

THE ROYAL BOROUGH OF KENSINGTON & CHELSEA TENANT MANAGEMENT ORGANISATION LIMITED

Executive Team Meeting – Thursday 7th July 2016

Present: Robert Black
 Sacha Jevans
 Barbara Matthews
 Yvonne Birch
 Peter Maddison (part)
 Dan Wood (part)
 Gill Petford (Notes)

		Action by
1.	<u>Minutes of the meeting held on 7th June 2016</u>	
1.1	The minutes were agreed as an accurate record of the meeting.	
2.	<u>Matters arising from the meeting held on 7th June 2016</u>	
2.1.	<p>It was noted that the feedback from the Manager's Forum held at Chelsea Football Ground and hosted by Best Companies has been very positive.</p> <p>The Board Away Day on 10th June held at the Lensbury in Teddington was an interesting day. Barbara noted that Simon Brissenden has sent his apologies for tonight's Finance, Audit & Risk Committee meeting and also the TMO Board meeting on 20th July. Robert will contact Simon to see if he is ok.</p> <p>Robert noted that he has asked Fola to do a note to all the Board Members about the proposed changes to the constitution which were discussed at the away day and included Board size, payment to the Chair and allowing RBKC employees who are members of the TMO to be able to stand for election to the Board. As the discussion at the Board away day was not unanimous on Board size reduction we discussed bringing this to the Board in July, however even if agreed by the Board we do not have enough time to organise any meaningful consultation with our members as we would only have 4 weeks from the Board date in July to dispatching the AGM papers. Therefore, we are proposing that this item will have to be carried over to after the Resident Board elections in August /September and would then go to the next AGM in</p>	<p>RB</p> <p>FK</p>

	<p>2017 if agreed by the new Board. The payment of Chair proposal was not supported by those attending the away day therefore this would not be taken any further. The proposal for changing the constitution to allow RBKC employees who are members of the TMO will also be carried over to the AGM in 2017 as we do not have any Resident Board elections until 2018.</p>	
3.	<p><u>Adair Tower</u></p> <p>Barbara noted that Janice received a phone call from Ben to say that we would be receiving a statutory information request asking for a list of residents and their contact details of residents that were living at Adair Tower on the 3rd, 4th & 5th floors on 31st October 2015. Barbara noted that we were surprised to receive this as we have fully cooperated and kept nothing hidden from the Fire Brigade during their investigation.</p> <p>Robert has spoken to Laura & Rock and their view is that we need to pass this to Legal. Robert asked Barbara to speak to Laura and update her.</p>	
4.	<p><u>Executive Team Restructure</u></p> <p>Yvonne presented her business case for the proposal to make changes to the line management of the Head of Governance and the Company Secretarial Assistant.</p> <p>Yvonne advised that Fola's resignation prompted a review of the line management of the Head of Governance. The proposal was discussed and ET agreed that they will be recruiting a Company Secretary and that will be the job title, not Head of Governance. They want someone who will work more closely with the board and be more approachable as legal advice can be sought. It was noted that data protection, FOI and access requests are working well and need to continue.</p> <p>Yvonne noted that Fola's last day is the AGM on 17th September. Gill to organise a leaving card and collection and arrange a leaving do.</p> <p>ET agreed this business case and recruitment can now start.</p>	
5.	<p><u>Business Cases agreed on 17th June 2016</u></p> <p>The following business cases that were agreed by ET on 17th June 2016 were noted.</p>	

