



**FULL BOARD  
Minutes of a Meeting  
held on  
Thursday 25<sup>th</sup> January 2018  
at BITMOs GATE**

**Present:** Leon Kirkham  
Jean Burton  
Ian Liptrot  
Paula Liptrot  
Michael Richardson  
Mary Thompson  
Ashley Knowles  
Bev Walker  
Margaret Brown  
Iris Crummack  
James Foster  
Cllr Kim Groves  
Cllr Paul Truswell  
Chris Turnbull (Tenant)  
Sam Woodhead (Tenant)

**In Attendance:** Christopher Simpson (Chief Executive Officer)  
Derek Bargh (Head of Repairs and Maintenance)  
Peter Olver (Head of Governance & Finance)  
Karen Hoole (Governance & Administrative Support Officer)  
Keith Wigglesworth (Tenant Services Co-ordinator)

## **PART A – Public Agenda Items**

### **Apologies**

Apologies were received from: Colin Halford, Rose Hodgkinson, Matthew Kendrick

### **Questions from the Public**

There were two members of the public present who raised concerns about parking issues in the Aberfield Drive area.

The Head of Repairs and Maintenance advised that work on the area will commence in the next financial year (April 2018). This item was also discussed under Item 6.

### **Issues raised by Board Members for the Agenda**

There were no additional issues raised.



## 1. Minutes and Matters Arising

The minutes of the Board meeting held on 9<sup>th</sup> November 2017 were approved.

### a. Matters Arising from the Full Board Meeting held on 9<sup>th</sup> November 2017

#### Procurement of Repairs Contract

The first stage of the procurement process has now been completed by the Panel comprising of Leon Kirkham (Chair), Jean Burton (Board Member), Chris Simpson (CEO) and Derek Bargh (Head of Repairs and Maintenance). The shortlisted organisation will now be invited to submit full tenders.

#### Manorfield Hall HAP Funding Bid

Manorfield Hall have now signed a lease with Leeds City Council. A letter has been sent to Manorfield Hall to request a meeting to arrange to progress the allocated funding.

Cllr Groves advised that she had recently joined the Committee at Manorfield Hall.

#### Broomfield SILC HAP Funding Bid

The project has had significant success with fundraising and has changed its proposed location. They have raised £38,000. An updated application has been submitted requesting a £10,000 contribution from BITMOs HAP funds. Discussions have taken place with representatives of the School, the Chair and the Chief Executive Officer of BITMO and it was proposed that £5,000 contribution be made as this is a viable project with an element of open community access.

### **Recommendations Approved:**

Board members were asked to approve a contribution to the Broomfield SILC Project.

***Approved.***

#### Structure Review

There were two vacancies as a result of two members of staff retiring at the end of December 2017. The vacancy for Sheltered Warden has been filled by Sandra Gardner. Following an open recruitment process Donna York has been appointed Community and Tenant Support Officer (CATSO). A further CATSO vacancy was advertised externally in December and interviews held in January 2018.

#### Head of GAF Vacancy

Interviews for the post were held on 16<sup>th</sup> January 2018. Mr Peter Olver has been appointed and commenced in post on 22<sup>nd</sup> January 2018.

#### Three Storey Walk Up Flats – quotes for Fire Alarms

Following a discussion it was agreed that a tender exercise for the supply of fire alarms would be the most appropriate way forward. The work is not part of the schedule of rates.



### **Recommendation Approved:**

Board members were asked to approve for a tender exercise to be undertaken for the provision of Fire Alarms for three storey walk up flats.

***Approved***

#### Increase NFTMO Networking

NFTMO Executive Committee will hold a meeting at BITMO in April 2018.

#### NFTMO Networking – Repairs

A feasibility study to look at providing repairs to non BITMO tenants will be undertaken following procurement of the Repairs contract in 2018.

#### The GATE Employment Day

This will be scheduled to take place later in the year.

#### Audit Policy Review

This will be scheduled later in the year.

#### Web Based Online Library

LCC IT section have been asked for their recommendations.

## **2. Appointment of Treasurer**

Board member, Ian Liptrot had expressed an interest in taking up the role of Treasurer.

