



Northamptonshire Partnership Homes Limited

Company No: 09019453 Registered Address: The Guildhall, St Giles Square Northampton NN1 1DE

Minutes and actions

NPH Board Meeting

16 October 2024

Hertford 3 suite, Mecure Northampton Hotel, Silver Street, Northampton NN1 2TA

Present

Board Members:

Andrew Woods (AHW) *Chair*, Chris Webb (CAW) *Vice Chair*, Bob Purser (BP), Clive Williams (CDW), Rakesh Thakarar (RT), Rebecca Purnell (RP), Suzanne Williamson (SW)

Officers:

Steve Feast (SF), Nicky McKenzie (NMc), Winston Williams (WW), Liza Ellis (LE) *minutes*

Apologies:

Linda Cherrington (LC), David Godfrey (DG)

Minutes and Actions		
Meeting Commenced: 18:20		Action
Item 1: Welcome and apologies		
1	The Chair welcomed all to the meeting. Apologies were noted as above.	
Item 2: Declaration of interests		
2	None	
Item 3: Minutes of last meeting		
3	Minutes of the Board meeting held on 14 August 2024 were approved by the Board.	
Item 4: Matters arising		

4	<p>Action 1: Completed –briefing note circulated</p> <p>Action 2: Completed</p> <p>Action 3: Completed –briefing note circulated</p> <p>Action 4: Completed</p> <p>Action 5: Completed</p> <p>Action 6: Outstanding</p>	
Item 5: Chief Executives Update		
5	<p>The Board were updated with progress on matters since the last Board meeting and subsequent specific briefing sessions on compliance.</p> <p>a) Fire Risk Assessments (FRA)</p> <p>A review of all elements of fire safety as part of the fire and building safety compliance action plan is being undertaken by industry experts. This will include validation of an amended FRA form that meets the required PAS79 standard.</p> <p>Internal Audit have been commissioned to undertake an audit of all other performance measures during October 2024.</p> <p>The Regulator of Social Housing (RSH) have been made aware of the issue with data reporting and have requested a data return.</p> <p>The number of outstanding FRAs has reduced to 158 as at week ending: 11 October 2024 and comprehensive plans are in place to complete the outstanding assessments by end November 2024.</p> <p>Action: A briefing to enable the Board to consider the detail of the data return to RSH be arranged.</p> <p>Action: A weekly update to be provided to the Board on the progress with the FRA assessments up to end November 2024.</p> <p>The Board discussed how much control NPH have over the level of fire risk in leaseholder units within a communal block particularly those that are sub-let. The expectation from NPH relating to leaseholders and fire and gas safety matters were discussed.</p> <p>Action: NMc to confirm as to whether we hold information on how many leaseholder units are sub-let within communal blocks, and if we do how many are there.</p>	<p>WW</p> <p>WW</p> <p>NMc</p>

	<p>Action: NMc to check what the leaseholder policy states in relation to fire and gas safety and advise the Board.</p> <p>b) Decent Homes Compliance</p> <p>The Board received an update on progress with West Northamptonshire Council (WNC) and the Regulator of Social Housing (RSH) regarding the impact of the stock condition surveys on the Decent Homes standard reporting. The team continue to work closely with WNC to implement the agreed action plan.</p> <p>c) Management Agreement Compliance</p> <p>The Board received an update that since the briefing on 3 October joint work with WNC has commenced on the production of an improvement action plan, which will be adopted by both WNC and NPH and shared with the RSH. This covers all identified issues and the transformation of NPH to meet the requirements of the Management Agreement recently highlighted as not compliant. To support this work, NPH has accepted support from WNC.</p> <p>d) Development Pipeline</p> <p>WNC have advised that the Council will continue the delivery of a number of larger housing delivery projects, and directly take forward future schemes including assessing the viability of potential new development opportunities identified by NPH.</p> <p>e) Cladding</p> <p>The Council has given approval to the second phase of the cladding programme to remove any remaining cladding on all affected buildings. This programme of work is expected to be completed in January 2025. NPH has worked inclusively with Northampton Fire and Rescue Service (NFRS) to assess the risks of this second phase of cladding removal.</p> <p>NFRS will visit each of the affected blocks regularly during the works to ensure the risk remains low.</p> <p>The Board discussed the implications of the period of no cladding on affected homes including heat loss and the cost of eventual replacement of cladding.</p> <p>The Board noted that NPH will work closely with WNC to identify replacement for the cladding within the Housing Revenue Account (HRA) available funding.</p> <p>Any further action taken following the removal of the cladding will be considered as part of the review of the capital investment programme. This task will be completed once an analysis of the stock condition data had been completed.</p>	<p>NMc</p>
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	<p>The Board acknowledged the need for new housing stock across Northamptonshire and the budgetary pressures that will impact the ability to deliver new housing developments, whilst maintaining the current stock to the required standards.</p> <p>The Board discussed how the cladding removal and replacement would affect leaseholders within the blocks and whether there would be any financial implications for individual leaseholders.</p> <p>The Board:</p> <ul style="list-style-type: none"> considered the Chief Executives update and any additional actions. 	
Item 6: Governance Review		
6	<p>The Board received an update on progress of completing the actions determined to ensure compliance with the National Housing Federation (NHF) Code of Governance and to address issues identified through the assessment process.</p> <p>The Board considered the appendices and gave the following suggestions:</p> <p>Committee Membership – The proposal to stand down the Co-opted Committee Member to the Audit and Risk Committee was rejected by the Board on the grounds that the expert audit and financial knowledge that the Co-opted member brings to the committee deliberations is invaluable and increasingly important in the current regulatory climate.</p> <p>The Board suggested that the Co-opted Committee Member be asked to continue for another year and for this to be reviewed in line with the Board succession planning in readiness for the AGM in October 2025.</p> <p>Action: SF to inform the Audit and Risk Co-opted Committee Member that the Board would like them to serve for another year and to check whether they are able to comply.</p> <p>The Board discussed the level of scrutiny that the Service Quality Committee will provide and how the results of the RSH assessments to date could feed into that committee.</p> <p>Performance Framework – The Board discussed the appraisal process as detailed in the Board Performance Review Framework. It was suggested and agreed that the 360-degree feedback should be completed bi-annually rather than annually.</p> <p>The Board noted the following amendments: Appraisal process diagram: Change Director of HR to Director of Resources (Step 2)</p>	SF

