

LEEDS FEDERATED HOUSING ASSOCIATION

MINUTES OF THE BOARD OF MANAGEMENT MEETING HELD ON TUESDAY 21st July 2020 at 4.30pm (via Zoom)

Present: Stuart Whyte (SW) Chair
Martin Warhurst (MWa)
Claire Stone (CS)
Kim Brear (KB)
Jaedon Green (JG)
Shaid Mahmood (SM)
Robin Machell (RM)

In attendance:

Matthew Walker (MW) Chief Executive
Stephen Blundell (SB) Director of Operations
Jason Ridley (JR) Director of Finance and IT
Megan Henderson (MH) Head of Corporate Services
Kirsty Morgan (KM) Head of Finance
George Nijjar (GN) Vision21 Programme Manager
Phil Benson (PB) Asset Manager (Planned Works)
Innocent Moyo (Observer)
Kate Suggitt (KS) Executive Assistant (Minutes)

		Action
1	Conflicts of Interest None declared	
2	Apologies Sue Howlett	
3	Items for Decision	
3.1	This item was commercially sensitive	
3.2	Internal Controls Assurance Report 20.089 MH introduced explaining that the report has been to Audit and Risk Committee and that there are no failings to report. 20.090 The Board considered the evidence and confirmed that acceptable levels of assurance exist over the systems of internal control within Leeds Fed to form the basis of the annual statement within the annual Financial Statements.	
3.3	Leeds Federated Property Services Limited AGM 20.091 The LFPS Board are asking LFHA Board to receive the report and appoint BDO as auditors. LFPS have had their Board	

meeting and approved and LFHA (as the 100% shareholder) needs to now receive them at this AGM.

20.092 The LFHA Board:

- **Received the Annual Report for the Year Ended 31 March 2020.**
- **Appointed BDO as Auditors for 2020/21.**

3.4 Report & Financial Statements for year ended 31 March 2020

20.093 JR highlighted that the Auditors report is as complete as can be and are now just awaiting sign off from their senior audit partner.

20.094 MWa asked if we need to make an amendment to the recommendations to highlight that they are agreed “subject to approval”. KM highlighted it’s an ongoing concern for all Associations due to Covid and unlikely to be any change but agreed with the suggestion.

20.095 The Board:

- **Approved and will sign the Report and Financial Statements for the year ending 31 March 2020 ready for adoption at the AGM. (subject to sign off of the Auditor report)**
- **Approved the Letter of Representation and delegate authority to the Chair of the Board and another Board member to sign the letter.**
- **Noted the final external auditor’s Audit Completion Report.**

3.5 GDPR Policy

20.096 MH explained this is an update of the policy and sets out obligations, storage and transfer of data. The amended policy has been included with the highlighted changes, the biggest change is to section 30 – management of data breaches as this area was lacking.

20.097 JG highlighted that a lot of companies have fallen short on erasure and deletion and he recommends that this is reviewed in the policy so no false claims are made.

20.098 It was also queried where breaches would be reported to and queries were raised about the retrospective disciplinary procedures as this felt unfair.

20.099 MH confirmed any breaches would be reported to Audit and Risk and she agreed to revisit the wording and dates around disciplinaries but confirmed that there were no retrospective issues for which this would be a concern.

20.100 Board approved the GDPR Policy

3.6 Risk Management Framework Policy & Risk Register Review

20.101 MH explained that this is the annual review along with the Boards review of the risk register. The Audit and Risk Committee have seen and approved it.

20.102 Board reviewed and approved the Risk Management Framework Policy including the Risk Register which is to be maintained going forward within Clearview.

3.7 Resilience Plan 2020 review

20.103 JR explained that this is the policy that comes to Board annually and its purpose is to set out what options the Association has for various scenarios impacting financial viability. JG asked about any impact from Covid. JR noted the adjustments to some of the cost mitigations as a result of the initial exposure to the pandemic and agreed that there would be more learning as we go through re-mobilisation around how we cope with potential further waves.

20.104 It was clarified that SMT will reflect further learnings from COVID-19 in the next iteration of the plan. MW explained that many Associations are looking into this and learning from the sector as a whole so think it will be something that will evolve over time.

20.105 Board reviewed and approved the 2020-21 Resilience Plan.

4 Performance

4.1) Performance Update

20.106 SB explained that this update is reporting figures from the end of May so the full impact from lockdown is still not known. At the end of May there was a £15k void loss and 17 properties were unsold for more than five months. This is now at 24 but it was confirmed that there are now 12 progressing through to sale. Greenview Mount only has one property not reserved/sold.