### **Recommendations Approved:**

The Board were asked to discuss and approve for Board Member, Ian Liptrot to take up the role of Treasurer.

*Approved. Paula Liptrot did not take part in the ballot*

## **3. Chief Officers Update**

### **a. Headlines, Correspondence and Other Information**

The Chief Executive Officer reported that last year had been a very challenging one for the organisation and to social housing in general with the Grenfell Fire tragedy and our own challenges due to the tragedy of Sue Fallowfield's death and the serious illness of three staff members. One of the staff



members has returned to work and another will be returning shortly. The third staff member is still in hospital but further updates will be provided.

He advised that the service to tenants had not been noticeably affected due to the staff team who had taken on extra responsibilities to compensate for absent colleagues.

Basic core services were also maintained over the Christmas period with emergency repairs, visits to sheltered residents and access to the GATE available to tenants and service users.

The Chair had asked for the staff to be thanked for their support during these challenging times and staff were made aware of the Board's appreciation at the Staff Christmas Fuddle in December.

*Foodbank Fundraising* – The Chief Executive Officer highlighted that raffles held at the BITMO Christmas events had enabled the following donations to be made to the Foodbank:-

- Christmas Party Raffle - £300
- Christmas Market Raffle - £122.91
- Sheltered Christmas Lunch Raffle - £31.00

*Macmillan Coffee Morning* – The coffee morning in the GATE raised £71.50.

*MIND* – Positive feedback has been received from the MIND mental health charity about the great atmosphere and good workshop they had in the GATE in November.

## **b. Performance Headlines and Actions**

A Quarterly report (September to December) will be provided at the Governance and Finance Committee in February 2018.

### **Recommendations Approved:**

Board members were asked to note the report provided by the Chief Executive Officer. .

***Noted.***



## 4. Board Forward Plan

The following plan for Board and subcommittee meetings was approved at the October meeting.

Meeting	Day, Month and Date	Time
Board	25 <sup>th</sup> January 2018	6.00pm
Governance and Finance Committee	27 <sup>th</sup> February 2018	4.30pm
Board	29 <sup>th</sup> March 2018	6.00pm
Board	26 <sup>th</sup> April 2018	6.00pm
Governance and Finance Committee	22 <sup>nd</sup> May 2018	4.30pm
Board	28 <sup>th</sup> June 2018	6.00pm
Board	19 <sup>th</sup> July 2018	6.00pm
<i>No meeting but Chair and Vice Chairs will meet</i>	August 2018	N/A
<i>Governance and Finance Committee</i>	4 <sup>th</sup> September 2018	4.30pm
Annual General Meeting	27 <sup>th</sup> September 2018	7.00pm

The Chief Executive Officer outlined a suggested future Board training and information events programme.

Event	What is it about?	Who will lead this session	Date
Rents, Relets and Repairs	BITMO core services	BITMO teams	To be arranged to be arranged before a Board Meeting
Treating People Fairly	Understanding our responsibilities in promoting equality and diversity	Tim Morton, Engage Associates	A full day training session to be arranged with mandatory attendance
Managing Money	How do we put budgets together and how do we manage money on a day to day basis	CEO and Finance Team with inputs from KPMG	To be arranged – to be held before a Board Meeting. One to one session will be made available with Peter Olver if requested.
Safeguarding	Our responsibilities for vulnerable children and adults	Community Links	To be arranged
Mental Health Awareness	Understanding how people are affected and what we can do to help	CANDO Training Leeds	To be arranged



Details of additional training from the following organisation was provided

- Voluntary Action Leeds (VAL)
- National Tenant Resource Centre (Trafford Hall)
- TPAS

Board members were reminded that attendance at some training courses will be mandatory but where possible Board members availability will be taken into consideration.

Board members asked the following questions:-

Q. Could we have training on ASB/LASBT, the Housing Bill and Private Landlords?

A. Yes – these will be added to the programme.

Q. Could we revisit Universal Credit and ensure that we are prepared for it? Could real life cases be discussed as part of the training?

A. Yes

#### **Recommendations Approved:**

Board members were asked to approve the training and information event plan.