	<p>Change R & R committee to P & G Committee (Steps 3 and 4)</p> <p>Board calendar – The Board queried whether there should be an August Board meeting and asked for that date to be moved to the first week of September if that would fit in with the financial cycle.</p> <p>Board and Committee Terms of Reference – The following amendments were noted to the ToRs: Audit and Risk Committee ToRs: Membership – 2.1 remove Chair and Vice-Chair. External Audit – 4.5.3 change internal to external</p> <p>Action: LE to update the Governance documents with the changes detailed above.</p> <p>The Board recognised and gave thanks to the team for all the hard work involved in the assessments and progressing the outcomes to a satisfactory conclusion.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the progress in delivering the actions within the Governance Improvement Plan to ensure compliance with the NHF code of governance at Appendix A • Considered and agreed the proposed Board and Committee Terms of Reference at Appendix B with amendments • Considered and agreed the proposed Performance Framework at Appendix C with amendments • Considered and agreed the proposed Code of Conduct at Appendix D • Considered and agreed the proposed Team Charter at Appendix E • Considered and agreed the proposed Urgent Action Procedure at Appendix F • Considered and agreed the proposed Board Training and Development Programme at Appendix G • Considered and agreed the proposed 2025 Board Calendar at Appendix H with amendments • Considered and approved the Committee membership at 5.2. with amendments 	LE
Item 7: Risk Register Update		
7	<p>The Board received an update on the Q2 strategic risk register and sources of assurance.</p> <p>The Board discussed the risk level score relating to the risk management framework and agreed it is appropriate to show this as amber/medium risk. SR14 “legal claim” has been removed as a resolution has been agreed and the timescale for further claims has expired.</p>	

	<p>The following amendment was noted and actioned: 4.6.4. SR01 - The title should read: NPH cannot deliver WNC requirements within the resources provided by the management fee.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Scrutinised and discussed the updates to the strategic risks and approved the proposed changes to the updated Strategic Risks; • The Board were assured that the current Strategic Risks identified are reflective of the current operating environment and risks have been reviewed and updated and are being appropriately managed, where they are within NPH's control. 	
Item 9: Happy To Help CIC Report		
9	<p>The Board received an update on the discussions held at the Happy to Help CIC Board on 23 August 2024.</p> <p>The Board noted the 2 applications approved and the 2 applications deferred pending further information.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the contents of the report 	
Date of next meeting: Wednesday 13 November 2024, 18:00		
Close of meeting: 20.20		

Action Summary		
Action 1 (item 5)	A briefing to enable the Board to consider the detail of the data return to RSH be arranged.	WW
Action 2 (item 5)	A weekly update to be provided to the Board on the progress with the FRA assessments up to end November.	WW
Action 3 (item 5)	NMc to confirm as to whether we hold information on how many leaseholder units are sub-let within communal blocks, and if we do how many are there.	NMc
Action 4 (item 5)	NMc to check what the leaseholder policy states in relation to fire and gas safety and advise the Board	NMc



Action 5 (item 6)	SF to inform the Audit and Risk Co-opted Committee Member that the Board would like them to serve for another year and to check whether they are able to comply	SF
Action 6 (item 6)	LE to update the Governance documents with the changes detailed above.	LE