

Meeting:	Board Meeting
Date:	11.30am, 27 th January 2016
Venue:	2 nd floor meeting room, 48 Station Rd, Wood Green. N22 7TY
Present:	Andrew Billany (AB), Chris Liffen (CL), Astrid Kjellberg-Obst (AKO), Catherine Hardy-Smith (CHS)
Officers in Attendance:	Andrie Neophytou (AN) , Graham Moffatt (GM), Ernest Tumihairwe (ET), Stephen Lloyd (SL)
Apologies:	Neville Murton (NM)
Distribution:	All Board Members & Staff above

Item	Minutes	Action
1.	<p>Welcome and apologies</p> <p>Apologies were noted as listed above</p>	
2.	<p>Declarations of interest</p> <p>There were no new declarations.</p>	
3.	<p>Minutes from the Board meeting held on the 28th October 2015 and matters arising.</p> <p>The minutes were approved as accurate.</p> <p>Matters Arising:</p> <ul style="list-style-type: none"> Update on new board member recruitments- CHS stated that the adverts were out in the ARLA magazine until mid February. 	
4.	<p>Financial Regulations</p> <p>Additions were made as follows:</p> <ul style="list-style-type: none"> Staff to sign off they have had training on the regulations every 6 months Add overall objective of each policy- i.e. compliance, efficiencies fraud prevention etc Review dates to be added- to come to Board every quarter at least for the next 12 months Bank account policy- adds that a business case is required for any changes to accounts. <p>The Financial Regulations were approved.</p> <ul style="list-style-type: none"> CL asked that the holiday policy be revised to include the ability to buy back leave. HR are preparing policy draft which will need to be costed. GM to chase Hawa and cost, proposals back via email for decision. AN confirmed that staff were using the lone working policy. AN confirmed the contract register was in place and the processes will develop as the requirements of regulation develop. 	<p>GM</p> <p>GM</p> <p>GM</p>

	<ul style="list-style-type: none"> CL confirmed operational line management meetings are in place. 	
5.	<p>Business Plan and Budget 2016/17</p> <p>Key discussion points:</p> <ul style="list-style-type: none"> Ensure link to manifesto/LBH Corporate Plan is clear Cost of business £36k per month Delivery of growth will reduce cost base and increase income streams Monthly cash flow required VAT- P&L is exclusive of VAT PAYE- risk of fine from periods period not being returned on time is to remain on risk map <p>The Board approved the Business Plan for release to LBH for comment.</p> <p><u>Loan agreement</u></p> <ul style="list-style-type: none"> Await LBH review before approving. To come back once Mathew Gaynor has commented. <p><u>Bank Mandate</u></p> <ul style="list-style-type: none"> The Board approved that the following changes be made to the Bank Mandate: <p>Names to be added:</p> <p>Irfhan Khambye – Finance Officer Homes for Haringey Pamela Nembhard – Finance Officer Homes for Haringey David Sherrington – Director of Asset Management Nisan Ahmed – Head of Finance (HFH) Ernest Tumihairwe- Finance Controller Move51DN</p> <p>Names are to be removed:</p> <p>Ray Green Stephen Lloyd Maurice Dickenson Andrew Adegboye</p>	<p>CHS</p> <p>GM</p> <p>GM</p> <p>CHS</p> <p>CHS</p>
6.	<p>Project update :</p> <p>AN presented the update.</p> <p>Key discussion points:</p> <ul style="list-style-type: none"> Mail campaign to 40000 homes under way TFL campaign - 1 valuation resulted Loyalty card campaign- talking to local business to come on Board with discounts to landlords and tenants CL asked for any councils service that could be included to be considered such as gym member ship, Fushion, parking. Visibility- consider wrapping street sweepers etc to get brand 	<p>AN</p>

	<p>recognition</p> <ul style="list-style-type: none"> • Trade Mark has been registered • Company Secretary is monitoring officer for the Money Laundering policy <p><u>Tax Advice</u></p> <p>Key discussion points:</p> <ul style="list-style-type: none"> • Issue is where invoicing originates and where therefore liability sits • Small volumes to begin with • Clear over head policy required in due course <p>The Board approved:</p> <ul style="list-style-type: none"> • That all invoicing is between Homes for Haringey and the Landlord for maintenance and repairs. • That a formal contract is created between Move 51 and Homes for Haringey to source work for Homes for Haringey and that Move 51 collected the debt for Homes for Haringey for which they receive a fee. • That Homes for Haringey have a clear transfer pricing policy via the contract with Move 51. • That Homes for Haringey develop a policy of allocation of overhead costs 	GM
7.	<p>A.O.B</p> <p>1. Monthly/six weekly Board meeting required</p>	CHS