

Aspiration Homes LLP (registered number OC418000)

Meeting of the Executive Committee of Aspiration Homes LLP (the LLP)

10th September 2021 at 10.00 am, Virtual (due to COVID-19)

Executive Committee Present:

A Executives on the Executive Committee of the LLP representing Eastbourne Borough Council, a Member

Alan Shuttleworth (AS)

Barry Taylor (BT)

David Tutt (DT)

B Executives on the Executive Committee of the LLP) representing Lewes District Council, a Member

Zoe Nicholson (ZN) (Executive Chair)

William Meyer (WM)

In Attendance:

Robert Cottrill, Chief Executive

Ian Fitzpatrick, Director of Regeneration and Planning

Nathan Haffenden, Head of Commercial Business Development

Jane McCarthy-Penman, Company Secretary

Ola Owolabi, Deputy Chief Finance Officer

Tim Whelan, Director of Service Delivery

Harry Williams, Housing Needs & Standards Lead

1. Appointment of Chair

In accordance with the LLP Agreement (16.2.7), Zoe Nicholson (Executive B) was appointed as Chair until the next anniversary of the signed agreement.

2. The Executive Chairman confirmed that notice of the meeting had been given in line with Clause 16 of the Members Agreement, and that a quorum of the Executive Committee was present at the meeting (*quorum necessary for the transaction of business shall be four, such quorum to include at least two A Executives and two B Executives*).

3. Apologies for Absence

James MacCleary (JM) (Executive B)

4. Declarations of Interest

William Meyer who has disclosed his interest as a Director of Lewes Housing Investment Company Ltd and an Elected Member (LDC).

Zoe Nicholson who has disclosed her interest as a Director of Lewes Housing Investment Company Ltd and an Elected Member (LDC).

Alan Shuttleworth who has disclosed his interest as an Elected Member (EBC) and an East Sussex County Council Councillor.

Barry Taylor who has disclosed his interest as an Elected Member (EBC) and an East Sussex County Councillor.

David Tutt who has disclosed his interest as a Director of Eastbourne Housing Investment Company Ltd, Elected Member (EBC) and an East Sussex County Councillor.

5. The Executives **agreed** the minutes of the meeting held on the 24th March 2021.
6. It was **noted** that there was one outstanding matter in relation to reviewing the interest rate on the loans the partnership has with the Council.

Confidential Matters

7. The Executives considered a report on the financial performance for the period ending 30th June 2021 and the Final Draft Financial Statements (*LLP Agreement Clause 7. - Accounts, Auditors and Audit Procedure*).

Confidential – not for publication

8. The Executive Committee considered a presentation on the Langney Road project update (*LLP Agreement Clause 11.4 – Draft Project Proposals*).

Confidential – not for publication

9. The Executive Committee considered a verbal update on Victoria Mansions (*LLP Agreement Clause 11.4 – Draft Project Proposals*).

Confidential – not for publication

10. The Executive Committee considered a report on the procurement of legal services in respect of tenancy management.

Confidential – not for publication

Non-Confidential Matters

11. The Executive Committee considered a report on rent arrears and tenancy management.

The Committee noted that the arrears had reduced, however, four Notices have been issued.

There was one void during Q1 and one case of ASB.

A question was raised in respect of the percentage of arrears and whether it was comparable with LEC stock. It was noted that the LLP's arrears were better, with careful management and sensitive lettings.

The Executives **resolved:**

11.1 To **note** the contents of the report

12. The Executive Committee considered a report on KPI and compliance data for Q1, 2021/22.

It was noted that there were no compliance concerns.

The Executives **resolved:**

12.1 To **note** the contents of the report

13. The Executive Committee considered an update report on health and safety.

It was noted that the Homes First Property Services Lead provides regular updates to the Councils' CMT regarding health and safety, in particular emerging legislation. These reports are based on Homes First's on-going management of the housing stock and not Building Council functions elsewhere within the Councils. New legislation is being passed in response to Dame Judith Hackitt's report "Building a Safer Future" produced in response to the Grenfell tragedy.

This report covered:

- Fire Safety Act 2021
- The Building Safety Bill

It was noted that we adopted Type 3 inspections in Homes First, using an external company.

This report provided the Committee with an overview of key challenges over the next 18-months.

- That the stock condition survey focusing on building component renewal timescales to inform the business plans of each local authority be extended to include Aspiration Homes' assets. The data will provide some indication of where more focussed surveys need to be commissioned, but not necessarily everything. In advance of a full analysis of the new data, the Asset Manager is interrogating the existing information we have to identify more recently acquired properties and those with uncertain data. These will be inspected, and the relevant FRA commissioned if necessary.
- Using the stock data, other properties containing a number of flats, but without common parts will be identified. These have long been ignored by the Regulations and should be included within Homes First's policy as they can represent a significant risk.
- CMT are considering the appointment of 'Responsible Persons' proposed under the Building Safety Bill. Although not legislation yet, it is worth consideration, remembering that this 'person' will change from the construction / refurbishment phase to on-going general management. The management of project records is something probably worthy of a 'health-check'.
- The scale of inspection and works arising from more intensive FRAs is yet unknown, in preparation. Type 3 surveys are already being undertaken.
- An additional temporary resource has also been agreed to undertake further stock surveys where needed.

- Outsourcing of FRA is to be considered by the Property Services Lead in the light of the above.
- A documented process for FRA management actions is being implemented.
- The South East (Procurement) Consortium (SEC) of which we are a member has sent a new Fire Safety Framework out to tender. This will be available to us, should we choose for fire consultancy and remedial works including FRAs, passive works (including cladding and fire stopping), fire alarms and sprinklers.
- SEC is supporting the sector with research projects, one of these focusses on Maintaining Building Safety, which is chaired by Paul Nash who is part of Dame Judith Hackitt's Steering Group. We will have access to best practice proposed by that group.

A request was made that an example of an FRA is presented to Committee at the December meeting.

The Executives **resolved:**

13.1 To **note** the contents of the report

Any Other Business

14. None.

15. **Close**

There being no further business, the meeting closed at 10.51 am.

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Chair