***Approved.***

## **5. LCC Five Year Review**

The Chief Executive Officer explained that as part of the Modular Management Agreement (MMA) held between Leeds City Council and Belle Isle TMO there is a requirement at least once every five years that the Council undertakes a review of the organisation's performance. The Leeds City Council Internal Audit Team have been requested to undertake the review on behalf of the Authority.

The suggested scope of the review is:-

- **Democratic Standards of Control:** - this looks at compliance with the organisations rules / memorandum and articles of association;
- **Equal Opportunities:** - policies and procedures;
- **Performance Management:** - this looks at the extent to which the organisation manages its own performance and can demonstrate achievements or failures. This incorporates the organisation's use of Key Performance Indicators;
- The organisation's standards of **financial control and financial viability**;



- The **allocation of vacant property dwellings and implementation of housing policies.**
- **Risks** – reputational damage to the Authority as a whole if the organisation is not considered to be compliant with appropriate rules and regulations.

The review is expected to commence in early February and will be reported at a future Board Meeting.

### Recommendations Approved

Board members were asked to approve the suggested scope for the 5 year review.

**Approved.**

## 6. Budget Planning 2018/2019

### a. Revenue (Day to Day) Budget

The Head of Governance and Finance presented the timetable for the process of establishing a final budget for 2018/19 as follows:-

Activity	Responsibility	Deadline	Progress
Review of budget headings and in principle Meetings with LCC regarding financial allocation for coming year	CEO	December	Completed
Initial discussions with BITMO Management Team	CEO and BITMO Management Team	January 10 <sup>th</sup>	BMT set for 10 <sup>th</sup> January
Discussion and negotiation with main suppliers and contractors about likely costs for 2018/19	CEO and Finance Manager	February 19 <sup>th</sup>	In progress
Agree budget principles for 2017/2018; <ul style="list-style-type: none"> <li>• Maintain budget levels to help achieve our mission, aims and goals</li> <li>• Achieve modest surplus</li> <li>• Achieve savings where possible</li> </ul>	Board	January 19 <sup>th</sup>	Board meeting 26 <sup>th</sup> January
Develop detailed draft budget in consultation with Chair, Vice Chair and Management Team	CEO and Finance Manager	February 19 <sup>th</sup>	To take place January 26 <sup>th</sup> – February 19 <sup>th</sup>
Draft Budget – scrutiny	Governance and Finance Committee	February	GAF Committee meeting set for February 27 <sup>th</sup>
Approve Final Budget.	Board of Management	March	Board meeting 26 <sup>th</sup> January



The draft budget will be submitted at the next Governance and Finance Sub Committee meeting in February 2018 with the Final Budget submitted

**Recommendations for approval:**

Board Members were asked to discuss and approve the budget timetable.

***Approved.***





## b. The Proposed Capital Investment Programme and Budget for 2018-19

The Head of Repairs and Maintenance presented the proposed Capital Budget for 2018-19 which is funded from LCC as follows:-

Reactive or Planned	Area	Description	Indicative numbers	Budget 2018/19
Reactive	Across estate – where needed	Reactive Boiler Replacement	75 Boilers to houses & flats	£130,000
		Reactive Electric Upgrades	20 Upgrades to houses & flats	£10,000
		Reactive Capital Works to Tenanted Property	Equates to 275 external Doors	£150,000
		Adaptations for Disabled People	Approx 45 Major Adaptations	£187,500
		BITMO Void Refurbishment	Approx 40 Voids	£122,500
Planned	Across estate – where needed	Miscellaneous Decency Failures – Kitchens and Bathrooms	20 Kitchens, 10 Bathrooms to houses & flats	£80,000
		Full Heating System	15 Full GCH to houses & flats	£40,000
		Planned Boiler Replacements	75 Boilers to houses & flats	£130,000
		Public Footpath Renewal Scheme & New paths to 3 Storey Flats	Public Footpaths, Roads and Forecourts	£75,000
		Parking provision adjacent to highways	Highways	£35,000
	Brooms & Lanshaws	Re-roofing of Slate Properties Including Rainwater Goods & Soffits	60 houses	£315,000
	Estate Wide	Re-roofing of attached outbuildings to houses	10 houses	£40,000
	East Granges & Winroses	Replacement External Timber Doors	200 doors to remaining Properties	£110,000
	Aberfield Estate	Re-pointing Scheme	60 houses	£240,000



