

MINUTES OF EALING HOMES MEETING

02nd November 2006

Present

Members:

Eddie Brown (Chair)
Brian Everett (Vice)
Liban Ali
Don Ayre

Florence Herve
Ashok Kapoor
John Gallagher
Fiona Worrell

Mark Reen
Seema Kumar
David Ramsden

Officers:

Rubina Qaiyoom	–	Company Secretary and Legal Advisor
Keith Millican	–	Director of Resources
Andrew Potter	–	Director of Housing Management
David Mark	–	Director of Asset Management
Niamh Riordain	–	Residents Participation Manager
Trung Tran	–	Management Information Officer
Sasha Nicol	–	Board Support Officer

Item		Action
1a	Apologies Su Gomer – Managing Director Julian Bell	
b	Board Appointments RQ advised that Mehjoub Sahraoui is no longer a Council tenant and therefore no longer eligible to be a Tenant Board Member. The situation was discussed. <ul style="list-style-type: none"> • Board agreed that MS remain on the Board as an Interim Independent Board Member until recruitment of a permanent Independent. 	
2	Declarations of Interest None	
3	Minutes 29/6/06	
3 a	Accuracy Minutes agreed as accurate.	
3 b	Matters Arising	
i	<ul style="list-style-type: none"> ➤ Decisions made at the September Board meeting were ratified. 	
ii	Item 7.ii ASB Mobile Patrol Consultation. Following resident consultation, a survey was conducted in September to determine support for the extension of the pilot. 90.1% of surveys were returned with 73% in favour of implementation of the security service at a	

	<p>cost of £1 per week. EH has now submitted the proposal to LBE; it will be put to the November Cabinet meeting for decision as to whether LBE will support the project.</p>	
4	Managing Directors Report	
a	<p>Item 5; Performance Issues - Awaiting settlement from LBE as to how much EH should contribute to ECT. AP has informed LBE that it would be inappropriate for him to authorise works that he knows are not being carried out correctly.</p>	
b	<p>Item 5; Travellers Site – LA requested further information on the site and any future plans. AP invited interested Members to contact him to arrange for a tour of the Park Royal site and to meet with the site Manager.</p> <ul style="list-style-type: none"> • Interested Members to contact AP to action. 	
c	<p>Future ALMO Funding and Profiles; A review of the Building Cost Model has been conducted and submitted as required. EH has declined to place a future bid in favour of completing the current model; LBE supports EH in this decision.</p>	
d	<p>EH is to meet with DCLG to discuss and present EH’s case; information will be fed back to the Board as it becomes available. This will affect three areas of Decent Homes:</p> <ol style="list-style-type: none"> 1. DH Promises made in May 2. Key Estates Scheme 3. Instability of Government decision – EH would prefer funding now to stabilise the situation. 	
e	<p>DM advised that the next Regeneration Meeting would consider the effect of this on DH as most Key Estates works are to be completed in 2008/09. He recommended waiting for the outcome of this meeting before progressing further.</p>	
f	<p>Further information on DH was requested to facilitate understanding of the project. Members were advised that the Organisational and Capital Programme Committee oversee the DH project where it is discussed at length.</p>	
g	<p>DR requested further information on ECT; Members were advised that ECT do not provide any information but that any information EH has accumulated can be provided.</p>	
h	<ul style="list-style-type: none"> • DM will provide an update on DH to the next meeting. Information is also available in the OCPC Minutes. 	DM
i	<ul style="list-style-type: none"> • Available information on ECT to be sent to DR. 	SG/SN
5	GIS Tenant Profiling	
	<p>Trung Tran presented the GIS Tenant Profiling Presentation to the Board.</p>	
a	<p>Stemming from a presentation made to the Equality, Diversity and HR Committee, the presentation demonstrates how the EH service is informed and understanding of EH tenants is facilitated. Tenant profiling currently covers 60% of tenants and a system has been implemented to continue capturing tenant profiles.</p>	
b	<p>The system is a very cost effective way of visually manipulating data that is</p>	

<p>c</p> <p>d</p> <p>e</p> <p>f</p>	<p>gathered by EH (updated daily) and other sources such as LBE and Census information.</p> <p>TT demonstrated how the system could be utilised to show BME representation, overall and specific ethnicity of EH against the Borough and tenant profiling via age and sex. EH is working to include all six identified strands of equality and diversity into the tenant profiling. The strands as identified by the LGES are race, gender, faith & belief, sexuality, disability and age. Members were assured that tenant information is only gathered with the agreement of the tenant who signs an agreement of detail disclosure. No assumptions are made about any tenant and no information is guessed. Tenants are also offered the option of 'non-disclosure' of personal information should they wish.</p> <p>TT presented an ASB Case Study to the Board, using actual data, to demonstrate analysis by and application of GIS for practical purposes such as informing the Security Patrol of identified 'hotspots'.</p> <p>Members asked about the cost of the system and were advised that it was negligible in terms of the benefits, which could be gained.</p>	
<p>6</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p>Review of the Borough-Wide Consultation Framework</p> <p>A review of the current Borough-Wide Structure was agreed on by EH, LBE and ETLG. Open Communities was awarded the contract and the main recommendation made was the formation of a 'Residents Council'; implementation of which would be around March 2007.</p> <p>Board was asked to agree the formation of a Steering Committee to consider the recommendations. Board was further asked to nominate a Member to sit on the Steering Committee.</p> <p>Board considered issues involved including the suitability of a Residents Council to address Borough-wide issues, targeting and encouraging tenant and leaseholder involvement, current formal and informal structures for involvement and linking of a Residents Council to council and tenant forums.</p> <ul style="list-style-type: none"> • Board agreed the formation of a Steering Committee to consider EH's and Open Communities recommendations. • Board agreed that two Members be nominated to share a seat on the Steering Committee to provide adequate cover, in consideration of other commitments. • FH and BE selected to sit on the Committee. <p>An initial meeting of the Committee will be planned prior to Christmas.</p>	<p>NR</p> <p>FH/BE</p>
<p>7</p> <p>a</p> <p>b</p>	<p>Board Member Retirement Policy</p> <p>As an action resulting from the Governance Review; RQ presented a draft Retirement Policy.</p> <p>Members were reminded that the policy was proposed to provide flexibility to the Board, as any changes to the Articles would need to be agreed by LBE.</p>	

