

## WESTMINSTER COMMUNITY HOMES LTD BOARD MINUTES

Thursday 3<sup>rd</sup> November 10.00am -11.30am

At Westminster City Hall – Room 18:05

### Present -

James Green (JG) (Chair)

Thomas Harding (TH)

Olivia Harris (OH)

(All Board Members are nominated by Westminster City Council)

### In Attendance-

Steve Moore (SM) (Westminster Community Homes)

Hannah Callender (HC) (Westminster Community Homes)

Sophie Sheekey (SS) (Westminster Community Homes)

Sian Cogley (SC) (Westminster City Council)

Daniel Hulme (DH) (Westminster City Council)

**Minutes-** Sophie Sheekey

No.	Item	Action
1.	<b>Introductions, Apologies and Declarations of Interest</b>	
	<u>Introductions:</u>  Daniel Hulme Finance Assistant to Sian Cogley.	
2.	<b>Minutes and Action List of Board Teams meeting 29 March / 2 May 2022</b>	
	March and May meeting minutes to be signed by JG.  TH/ HC Will be meeting with new Social Value Manager.  Asbestos has been picked up in papers, HM speaking with relevant team.  HC Discussing access to Business Continuity portal with Stephen Ansar to cover WCH and Westminster Builds.	<b>JG</b>  <b>HC, TH</b>

<b>3.</b>	<b>P6 Financial Report &amp; Updated Cashflow – 30 Year Financial Plan</b>	
	<p>SC states:</p> <ul style="list-style-type: none"> <li>- There is a broadly positive surplus. 2 sales of asset register have increased the budget.</li> <li>- There is a replacement component cost spend in voids which will result in deficit.</li> <li>- MOT Yard will be drawn down in this financial year</li> <li>- We are in receipt of £800k AHF</li> <li>- Yearly interest rate will be 30% lower</li> </ul> <p>For the 30-year plan; the Housing Revenue account are looking to draft by the end of the month.</p> <ul style="list-style-type: none"> <li>- Zero based budgeting important</li> </ul> <p>Housing management costs are, at present, calculated and produced by stock report rate agreed by per type of accommodation. SC To share document with OH.</p> <p>OH mentions that it should affect the Housing Management costs when the rental income differs by which properties are vacant.</p> <p>OH mentions that regarding ongoing losses for that WCH should incorporate a plan into the 30 year plan to understand long term implications. SC to discuss with OH to incorporate into 30-year plan</p> <p>OH cash flow Min surplus £3m. SC adding parts for optionals.</p>	<p><b>SC</b></p> <p><b>SC</b></p> <p><b>SC</b></p>
<b>4.</b>	<b>Chief Exec Update</b>	
	<p>SM informs Board that a meeting with Neil has been arranged, to discuss his upcoming handover. A plan has been put together for his inception on 6<sup>th</sup> February.</p> <p>SM to draft cabinet report as loan is dropping but Affordable Housing Fund increasing.</p> <p>SM held a meeting with Shareholder Committee to discuss one bedroom to two-bedroom conversions. Costs involved set out in</p>	<p><b>SM</b></p>

	<p>previous Board. Circa £1m WCC will be provided to us via Affordable Housing Fund.</p> <p>At same meeting to agree recommendations for skills audit report and to strengthen board. It's been suggested that the forward meeting plan should be to incorporate 7 people to the Board as a 5 person Board isn't sufficient. Their findings will be shared with the Board next week.</p> <p>It has also been suggested that a Councillor should be on the Board.</p> <p>OH recommends that due to the coinciding timing of SM and Board Members retirement in 6 months' time, we should speak to Andrew Cowan at Devonshire's to negotiate an extension of the Board Members.</p> <p>OH also suggests that by bringing in Finance Director from Dolphin to act on the WCH Board, would retain ongoing relationships and knowledge that is provided by Dolphin input.</p> <p>The remainder of the 7 should include at least one candidate with Westminster Property experience to retain continuity for Neil.</p> <p>OH set up meeting with JG and SM with finance director at Dolphin.</p> <p>Tenant Newsletter – SS to share Newsletter with WCC Committee</p> <p>SC Audit tender – Hasn't been shared but will be over the next few days.</p>	<p><b>SM</b></p> <p><b>OH</b></p> <p><b>SS</b></p> <p><b>SC</b></p>
<b>5.</b>	<b>Risk Register</b>	
	<p><i>For approval by Board</i></p> <p>TH suggests staffing gross risk should be red due to upcoming changes in Board and Staffing. OH advises recruitment should be amber. HC to change</p> <p><i>Board approve</i></p>	<p><b>HC</b></p>
<b>6.</b>	<b>Key Performance Indicators</b>	
	<p>Complaints were at 100% but due to two late responses in August has reduced to 75%.</p>	

	<p>OH recommends that WCH look at identifying a realistic turnaround time for turning around complaints. HC responds that we are already using the WCC response rate.</p> <p>Tenancy checks are being picked up by Housing Management and we are moving forward as target has increased.</p> <p><i>Board note</i></p>	
<b>7.</b>	<b>Governance Updates</b>	
	<i>Board Note</i>	
<b>8.</b>	<b>Forward Meeting Plan</b>	
	Neil will be in place by next meeting.	
<b>9.</b>	<b>AOB</b>	
	<p>SM would like to group together other RP's to organise funds for homework and breakfast clubs. TH to get update from Keith Cookson.</p> <p>TH to work with HC re budgeting money for influence in cost of living crisis and programs.</p>	<p><b>TH</b></p> <p><b>TH</b></p>
	<b>Date of Next Board Meeting:</b>	
	<b>Thursday 9<sup>th</sup> February 2023 10am</b>	

**Minutes signed off:**

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**WCH Chair**

**Date:**