Reactive or Planned	Area	Description	Indicative numbers	Budget 2018/19
	Lanshaw Estate	Water Supplies - Houses	20 houses	£30,000
	Across Schemes	Planned Asbestos Removal to Schemes	N/A	£20,000
	Aberfield Gate	Air Conditioning	N/A	£5,000
			<b>TOTAL</b>	<b>£1,720,000</b>

The Head of Repairs and Maintenance advised that the reactive elements of the budget have remained the same as 2016/17 with the exception of an anticipated increase in major adaptation work expenditure due to an increase in the number of referrals received by Belle Isle TMO and also the increase in capital void works to allow for the conversion of 58 Belle Isle Circus from a single 3 bed flat back to two 1 bed flats.

The planned work elements of the budget remain the same as 2016/17 which will allow for a continuation of the existing areas of investment needs identified.

Provision for public footpath renewal is also included in the budget. Public footpaths are the responsibility of Belle Isle TMO to maintain. Included is the provision of funding to provide full perimeter paving to the three storey blocks which will improve access for window cleaning and maintenance.

Included in the budget for providing parking provision is proposed work to harden grass verges to Aberfield Drive adjacent the new housing development on Aberfield Drive down to the busy junction with Newhall Gate which provides through access to Newhall Road. This will help to prevent vehicle congestion being created by parked cars on the highway on this area of the estate where the carriageway is narrow. Funding has been included for provision of additional parking on Broom Gardens to the grassed area in the cul de sac. In addition it is proposed to place knee-rail fencing adjacent the common grass area on Lanshaw View to prevent vehicles traversing and damaging the verge area

#### **Recommendations Approved:**

Board Members were asked to:-

Scrutinise the Draft Capital Investment Programme and Budget for 2018/9;

Suggest additions and/or amendments to the outline Budget;

Approve the Budget in principle subject to any queries and amendments raised.

**Approved**



### c. Capital Investment Programme and Budget for 2017-2018

The Head of Property and Investment advised that it is anticipated that the following schemes will exceed the allocated budget for the financial year as follows:

- Structural Repairs to Balconies (Phase 2) – anticipated overspend £1,120 due to significant failure of reinforced concrete to 2 properties.
- Re-roofing of attached outbuilding flat roofs - anticipated overspend £18,880 due to RTB dwellings been added back into the scheme and a number of flat roofs being significantly larger to a number of properties on the Lanshaw Estate.
- Major Adaptations - £20,000 due to a 20% increase in referrals received by Belle Isle TMO in year 2017/2018 to date
- Capital Void Costs - £50,000 due to an increase in the proportion of void properties requiring capital investment works and the conversion of flat 37 Belle Isle Circus to two 1 bed flats and the anticipated expenditure required to be spent on 215 Belle Isle Road which was previously poorly maintained by a local school as caretaker accommodation.

And it is anticipated that the following schemes will not require the allocated budget for the financial year as follows:

- Re-roofing of slated properties on the Broom Estate - £75,000 due to a very competitive tender and the requirement for provisional works being less than anticipated.
- Footpath Renewal Works - £15,000 due to the extent of renewals being less than anticipated on the Broom Estate and the Newhall Estate

Board members asked the following questions:-

Q. Do we have a contract for 215 Belle Isle Road?

A. Not sure.

Q. Properties in void – are they badly damage and we getting our money back from tenants for the damage?

A. We do have some where the tenant has been refused improvement work but we do get properties where they have left a lot of personal items that we have to clear.

Q. Have we finished the structural work to the balconies?

A. Yes.

#### **Recommendations Approved:**

Board Members were asked to:-

Approve a virement of capital funding between the capital schemes outlined to provide sufficient funding to complete the proposed works.

**Approved**



## 7. Any Other Business

There was no other business.

**Date of Next Meeting: 29<sup>th</sup> March at 4.00pm at BITMOs GATE**