<p>c</p> <p>d</p> <p>e</p> <p>i</p> <p>ii</p> <p>iii</p>	<p>Members considered implications to the Board such as concentration of power, seniority of members, retirement via lot versus rotational retirement, election versus selection of resident and independent members and the need to raise community involvement/interest in the Board.</p> <p>Members were not in favour of a scoring system but preferred rotational retirement and membership selection. It was noted that the formation of a Residents Council and related forums could have a positive effect towards generating community involvement in the Board.</p> <p>Board agreed:</p> <ul style="list-style-type: none"> • A rotational basis for retirement. • A maximum length of service to be implemented. • RQ to redraft the policy for the next meeting. 	<p>RQ</p>
<p>8</p> <p>a</p> <p>b</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p>Board Member Payment and Expenses</p> <p>Stemming from the Governance Review this applies only to the Independent and Resident Board Members as Council Board Members are reimbursed by LBE.</p> <p>RQ proposed three options to the Board:</p> <ol style="list-style-type: none"> 1. Retaining the existing expenses format, which is based on staff expenses, 2. A flat rate of payment, 3. Or, Board remuneration on contractual terms, which would need to be agreed by LBE. <p>Board discussed the options and agreed the following:</p> <ul style="list-style-type: none"> • Expenses to continue in the existing claims format based on, and in line with, staff expenses. • Carer's allowance, which is paid to the carer, be raised to £5.50 per hour in line with the minimum wage. • Expenses must be clearly evidenced. • A maximum timeframe of three-months for submitting claims to be implemented. 	
<p>9</p> <p>a</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>v</p>	<p>Minutes of Committee Meetings</p> <p>Audit & Regulatory Committee 31/08/06 & 18/09/06</p> <p>EH still awaiting Comfort Letter from Richard Ennis, LBE, which assures Auditors that LBE will continue to pay the Management Fee even though the Balance Sheet indicates insolvency.</p> <p>EH Final Accounts need to be filed by January 31st, however they must first be presented to the Board at the AGM.</p> <p>The A&R Committee has met with both the Internal and External Auditors to consider EH accounts and both are aware of EH current position.</p> <ul style="list-style-type: none"> • MR advised that he would personally contact both Brian Queen and Richard Ennis to urge them to progress this matter. • Members of the A&R Committee agreed to move the November meeting from Monday 20th to Wednesday 29th November. 	<p>MR</p> <p>A&R Comm.</p>

b	Equality, Diversity & HR Committee 09/10/06	
i	<ul style="list-style-type: none"> Board agreed the revised Terms of Reference for the E, D & HR Committee. 	
ii	FW advised on the feedback of the September LGES training. Particularly highlighted was the need for Board diversity as well as the impact of diversity on EH. She further advised that the possibility of electing a Diversity Champion, to support diversity on the Board and in EH, was being considered.	
iii	The Recruitment Analysis in terms of population versus applications received was considered and further information on trends has been requested. The Committee has also requested further information on Agency Staff with concerns as to why posts have not been filled with permanent staff.	
iv	The Committee was also updated on the new Age Discrimination Regulations.	
10	AOB	
a	Board Support Officer; the Chair advised the Board that SN will be leaving EH shortly; on behalf of the Board he thanked her for her work and support during her time with EH.	
b	Budget Savings Proposal 2007-8 Report presented to Members to review. A special meeting will be held shortly to address this. LBE has requested that savings of 8% be identified; the report sets out those areas where EH has attempted to identify potential savings and efficiencies. However, EH is concerned over the impact this would have on services where efficiencies could otherwise be reinvested.	
c	<ul style="list-style-type: none"> A Special Board Meeting will be held ASAP to consider. 	
	<p>Meeting closed at 8.59 p.m.</p> <p>Next Meeting: Special Meeting to be organised ASAP – Members will be advised.</p> <p>December Meeting:</p> <p>Date: Thursday 7th December 2006</p> <p>Time: 7.00 – 9.00 p.m.</p> <p>Venue: Ealing Town Hall Committee Room 2</p>	

Chair.....

Date.....