	<p>Recruitment of Project Manager Accounts Payable Assistant HR Manager/HR Business Partner</p>	
6.	<p><u>Repairs Direct Sick Pay Policy</u></p> <p>Sacha noted that the sick pay will be from day 1 as set out in the RD Sick Pay Policy and will not include birthdays as requested.</p> <p>ET agreed this but Yvonne noted her concerns that sickness will increase. Sacha noted that this will be down to Graham Webb to manage and will initially be run as a pilot.</p>	
7.	<p><u>Business Cases</u></p> <p>Extend Telecare Service Model Review - ET Agreed this.</p> <p>Neighbourhood Officer (North) – ET Agreed this.</p> <p>Accounts Assistant – ET Agreed this.</p> <p>Temporary Housing Systems Team Member – ET Agreed this.</p> <p>Replacement for ICT Helpdesk Analyst – ET Agreed this.</p> <p>Secondment into Server Infrastructure Role – ET Agreed this.</p> <p>Staffing costs sheet. - Yvonne queried Resident Engagement extra payments, which Barbara thought were pay increases. Yvonne will speak to Rupa about this. Robert noted that he finds this sheet useful.</p> <p>Sacha noted that she has now recruited the following:</p> <p>Ian Lines to the post of Head of Strategic Investment and he starts on 20th July</p> <p>Julie Selba to the post of Head of Capital Investment, but there is no start date as yet.</p> <p>Sacha confirmed that once they are in post Mary Bennell will leave.</p>	

8.	<p><u>Grenfell Dashboards</u></p> <p>Peter Maddison noted the following:</p> <p>Grenfell – the work will all be completed and handed over on Monday.</p> <p>Trellick – this is showing as all green. Robert noted that Rock asked about planning permission at Project Board as Robert had mentioned the podium. Peter to email Laura & Rock about this just to clarify where we are and to confirm we are still on track with the timetable. Peter will be discussing this at the Asset Management meeting at RBKC on Monday</p> <p>Holmefield House – this is now costed up and is only £10k over budget which is the nearest price they have been able to get. This is currently with Kitty for a decision.</p> <p>Tavistock Crescent – this is still subject to vacant possession.</p> <p>Base of Trellick – Robert noted that Rock is annoyed about not being able to proceed with the new health centre. We will need to come up with some new proposals and costings. Robert will speak to Laura about this.</p> <p>Gill to send Peter the dashboards for his to reflect the conversation prior to sending to RBKC.</p>	RB
9.	<p><u>Capital Programme 2016-19</u></p> <p><u>Lift Renewal Programme</u></p> <p>The Lift Renewal Programme was approved by the Board in March 2016. Overall 35 lifts will be replaced across the borough between 2016 and 2018. RBKC's Legal Department questioned whether the costs of replacement can be recovered under the terms of the leases for all Leaseholders. A case conference with a QC to consider this was held on 28th June and their advice was that costs could be recovered but there would need to be a clear business case supported by an expert report. It was made clear though that the recharge would still be open to challenge at a First Tier Tribunal.</p> <p>Calford Seadon have a prepared a further more detailed analysis of the repairs issues and this is currently being</p>	

	<p>reviewed by the QC and the outcome should be available by the end of July and will be reported to ET.</p> <p>Dan Wood noted that Ranjit has offered advice and the repair history will be critical as our leases are repairs only. We would need to build a case with all the micro detail and it would be open to challenge.</p> <p><u>Window Repair v Renewal</u></p> <p>The majority of RBKC leases are repair only. In our Asset Management Strategy, we state that we will repair windows until they reach the end of their useful life, at which point they will be replaced. During the consultations with Leaseholders strong opinions on repair v renewal and the costs were voiced.</p> <p>Peter noted that they are in a quandary when being asked for new windows and a decision would help with this. It was agreed that it would be helpful to include on the report what the cost to RBKC would be if they were not able to recover the costs.</p> <p>It was agreed that a meeting with Laura and Rock to discuss this in detail is needed to have a clear steer.</p>	
10.	<p><u>AOB</u></p> <p>Robert noted that the end of year report by RBKC on the TMO is excellent and the best for one in seven years and we will need a position on this for Scrutiny Committee.</p> <p>Stabbing – Robert noted that he has sent an email to Sacha and Teresa to look into as Cllr Press is saying that the estate is not safe</p> <p>Yvonne noted that WERA are currently complaining about numbers allowed and the cost of the clubroom.</p> <p>Dan confirmed that Slaidburn Street has been added to the tender and all charges will be refunded. Dan will arrange to meet with them all.</p>	
11.	<p><u>Date of the next meeting</u></p> <p>Wednesday 13th July 2016.</p>	