024

In Attendance

Chair,

Chief officer, vice chair, treasurer, vice treasurer, vice secretary, board members, City of Wolverhampton Council officers, note taker

Meeting Overview

- Chaired by chairperson
- Apologies received from two members.
- Previous minutes approved and signed.
- No new declarations of interest.

Key Updates & Decisions

Correspondence

- NFTMO Conference cancelled due to a fire; Board voted unanimously to retain booking for 2025.
- Housing Ombudsman's noise complaints report shared for review.

Chief Officer Report

- Recruitment for new Chief Officer underway; interim arrangements agreed.
- AGM postponed to October.
- Interim officers will attend meetings but not participate in recruitment decisions.
- Access to HR systems granted for reporting purposes.

Finance

- Provisional year-end report presented; final figures pending accountant review.

Matters for Discussion

- **Complaints/Compliments:** One compliment received; no complaints.
 - **Complaints Policy:** Updates required to align with new Ombudsman standards; Board to review and submit revised policy by July.
 - **Household Support Fund:** Awaiting confirmation of funding; potential voucher distribution discussed.
 - **Foodbank Project:** New process proposed; volunteer assigned to lead. Additional equipment requested.
 - **Website:** Meeting scheduled with web designer; contact data to be provided.
 - **Board Recruitment:** Stall planned at local school fete to attract new members.
 - **Annual Report:** Draft to be prepared before Chief Officer's departure.
 - **Office Opening Hours:** Consultation started; no responses yet.
 - **Skills Audit:** Forms distributed; electronic copies requested.
 - **Digital Inclusion:** Board representative to be nominated for Wolves Digital meetings.
 - **Board Calendar:** Future meeting dates and responsibilities outlined.
 - **Community Events Role:** Board to lead planning and risk management; champions appointed.
 - **IT Policy & Equipment:** Acceptable use policy shared; old iPads to be returned or sold.
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Health & Safety

- Occupational Therapy assessment completed; recommendations approved unanimously.
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Other Business

- Special leave of absence approved for a board member due to ill health.
 - Next meeting date in June to be rescheduled.
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Meeting Closed

- **Time:** 6:40 PM
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