

## WESTMINSTER COMMUNITY HOMES LTD BOARD MINUTES

Thursday 16<sup>th</sup> February 2023

At Dolphin Living Offices, Castle Lane, London SW1E 6DR

### Present -

James Green (JG) (Chair)

Thomas Harding (TH) (Board Member)

Olivia Harris (OH) (Board Member)

(All Board Members are nominated by Westminster City Council)

### In Attendance-

Steve Moore (SM) (Westminster Community Homes)

Neil Tryner (NT) (Westminster Community Homes)

Hannah Callender (HC) (Westminster Community Homes)

Sophie Sheekey (SS) (Westminster Community Homes)

Daniel Hulme (DH) (Westminster City Council)

Abbey Gough (AG) (Westminster City Council)

**Minutes-** Sophie Sheekey (SS)

No.	Item	Action
1.	<b>Introductions, Apologies and Declarations of Interest</b>	
	<p><u>Introductions:</u></p> <p>James Green (JG) is WCC Director of Development and Westminster Builds Board Member.</p> <p>Tom Harding (TH) is WCC Head of Westminster Employment Service.</p> <p>Olivia Harris (OH) CEX of Dolphin Living Ltd</p> <p>The Board welcomed Neil Tryner (NT) new WCH CEX to his first Board meeting.</p> <p>Steve Moore (SM) Outgoing CEX attends final Board meeting. The Board thank Steve for his hard work and contributions over the last 13 years.</p> <p>Daniel Hulme (DH) Assistant Finance Manager to report finance items now that Sian Cogley is no longer in post.</p>	

	Abbey Gough (AG) Assistant Deputy Head of Corporate Finance will be supporting DH.	
<b>2.</b>	<b>Minutes and Action List of Board Teams meeting 3<sup>rd</sup> November</b>	
	<p>Board minutes are approved by the Board and signed by the Chair SM reported that there were no red items and only three amber items which were:</p> <ul style="list-style-type: none"> <li>- SM to move on with finalising the full loan agreement for sign off by the Board.</li> <li>- Asbestos now added to KPI reporting, WCC have provided a register of all properties with survey dates. Board request confirmation that asbestos has been contained.</li> <li>- WCH to work with the City Council to encourage other RP's to also contribute funds for breakfast clubs.</li> </ul>	<p><b>SM</b></p> <p><b>HC</b></p> <p><b>NT</b></p>
<b>3.</b>	<b>Social Value Report</b>	
	<p><i>SM presents</i> The Board approve:</p> <ul style="list-style-type: none"> <li>- to transfer this year's underspend of £10k to Magic Breakfast</li> <li>- increase budget to £45k for Social Value for 2023-24</li> </ul> <p>However, Board would like to see the profile raised of this funding and explore working with other RPs. TH to meet with NT and Cllr Amos.</p> <p>WCH are to request social value contribution from contractors going forwards, this should be included in the tender for works. TH will provide wording on this request. This will apply for Refresh scheme and MOT yard.</p> <p>The Board are updated on the progress and success of WCH IMR Horizon scheme, which is not funded by any third parties. Several tenants moving on to home ownership this year. SS to produce a note on successful cases, percentage of those who have made this step against those who have returned to renting after their tenancy comes to an end.</p>	<p><b>NT/TH</b></p> <p><b>TH</b></p> <p><b>SM</b></p> <p><b>SS</b></p>

	<p>SS to work with past tenants to produce case studies for an article also advertising VW phase 2. JG suggested contacting Martin Crank in WCC Comms.</p> <p>Article to be included in the report to the Shareholder Committee on 27<sup>th</sup> March and with Commissioners</p>	<p><b>SM</b></p> <p><b>SM/NT</b></p>
<b>4.</b>	<b>Finance Update</b>	
	<p><i>Daniel presents</i></p> <p>a. P9 Financial report The YTD position is at a surplus and favourable to the YTD budget.</p> <p>b. 23-24 Budget &amp; Cashflow Budget is approved subject to confidential item being agreed by Board (Item 11)</p> <p>Zero based reporting for rent only currently. DH to report on current arrears against budget position</p> <p>WCH currently loss-making DH to pick up on interest and depreciation within 30-year plan. Lease extension fees will also need to be considered when there is an update on the legislation.</p> <p>WCH confirmed the valuation costs are those for regen properties acquired on behalf of WCC. These are charged back to WCC on the sale of the property.</p> <p>WCC pay WCH an agency fee for the lessee negotiations on these properties and supporting them from beginning to end. CPO cases are very intensive, Board asked WCH to consider whether the fee should be increased for these cases going forwards. JG to speak to Savills for comparative costing advice.</p>	<p><b>DH</b></p> <p><b>DH</b></p> <p><b>SM</b></p> <p><b>JG</b></p>
<b>5.</b>	<b>Chief Exec Update</b>	
	<p><i>SM presents</i></p> <p>WCC Funding; loan agreement nearly ready for sign off.</p> <p>Developments: MOT yard revised funding agreement already formally approved by the Cabinet Member. The Board will be updated on the planning process as it progresses.</p>	

	<p>VW2 handover delayed but expected within the next couple of weeks. SS to invite Board to visit the completed site next month.</p> <p>Board member recruitment: SM awaiting 31Ten final report. JG met with WCC today and expects this to be sent within the next 4 weeks, before the Shareholder Committee meeting.</p> <p>OH and JG offered to remain as Board members for another year whilst WCH await this decision. This was agreed by the Board.</p>	<b>SS</b>
<b>6.</b>	<b>Annual Tenant Survey</b>	
	<p><i>SS presents</i></p> <p>13 bike winners are selected by the Board. SS will contact selected residents to collect. Website to be updated.</p>	<b>SS</b>
<b>7.</b>	<b>Governance Updates</b>	
	<p><i>SM presents</i></p> <p>All items now in place other than 3 items for new CEX including new business plan. NT will look to report these to the October Board meeting</p> <p>Board requested a note setting out the timetable for reviewing the various governance policies</p>	<b>NT</b>  <b>SM</b>
<b>8.</b>	<b>Fire Risk Assessments</b>	
	<p><i>HC presents</i></p> <p>WCH to report on a sample of WCC Blocks (i.e., Towers FRA actions), where WCH own individual properties but not responsible for the block. Note any outstanding actions that Board should be aware of.</p> <p>Next FRA assessments report, include list of outstanding items.</p>	<b>HC</b>
<b>9.</b>	<b>Key Performance Indicators</b>	
	<p><i>HC presents</i></p> <p><b>Customer services</b></p> <p>Only target not met by 5%. WCH to review other Westminster based RPs targets for customer satisfaction against our own.</p>	<b>HC</b>

	<p><b>Housing Management</b></p> <p>Review the tenancy checks procedure with HM team- IMR checks should be planned appointments due to low access rate in working hours.</p> <p>An update was provided on WCC repairs new procedure for dealing with damp and mould.</p>	<b>HC</b>
<b>10.</b>	<b>Forward Meeting Plan</b>	
	<p>Board noted.</p> <p>Business plan to be moved to September meeting. Going forwards it will be reviewed as part of the budget.</p>	<b>HC</b>
<b>11.</b>	<b>Confidential Business Item</b>	
	Approved	
<b>12.</b>	<b>AOB</b>	
	N/A	
	<b>Date of Next Board Meeting:</b>	
	Thursday 4th May 2023 TBC	

**Minutes signed off:**



**WCH Chair**  
**Date: 03/05/2023**