



PEAKS & PLAINS
Housing Trust

Minutes of the Trust's Board Meeting held on 20th March 2018, 6.00pm at Ropewalks, Macclesfield

<u>Present</u>	John Hudson	JH	Chairman
	Matthew Cunningham	MC	Board Member
	Paul Findlow	PF	Board member (from item 7)
	Sam Knuckey	SK	Board Member
	Alison Light	AL	Board Member
	Kate Lindley	KL	Board Member
	Simon Leighton	SL	Board Member
	Gordon Richardson	GR	Board Member
	Tom Agar	TA	Board Member
	Jamie Hutchinson	JaH	Director of Customers
	Tim Pinder	TP	Chief Executive
	Greg van Enk-Bones	GvEB	Director of Resources
	Liz Holmes	LH	Assistant Director Finance
	Vic Bradford	VB	Link Asset Services
	Nikki Pearson	NP	Governance Officer
	Pauline Gosling	PG	Minute Taker
	<u>Apologies for Absence</u>		
	There were no apologies.		
	<u>Declarations Of Interest</u>		
	KL declared her association with Warrington Borough Council PF declared his committee membership with Cheshire Pension Fund		
1.	<u>Minutes of the Meeting Held 21st November 2017</u>		
	The minutes of the meeting held 23 rd January 2018 were reviewed.		
	The Board Decided:		
	655)	That the minutes of the meeting held on 23 rd January 2018 be agreed as a true and accurate record and be signed off by the Chairman.	
1a.	<u>Matters Arising</u>		
	<ul style="list-style-type: none"> JH is to meet with Challenge Group after formal adoption of the 5 year plan and would like to obtain a future plan of Challenge Group reports to Board. 		
2.	<u>Chief Executive's briefing</u>		

	<p><u>Nationally</u></p> <ul style="list-style-type: none"> • The Regulator of social Housing (ROSH) has published new VFM standard which does away with the requirement for self-assessment, moving to more reliance on the Board deciding what it wants to achieve and how it is going to monitor performance. A statement in the annual accounts will be required. All associations will have to report on set of VFM metrics. TP will bring a report to the next Board meeting expanding on this. • Spring Statement – nothing really included in it for our area. • Grenfell fire doors - Last week a Government inspection revealed that the fire doors at Grenfell were only half as effective as claimed. TP was pleased to report that our fire doors are from a different manufacturer. Assurance has been given that no other HA's need be concerned. <p><u>Trust</u></p> <ul style="list-style-type: none"> • We have started a comprehensive update of our website, wanting to build on ease of access. The update is linked to preparing us for universal credit as it looks like it will finally be rolled out in Macclesfield during the summer.
3.	<u>5 Year Plan</u>
	<p>JH informed Board that the draft 5 Year Plan had been designed with Board in mind and clearly there had been a lot of Board input into development of the plan, which he was pleased to see.</p> <p>In introducing the 5 Year Plan, TP confirmed that it had not changed much from last draft other than changing from 3 to 4 priorities, there was no change to the content it had just been separated out.</p> <p>TP informed Board that we were planning just one doc to serve a number of purposes, for Board, Stakeholders and staff but realised this would be impossible as Challenge Group, Stakeholders need information differently and we wanted to make it succinct for staff.</p> <p>The process now will be for Board to go through the 5 Year Plan to determine what the list of KPI's will look like, especially as ROSH are looking for 7 particular metrics.</p> <p>Regarding the protocol to deal with mergers and acquisitions and the commitment to review annually, Board felt that in putting the 5 Year Plan together it has been demonstrated that there is no reason for the Trust to consider merger or acquisition.</p> <p>Following review of the document, Board members felt that it was very well put together but made some suggestions for sub editing and the inclusion of stretch targets if appropriate.</p> <p>JH thought that the suite of KPI's seen by the Board has worked very well but if different KPI's come along then they will be welcomed.</p> <p>JH asked Board if they were happy with the 4 rather than 3 objective</p>

