



Plymouth Community Homes Board
Microsoft Teams
16 December 2020 at 5pm

Present:

- Nick Lewis (NL) (Chair)
- Debbie Roche (DR) Vice Chair
- Simon Ashby (SA)
- Lavinia Porfir (LP)
- Liz Nicolls (LN)
- Graham Stirling (GS)
- Nigel Pitt (NP)
- Tina Tuohy (TT)
- Maddi Bridgeman (MB)
- Valerie Lee (VL)
- Julie White (JW)
- Graham Clayton (GC)

In attendance:

- John Clark, (JC) Chief Executive
- Nick Jackson, (NJ) Director of Business Services and Development
- Gill Martin (GM) Director of Corporate & Manufacturing Services
- Belinda Pascoe (BP) Head of Governance
- Leanne Eastwood (LE) Governance Officer – Minutes
- Craig Moore (CM) Womble Bond Dickinson

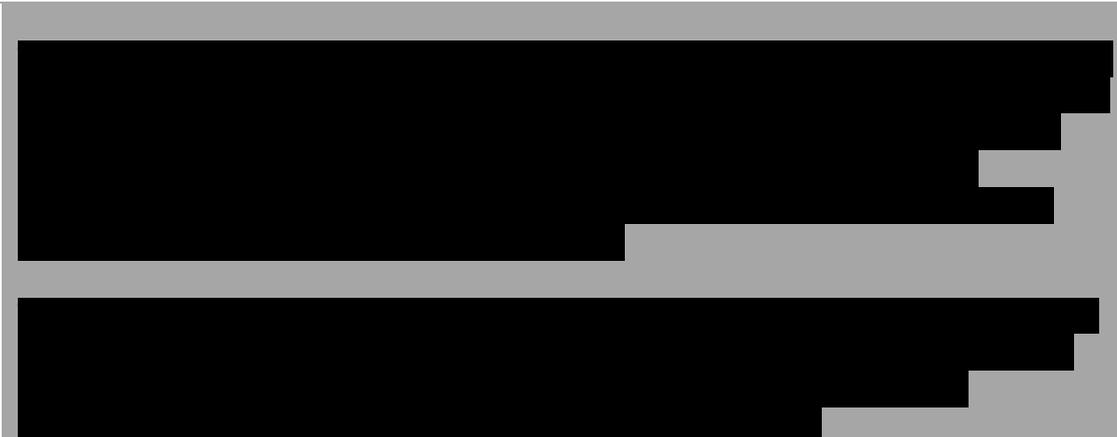
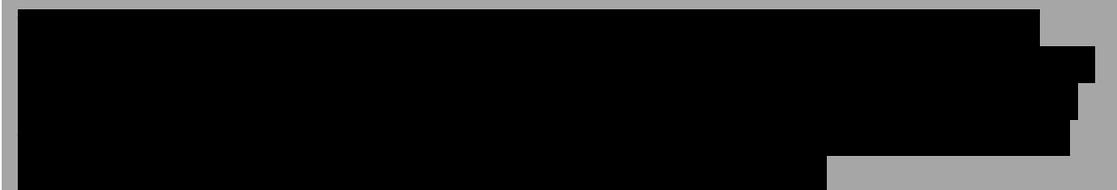
Apologies:

None

1.	Welcome and Introductions Confirm Quorum	
	<i>The meeting started at 5:00pm</i>	
01/12/20	NL welcomed everyone to the meeting, which was confirmed as quorate and went through the meeting protocol which included how to indicate that a member wants to raise a question.	
2.	Apologies for Absence	
02/12/20	No Apologies for Absence had been received.	
3.	Declarations of Interest	

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03/12/20	<p>The guidance on declaring an interest was noted. GS, MB, SA and NJ declared an interest, as Board members of Plymouth Community Homes Manufacturing Services Ltd, in the agenda item on Manufacturing (item 11)</p> <p>The paper being presented was an update on the decision already taken by the PCH Board on the 19 May 2020 and therefore it was not felt that the PCHMS Board members being in attendance would affect the integrity of decision making. Additionally NJ as Finance Director of PCH was a key source of financial information for the PCH Board.</p>	
4.	Minutes of the Previous Meeting 24 November 2020	
04/12/20	<p>The minutes from the meeting on the 24 November 2020 were considered and it was agreed that they were an accurate record of the meeting and could be signed by the chair electronically. It was noted that all papers had been published in the same manner as normal and board members were given an opportunity to submit questions relating to the papers being presented by email. The responses to these questions had been circulated to all Board members before the meeting and were included in these minutes as a record of the meeting.</p>	
5	Redacted written resolutions of Previous meeting 24 November 2020.	
05/12/20	<p>The proposed redactions were reviewed and an amendment made to 30/11/20 to provide greater transparency. These were then approved by the PCH Board to be published on the PCH Website in line with the PCH Transparency policy.</p>	
6. 06/12/20	Matters Arising – None	
7. 07/12/20	<p>Decisions since last meeting- Efficient Decision Finance Committee Terms of Reference.</p> <p>This was discussed and it was also confirmed that the committee would be formed by the following :</p> <p>Liz Nicolls (Chair) Nick Lewis Simon Ashby Graham Clayton Valerie Lee</p>	
8. 08/12/20		
		

