

**URH Board Minutes – Part A
15 October 2008 at 6.30pm
Loughborough Community Centre**

Present:-

URH Board

Edith Yembra, David Schwarz, Cllr Alex McKenna, Lia Conceicao, Mary Simpson, Christine Jacobs, Helen Charlesworth-May, Anton Manickim

URH Officers

Nilavra Mukerji (CEO), Clara Odamo, Tim Mathias (Minutes), Phil Morris, Andrew Walker

Observers

Lloyd Lewis (Manager – Loughborough EMB), Dan Howcroft (Manager – Blenheim Gardens), Mark Browne (Manager – Roupell Park), Jason Wyatt (Board Member – Loughborough EMB), Cllr Jeremy Clyde

Apologies

John Pepin, Cllr Clive Bennett, Anton Manickim, Jean Slater, Maya Schram, Selena Ellis, Ann Hoad,

1 Introductions

- 1.1.0 Nilavra Mukerji read out a statement from Ann Hoad, which stated that she has decided to resign from the board for personal reasons, effective immediately.
- 1.1.1 It was agreed to elect a new Chair at the next board meeting. It was agreed that Edith Yembra would chair this meeting.
- 1.1.2 Board members and attendees introduced themselves. The TMO managers, were present as well as Cllr Jeremy Clyne along with Jason Wyatt, a Loughborough Board Member.
- 1.1.3 Lia Conceicao asked about the status of Maya Schram on the URH board. Phil Morris confirmed that, as stated at the last board meeting, Maya Schram retains their position on the board until they are retired by rotation.

2 Declarations of Interest

- 2.10 There were no declarations of interest.

3 Election of Chair

- 3.1.0 It was agreed to defer this item to the next meeting.

4 Minutes & Matters Arising from the meeting on 17 September

- 4.1.0 Please note that Lia Conceicao's name is spelt wrong at paragraph 4.2.2 of the Minutes, similarly Anton Manickam's name is spelt wrong under apologies.
- 4.1.1 Cllr Alex McKenna was not present at the 17 September meeting.
- 4.1.2 Regarding paragraph 8.3.1, David Schwarz requested a progress report after the new CEO had been in post for 2 months.
- 4.1.3 Regarding Action Point 2, there have been problems extracting detail reports from the system, this will be addressed over the next few weeks.
- 4.1.4 To clarify paragraph 8.2.1, David Schwarz was asked to serve on the selection, but later turned this down for the reasons outlined.
- 4.1.5 Subject to the above amendments, the minutes were agreed unanimously.

5 Chief Executive Officer Report

- 5.1.0 Nilavra Mukerji stated that he has managed to attend a board meeting at each of the TMOs during his first weeks in post. He has identified a number of important issues.
- 5.2.0 MRA allowance
- 5.2.1 Nilavra Mukerji stated that he had to inform the meeting that it is possible that next year's MRA for the Council as a whole could be reduced by up to 50%. This is due to pressures on Lambeth's budget.
- 5.2.2 This year's MRA programme is on track. A procurement framework will be presented at the next board meeting, which will set out a procedure for URH and be aligned to the Lambeth procedure. For the current year, since the allocation was not received until July 2008, URH has had to work at pace and therefore not done as much consultation as they would have liked. Andrew Walker is now starting consultation on potential projects for next year and beyond. In future, URH will do all of its own consultation and involve the TMOs in this process.
- 5.3.0 Loughborough Centre
- 5.3.1 The licence has now been agreed, all that needs to be done is obtain insurance before the centre can be opened up to the public.
- 5.4.0 Service Improvement Plan
- 5.4.1 Blenheim Gardens have achieved the most completions to date followed by Roupell Park.
 - 1. Service standards are being developed, using the work undertaken by Blenheim Gardens as a model. URH will look at these to ensure that they are all SMART. URH will undertake the consultation on behalf of all the

TMOs and then aim to achieve sign off through the December board cycle.

5.4.2 A number of resident satisfaction surveys have been developed and results will be collated as part of quarterly monitoring. Lambeth's STATUS survey has gone out to residents.

5.5.0 Forward Plan

5.5.1 A first draft is included at the end of the CEO report. This will be a working document and be presented in the Board papers in future..

5.6.0 Decision Log

5.6.1 Maintaining a decision log is good housekeeping. This is in development and should be completed (backdated to April 2008) for December Board

5.7.0 Housing Revenue Account

5.7.1 This will be discussed under Part B of the agenda.

5.8.0 TMO Allowances

5.8.1 This will be discussed under Part B of the agenda. TMOs have received a communication. A meeting took place where the Cabinet Member for Housing had invited all the TMOs.

5.9.0 LEMB Management Agreement

5.9.1 This will be covered under part B of the agenda.

5.10.1 Lia Conceicao stated they wanted to bring up concerns about the Capital Programme, they believe that 64% of Waltham residents are opposed to the Capital Programme as it currently stands. Lia Conceicao believes that there are two blocks at Waltham desperately in need of new windows. They do not agree with the amount that has been set aside for new railings.

5.10.2 Nilavra Mukerji stated that the finance required to undertake a window replacement programme is not available at the moment.

5.10.3 Andrew Walker stated that new windows are planned for both Thornicroft and Addington Houses in future years. It will not be possible to fit them into this years programme, even if the finance were available, the lead in time for preparatory works is too long and involved. If we stop the programme now, URH will have no chance of completing works within the allotted time frame given to spend available funds.

5.10.4 Additionally Andrew Walker informed the meeting that Lambeth Living is not currently replacing Crittal type windows at the moment. There are design problems involved in complying with new environmental regulations, it will take some time to design a type of window that will

comply. In the meantime, there is no doubt that many of the roofs at Waltham require work, and we are in a position to progress these.

- 5.10.5 Andrew Walker advised the meeting that this did go to the Waltham board during the summer of 2007, when there was a clear steer towards roofs, and railings had been identified as a project since 2006 with Waltham undertaking consultation on this..
- 5.10.6 Nilavra Mukerji informed the meeting that consultation arrangements will be improved for future projects. Nilavra offered to attend a consultation meeting with Waltham residents in relation to window replacements.
- 5.10.7 Cllr Alex McKenna asked whether it would be possible to start the process of applying for planning permission?
- 5.10.8 Andrew Walker stated that as part of this year's MRA, a feasibility study was being carried out for the window replacement work which would include preparing it for a planning application. AW was send out letters to invite residents to a consultation meeting.

6 Performance Report

- 6.1.0 Tim Mathias stated that the most challenging areas remain rent collection and void turnaround time at Loughborough. Work was underway to improve the arrears position at Loughborough.
- 6.1.1 Further details around rent collection were requested. These are currently in development.

7 Any Other Business

- 7.1.0 Phil Morris
- 7.1.1 Volunteers are needed to represent URH at the Leaseholder and Tenant Forum's. There will be a Leasehold Forum next week. Mary Simpson was volunteered as a leaseholder representative.
- 7.1.2 A tenant representative still needs to be appointed.

Action Point	By whom	When
Email asking for a tenant volunteer	Tim Mathias	1 Nov 08