20.107 In regards to statutory services, the Association is in a very fortunate position that they have not gone into compliance issues. There are some certificates which are due to run out at the end of this month but customers are all being very cooperative. He confirmed that everything necessary has been done to get gas and electric testing done apart from homes where people are shielding.

20.108 KB asked how shielding issues will be considered long term and how it will be dealt with, both by the Association and across the sector. SB commented that some people shielding are still allowing access with measures in place, The situation is

MH

being monitored carefully, these are only small numbers and it is hoped they will be able to be dealt with.

20.109 Board noted the current levels of performance.

4.2) Financial Performance Report

20.110 KM introduced the report, explaining that in response to COVID-19 there has been an increase in void loss along with a significant underspend in repairs and maintenance and development is behind where it would be expected to be. KM did confirm that these are flash numbers quarter end information had not been confirmed but unlikely to change materially.

20.111 Commercially sensitive

20.112 KM confirmed that FFR returns will need to be submitted by 30th September instead of June. Therefore the mid -year update will be done as part of the FFR and reported to the Board in September rather than November, after submission to the regulator.

20.113 JG queried whether there was any concern about a strong performance on the back of reduced expenditure and if there would be an increased risk from this. MW confirmed he has had various conversations with peers, including with the RoSH about the reputational risks of returning larger surpluses this year due to underspends on maintenance and major works. It is too early to confirm how big the underspend will be on general repairs but it was agreed there that work will be done to identify how the Association will 'catch-up' with underspend major works in future years. It was also noted that LFHA has repaid the furlough payments it claimed in March and April.

20.114 Board noted the financial results to 30th June 2020 and the reporting of the FFR and it's, and the midyear updates, approval in October.

5 To Note

5.1) Chief Executives Report

20.115 MW updated that the Nat Fed are currently prioritising on devolution and low carbon, both of which are moving forward. He confirmed that all furloughed staff are now back at work and remobilisations has gone better than expected.

20.116 The Board noted the report

5.2) Report from the Chair of Audit & Risk Committee Report to Board

20.117 JR explained it is a requirement to report that the Audit and Risk Committee have met their Terms of Reference. This paper highlights how this has been achieved.

20.118 It was confirmed that item 10.3 from the 2019 TOR had been removed to ensure that the terms of reference can be met in the future.

20.119 Board approved the report from the Chair of the Audit & Risk Committee.

5.3) Vision 21 Update

20.120 GN presented the update, explaining that the Origin 2 and CRM system have undergone a planning change due to additional complexity and delays in testing and will now be pushed back to February. The team have reflected and taken stock in regards to how testing of the systems will be undertaken with everyone working remotely from home.

20.121 JG queried if there would be any repercussion on the customer from the delay to the launch of Origin2. GN confirmed that there won't be but they have recognised that it does mean an increased challenge for staff.

20.122 GN confirmed that the V21 programme will close as planned in October but that the resource will be maintained to complete the delayed activities.

20.123 The Board noted the report

5.4) Financial Standing Orders update

20.124 JR explained that there has been some changes approved by SMT so the update has now come to Board for approval. A lot of these changes have come about due to working remotely and 'paper free'.

20.125 Board ratified the changes approved by SMT

5.5) Balanced Scorecard Update

20.126 SB explained this is full up to date version of KPI and targets. It doesn't alter the targets that have been approved by the Board. The Board were asked to note 1.4-1.6

20.127 The Board noted the report

6 Board Minutes

6.1) Minutes of the Board meeting held on the 31 March 2020

20.128 These were approved as a true record

7 Matters Arising

7.1)	Matters arising 20.129 These have all been actioned	
7.2)	Matters arising rolling agenda 19/20 20.130 These were noted	
8	Minutes for Information	
8.1)	Draft Audit & Risk Committee 7th July 2020 20.131 These were noted	
8.2)	Health and Safety Committee Minutes 16.06.2020 20.132 These were noted	
9	Risk Review of Board Pack 20.133 There are no proposed changes to the Risk Register Board noted the report	
10	Any other business 20.134 MW noted how happy he and the rest of the Board were to see SW back and wished him well for a quick recovery	
11	Date of next meeting – 6 October 2020 at 4.00 pm	