**Roupell Park Resident Management Organisation**

**Minutes of Board Meeting Tuesday 30 May 2017, at 7pm at Roupell Park Community Centre**

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|  |  | Action |
| **1** | **Members Present:**Mary Simpson: Chair (MS1), Oni Idigu: Treasurer (OI), Marcia Jones: MJ (arrived 8.15) (Secretary), Molly Sinclair (MS), Alex Ekumah (AE) (arrived 8.30), Chris Weathers(left 8.30) (CW) & Janet Nicholson (JN) **Apologies**Tom Parker**Staff in Attendance**Simon Oelman, Estate DirectorEva Christmas, Community Development Manager**Guests**Oroh Akudihr, Anton Barnet, Aaron Barnet, Jordan Henry (all Youth Forum)Chair welcomed all to the meeting. |  |
| **2****2.1****2.2** | **Minutes and Matters Arising**The Minutes were agreed as an accurate record of the meetingAction Points* Not all reports from 2016 NFTMO conference received. Matter closed
* Increase in Shareholder’s List. Ongoing
* Refuse Collection – member response not received
* How to refix curtains and blinds in Warnham. SO to chase Mears
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| **2** | **Declaration of Interest, Fraud, Gifts & Hospitalities; New Shareholder Certificates**1. No new Shareholder Certificates had been received
2. There were no declarations of Interest or Fraud
3. There were no Gifts and Hospitalities received by Office Staff.
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| **3** | **Chairs Actions**There are no staff birthdaysBoard Birthdays MS(1) in JuneAway day held and members rated highly. Slides had been circulated (MS1 to print for MS) Appraisals all complete.NFTMO conference being held 9 until 11 June. The Chair Emphasised that attendees would be expected to provide feedback to the Board.Chair reported that she had not had a final reply from members about changes to waste collection but she would continue to chase this. | **Chair** |
| **4** | **Presentation by Youth Forum**The Chair welcomed members of the Youth Forum to the Board. She said she was very pleased about the success of the group and that she looked forward to receiving regular feedback from them. She wanted to ensure that the views of the forum also reflected those of the wider group of young people living on the estate.Oroh introduced herself and explained that as well as being the Chair of the Youth Forum she was also a member of the Youth Co-op Commissioning group which awarded grants to projects around the Borough. Roupell Park had been successful in getting one award. Oroh said that there was a need for investment in further activities for young people on the estate, including dance and basketball. She also stressed that the Homework club had been very helpful to her personally.Anton emphasised that the Forum was very enjoyable and helped him to feel included in the process. Aaron said that one of the things he wanted to see was the existing ball court to be upgraded to have AstroTurf. EC explained that the first activity was a Go–Karting trip during half term. Eva also said that the Forum were contributing to the development of the summer programme.CW said that the Board would continue to support the group and that they must be prepared to ask questions and say what they and young people on the estate wanted. It could not be guaranteed that it would happen but if they didn’t ask they wouldn’t get.*Oroh, Aaron, Anton and Jordan left the meeting at 7.35* |  |
| **5****5.1****5.2****5.3** | **Data Protection Policy, Anti-Fraud Policy and Business Continuity Plan**SO introduced the paper to the Board.Data Protection Policy – Section 6. New Paragraph to be inserted All disclosures must be approved by the Estate DirectorCounter Fraud Policy. The Board welcomed the policy and suggested an amendment - Paragraph 2.1 third bullet point to read ‘An annual code of conduct declaration completed by all employees and Board members.’Business Continuity Plan. The Chair asked what would happen if the ED was suspended. SO emphasised that if this happened LBL would be able to suspend access to systems immediately.**The Board agreed*** **The Data Protection Policy as amended**
* **The Counter Fraud Policy as amended**
* **The revised Business Continuity Plan**
 | **SO****SO** |
| **6****6.1** | **Community Development Action Plan**EC introduced the report. She emphasised that we continue to deliver services both directly and through a wide range of partners which continues to be developed.Eva explained that we will continue to develop or Social Value project and would ensure that we took this into account when we develop contracts in the future. However it was noted that Lambeth do not target social value input to specific estates and as such we have not benefitted from any of the works done by Mears on site. Chair requested that this was raised with Lambeth.Eva said that we had been asked to deliver 2 workshops at the NFTMO conference which showed our increase in status.The Board noted considerable progress had been made against targets set. However they agreed that the existing plan was too detailed and that a new simpler plan should be brought back to the October meeting.**The Board agreed to** * **Note progress against the Operational Plan Action Plan.**
* **To agree review plan in September 2017 and to simplify it in its entirety with 20-30 objectives as a maximum.**
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| **7****7.1****7.2****7.3** | **Performance and Targets**Members were asked to note the performance outcomes for 2016/17. There had been an overall improvement in performance but SO emphasised that he did not feel that arrears performance was adequate and had laid out his expectations to the housing officers.SO explained that there was a problem with void turn round because of the failure to receive verified nominations. This was noted but the Chair requested that staff maintain a record of RPRMO’s performance.A discussion was held around the number of tenancy check visits to be completed. It was explained that these were carried out by home visit to determine that the property was occupied according to the tenancy and to check for Fraud.The Board agreed to increase the target for 2017/18 to 15%. Members also requested that the ED examine ways in which the DLO could carry our pre checks to determine if there was a likelihood of fraud.**The Board*** **Noted the performance out turns for 2016/17**
* **Agreed the proposed performance targets to 2017/18 but increase the tenancy check target to 15%**
* **Requested that separate performance targets for RPRMO voids performance be kept**
* **Asked the ED to look at how the DLO could be involved in tenancy checks**
 | **SO****SO** |
| **8****8.1****8.2****8.3** | **ED Report**The ED introduced his report. He highlighted* S20b letters had been further delayed so the proposed consultation session had been postponed
* He had rewritten the risk map and had introduced new risks around
* The effect on staff of budget cuts
* Increases in major works costs
* Increased levels of ASB on the estate

Members discussed the proposal that the community volunteer should be given immediate £500 payment in recognition of the superb work he has done.**The Board Agreed*** **To make a one off payment to the Community Volunteer in recognition of his exceptional work**
* **To Note the Report**
 | **SO** |
| **9** | **Finance Update****The Board noted the report** |  |
| **10** | **Feedback from Senior Citizens coffee morning**MS said that the coffee morning remained very successful and well attended. However people were worried about the level of ASB on the estate and mixed messages coming about their safety. SO agreed to attend the next coffee morning to discuss | **SO** |
| **11** | **AOB*** Shareholder membership project. MJ reminded members that the door knocking project was overdue and requested members to return their information sheet asap
* IR reminded members about the TMO Liaison meeting on 4 July.
 | **ALL****ALL** |

**Date of next meeting – Tuesday 27 June at 7.00pm**

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| **ACTION POINTS** | **TASKED TO** | **DEADLINE (IF APPLICABLE)** |
| 1. Increase in Shareholder’s List
 | MJ | September 2017 |
| 1. Refuse Collection – MS1 to chase members
 | MJ/Members | June 2017 |
| 1. How to refix curtains and blinds in Warnham
 | SO | June 2017 |
| 1. Separate Performance Targets for SCV
 | SO | September 2017 |
| 1. Examination of whether DLO can help with tenancy check visits
 | SO | July 2017 |
| 1. Payment £500 to community volunteer
 | SO | June 2017 |

Chair’s Signature: ……………………………………………… Date: …………………………………

Secretary’s Signature: …………………………………………… Date: ………………………………..