	<p>Following discussion, Board suggested changing the order of some of the objectives and perhaps removing the numbering, but overall they agreed with the content.</p> <p>JH suggested that a focus group to look at all other suggested PI's be held between now and May to bring back to board to agree the final KPI's.</p> <p>GvEB confirmed that for every KPI seen by Board there will be a whole raft being monitored in the office – it is a case picking the right ones for the Board.</p> <p>JH Summed up stating the editorial issues will be picked up to make it clear to people who are not steeped in terminology. He thanked everyone for their input and congratulated the Exec Team on putting it together.</p>
	The Board decided:
	656.i) To approve and adopt a final version of the five year plan.
	656.ii) to agree the key performance indicator suite it would like to adopt, to allow numerical targets for each to be proposed at the May meeting
6.	<u>January Performance Report</u>
	Board received the performance report to January 2017 which contained 8 green and 4 red indicators.
	<p>GvEB gave an overview of the red indicators:</p> <p><u>Rent collection</u> - collection is improved on the performance for the same period last year but are still comfortably within the top 25% of housing associations.</p> <p><u>Void rent loss</u> – Void loss is 0.48% driven by the ongoing challenges of letting properties at Ivy House and three other properties awaiting structural works. As previously reported – we do not expect to achieve the year-end target.</p> <p><u>Shared ownership over 6 months unsold</u> – There is one unsold unit at Beehive, Moulton for which a local agent has now been appointed to assist with marketing and sale of the unit. The remaining unit at Astbury Place has been reserved and legal has been instructed, completion is anticipated for end of February / Early March.</p> <p><u>80% transactions are completed electronically</u> - has taken a dip due to the number of telephone repair requests increasing. Management have been discussing taking a harder line on accepting phone repair reports and at the moment we are still forecasting to achieve target by year end.</p>
	JH suggested that Board look at performance in more detail once the year figures are known in order to get under the skin of it and get to know what is driving the targets.
	The Board decided:
	659) To note the Performance Report to January 2018.

7.	<u>Finance Report</u>
	Board received the comprehensive finance report to 31 st January 2018.
	The Board decided:
	660) To approve the finance report to 31 st January 2018
9.	<u>Feedback from Audit Committee (including Risk Management Policy approval)</u>
	MC gave feedback from the Audit Committee meeting held on 6 th February, the reports and minutes are available via the portal.
	The meeting covered: <ul style="list-style-type: none"> • Internal Audit Reports • Risk in focus around universal credit presentation • GDPR • Sector risk profile • Update on OJEU Review of the Risk Management policy which is recommended to Board for approval
	The Board Decided:
	662.i) To note the feedback from Audit Committee of 6 th February 2018
	662.ii) To approve the Risk Management Policy
10.	<u>Any Other Business</u>
	JH informed Board members that the meeting on 17th April will be to approve the Asset Management and Customer Repairs Strategies – both important items.
	TP advised that these strategies will drive the 5 year plan and will need to be updated on receipt of the stock condition survey information.
	The meeting closed at 7.55pm
	Risk Appetite and Golden Rules
	Board must note that this will be a specific Risk section in all minutes to ensure good governance to Risk is emphasised.
	Board will use the Trust Risk appetite STATEMENT TO AUTHORISE RISK TAKING DECISIONS, THE BOARD WILL SEEK good governance.

Signed.....

Date.....

Actions Carried Forward		
Item	Action	Response
5 Year plan	Board volunteers to meet to discuss future Board KPIs	Meeting set up before 24 th April
Pension Review	Board discussion pensions	Meeting set up before July Board.
JH is to meet with Challenge Group after formal adoption of the 5 year plan and would like to obtain a future plan of Challenge Group reports to Board.	JH met with Chair and vice Chair of Challenge Group 12 th April	
TP will bring a VfM report to the next Board meeting expanding on this.	Add to agenda for May Board meeting	Meeting set up for 15 th May