

WOLVERHAMPTON FEDERATION OF TENANTS' ASSOCIATIONS CIC

Minutes of the Board Meeting held at 2.00 pm on Tuesday 4th December 2018 at Coven Lodge, Spring Valley.

Attendance: Bob Deacon, Ann Guest, Mary Price, Mr Motawalla, Marie Lane, Dave Cocker, Gloria Blair Riley, Andrew Slater, Stuart Clarke, Lal Salter, Jan Lycett WHs.

Lal said she would like it noted by WHs that the Fed are not based at Coven Lodge but at Ellerton House, and just hold meetings at Coven Lodge.

She asked members if they were in agreement to the Fed using WHs confidential waste disposal system. Members agreed this.

1. Apologies: John Pemberton, Rob Pattison, Melissa Green (WCC).

2. Declarations of Interest: None.

3. Minutes of meeting 11th September 2018: Agreed

4. Matters arising:

- Lal said Mark Darmody had sent information on lone worker risk assessment.
- Lal said Melissa had not come back about our request for WCC to fund a lone worker device.
- She said Jan Cash had not replied to her email requesting hard copies of the training as promised.
- She said that she had not been able to organise a date for personal safety training as yet.
- She said the Near Neighbours project had been turned down.
- Ann said she was concerned that tenants do not know how to use storage heaters effectively and economically.

5. Report back from last WHs Board meeting 14th September 2018:

Jan said the AGM took place and Kate Martin from WCC was present. Ann Bennet was elected as chair and Angela Davies as vice chair. The annual accounts were agreed and Cllr Tersaim Singh had stepped down and Cllr Asha Mattu had taken his place on WHs Board. The accounts were agreed and the management agreement was reaffirmed and the schedule of services to be refreshed. Jan said there will be an appraisal of the WHs Board in January and they are looking to review the recruitment process to the Board. There was a discussion on this by the Fed Board and they told Jan they would like to see more tenant involvement in the process and that there needs to be better publicity to encourage recruitment.

6. Agenda for next WHs Board meeting 7th December 2018:

Jan said a report is going on the Governance and Business Assurance Improvement Plan. She said they are looking to review the committee structures.

She said there is a report to agree meetings for next year and there is a report going on 5 year business planning and a report on income management. She said the freeze on the allowances they receive from WCC will end in 2020. She said there is a report on income management and that arrears had increased. She said income recovery has been challenging due to Universal Credit. She said WCC will be formulating the housing strategy and said the lifting of the cap on borrowing will

have implications for the capital programme. She said there is a report going on health and safety and on fire safety.

Jan left the meeting at this point.

7. Report back from meetings:

- Andrew said that he had attended EDSG (Equality and Diversity Steering Group) and had requested some handouts on issues around mental health, but had not received them as yet.
- Mr Motawalla said he had attended the Boscobel AGM but had not been able to attend the meeting on the review of Scrutiny.
- Bob also said he had not been able to attend the Scrutiny review meeting and was concerned that only 3 people had attended. He said he had received notes of the meeting but feels that WHs are not approaching the role of scrutiny seriously. It was agreed Lal to email Jan Lycett about the concerns and request that WHs take a fresh look at scrutiny.

8. Finance:

Lal referred members to their packs and accounts for September 2018, October 2018, November 2018, April 2018 to September 2018, the budget profile, Bacs and card payments, spend on lottery project and the amended financial controls policy. These were noted.

9. Risk Register:

Lal referred members to the risk register in the packs. It was agreed Lal to amend to give more detail on lone worker risks and controls and to bring back to the Board for approval at the next meeting.

10. Health and Safety Policy: Agreed.

11. Date Protection Policy: Agreed.

12. Board members code of conduct:

Lal said that all Board had signed the code of behaviour for Board members.

13. Progress against Service Plan:

Noted. Lal said she had a meeting with WCC about the contract and service plan next week and Andrew would be attending also.

14. Business plan:

Lal referred members to the progress against the business plan. The progress was noted.

15. Action plan to encourage new members:

Lal asked for volunteers to take this forward. Bob, Gloria, Andrew, Marie and Mr Motawalla volunteered.

16. Correspondence:

None.

17. AOB:

- Lal said she had purchased a new printer as the old one had broken down.
- Lal said she had found some Christmas cards that had been stored in the loft and it was agreed to send them out this year.
- She said she had set up a direct debit with Virgin Media for the telephone bills.