		
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15/12/20		
16/12/20		
9.	Chairs Urgent Business – PCHMS Board Chair Extension.	
17/12/20	<p>BP presented this report to the board explaining that our Governance framework permits that no person may serve as committee chair/PCHMS Board chair for more than six consecutive years. As a result, Graham Stirling would be required to stand down from the role of Chair of PCHMS Board as he had completed that 6 year term.</p> <p>Given the time limited nature of PCHMS, it was proposed that Graham Stirling continues as Chair of PCHMS in the short term to provide continuity whilst the company is wound up.</p>	
18/12/20	<p>The PCH Board:</p> <ol style="list-style-type: none"> 1. Agreed to the extension of Graham Stirling’s term as Chair of PCHMS until that company is wound up or until the end of March 2021 whichever is the soonest. 2. Noted that this proposal will mean a non-compliance with the agreed Governance framework (standing orders) 3. Agreed that in the event of PCHMS not being wound up by the end March 2021 the position regarding the Chair of the PCHMS Board is reviewed. 	
10. 19/12/20	Committee Minutes Circulated- None	
11	Redacted as commercially Sensitive Update on PCH Manufacturing	
20/12/20	<p>GM presented the report to the Board which gave an overview on the activities that had been undertaken in relation to the Manufacturing Unit to implement the PCH Board decision made on the 19 May 2020 to close and wind up the PCHMS subsidiary.</p> <p>The report provided an update on the clearance of the Prince Rock Depot site and potential dilapidations schedule. The final outcome for staff -which included 11 TUPE transfers after the sale of the window factory to Karsal who also purchased stock and plant as part of the sale which reduced the cost of closure.</p>	

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21/12/20	<p>At the last PCH Board meeting on the 24 November the outcome of the lessons learned paper was presented and set out key recommendation which the board accepted – this was subsequently passed on to the regulator.</p> <p>An update on the position statement report that was presented to the PCHMS Board on the 27th November 2020, was included which set out the out financial forecast for the year and sought approval for a number of recommendations. Accompanying the position statement was an advice note from Womble Bond Dickinson and CM was here to provide advice if required on the next steps that the directors of PCH should take.</p> <p>[Redacted]</p>	
22/12/20	<p>[Redacted]</p>	
23/12/20	<p>[Redacted]</p>	
24/12/20	<p>[Redacted]</p>	

25/12/20	CM left the meeting at 17:44pm	
12	Service Charges Policy & Strategy Update	
26/12/20	<p>A briefing note was presented to provide the Board with an update on the ongoing work to update the Service Charge Policy and Strategy, in advance to the final versions being presented to Board on the 4th February 2021.</p> <p>Early feedback on the approach was being sought from the Board as the Service Charge report for 2021/22 was also being presented on the 4th February 2021.</p> <p>The current Policy and Strategy was last approved by Board in 2010 not long after transfer. Whilst mostly still relevant, there were a number of actions that were now embedded into the business as usual activities of services and no longer requiring specific mention within the documents. However, there were updates required to reflect the increasing mix of tenure types, operating models of new developments and changes to legislation.</p> <p>Also set out within the briefing note was the plan to seek resident engagement in the revised Policy and Strategy.</p>	
27/12/20	<p>The following feedback was given on the approach and information clarified as a result of questions:</p> <p>The report detailed the specific questions which were going to be used for the resident engagement on the revised policy and Strategy. Feedback was given that these should be in plain English and consideration should be given to using terms such as RPI+ and CPI+ which would be unfamiliar for many residents. Therefore it was agreed that if these terms are used they will be supported with a fuller explanation.</p> <p>There are some service charges which aren't covered by UC/HB – such as private heating. In these instances support is provided to those residents who are struggling to pay.</p>	

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28/12/20	<p>There is currently a review of the leaseholder team taking place to increase its capacity to support leaseholders with some of the larger charges. Additionally a leaseholder forum will be set up. One of the things that they could look at would be the possibility of setting up sinking funds to help leaseholders save up for these improvements. Previously when this was broached with Leaseholders before they were against the idea however this was something that the leaseholder forum could explore.</p> <p>Details of service charges are sent out to effected residents annually and a list of what they are paying for is laid out in their tenancy agreement. It was discussed that there would be an aspiration to include this as an area on MyPCH.</p> <p>Where there are optional communal service charges we are only able to implement this if 60% of those effected agreed. (i.e Stairwell cleaning)</p>	
29/12/20	<p>The new Shared Ownership model would see some of the costs which previously were the responsibility of the residents being covered by PCH for the first 10 years. Therefore it was suggested that this is checked against our policy to ensure that we have this covered. Additionally confirmation was given that PCH are considering being the managing agent on new developments, which would be brought back to (Dev Com/Board) in 2021.</p>	
30/12/20	<p>The PCH Board :</p> <ol style="list-style-type: none">1. Noted the contents of this briefing note.2. Provided feedback on the direction of travel for the Service Charge Policy and Strategy as detailed above.	
31/12/20	<p>Meeting closed at 6:05pm</p>	
32/12/20	<p>Date of Next Meeting Thursday 4th February 2021.</p>	

Signature...



Nick Lewis – Chair Date 4 February 2021

Certified as a true copy ...



Belinda Pascoe, Head of Governance

Date 4 February 2021