NETWORK STADIUM HOUSING ASSOCIATION LIMITED
AND LONDON STRATEGIC HOUSING

MINUTES OF THE MEETING OF THE LONDON PANEL
HELD ON THURSDAY 12 NOVEMBER 2015

HELD AT OLYMPIC OFFICE CENTRE

PRESENT:	Andrew Lee (AL)	Panel Member
	Teresa Burrows (TB)	Panel Member
	Beverly Mckenzie (BM)	Panel Member
	Satish Jassal (SJ)	Panel Member
	Rhona Thompson (RH)	Panel Member
	Catherine Joseph (CJ)	Panel Member
	Dianne Larrington (DL)	Panel Member
	Kathryn Andrews (KA)	Panel Member
IN ATTENDANCE:	Mary Larbie (ML)	Director of Operations
	Sarah Tickner (ST)	Community Engagement Manager
	James Dean (JD)	Head of Communities
	Darren Levy (DL)	Executive Director of Customer Services
	Jane Sanders (JS)	LSH Director of Private Rented Options
	Angus McDonald (AM)	Director of Leasehold Services
	Kim Hughes (KH)	Operations Officer (minutes)

ACTION

Apologies – Abiodun Sisodia, Veronica Leacock

1. **Welcome**

1.1. James Dean welcomed everyone to this inaugural meeting of the London Panel.

Attendees introduced themselves.

2. **Election of Chair**

2.1. James handed out a revised version of Terms of Reference and advised that a small change had been made since the version that was sent out by email. Point 3.8 now states that the chair is to stand for a term of two years and not one as stated in the earlier version.

2.2. JD invited members to make nominations to this post.

ACTION

2.3. Catherine Joseph and Satish Jassal were nominated. Following an introduction from both nominees and a vote, Catherine was elected as chair and Satish as vice chair.

3. **Role of the London Panel and draft Terms of Reference**

3.1. JD explained that the terms of reference had been agreed by Customer Services Committee. He asked that the panel members ratify the Terms of Reference and addendum in the report.

3.2. The members confirmed they were happy to endorse the document and addendum.

4. **Code of Conduct**

4.1. JD explained that this document provides a set of behaviour's on how meetings are to be conducted and members should note in particular the section regarding matters of confidentiality and data protection.

4.2. JD advised that we have now introduced a DBS (Disclosure and Barring Service) check. This practice brings this panel in line with the requirement for board members.

4.3. Following questions JD clarified that in point 5.3 where it states concerns regarding conflicts of interest are to be advised "to Network Stadium and the chair" that the chair may be contacted via Network Stadium. He also clarified that we would arrange for the DBS check to be carried out.

4.4. Sarah asked for all members to email her with their full name, date of birth and full address and they would be contacted in due course by Jenny McKenzie from our HR team. The email address to send the details to is sarah.tickner@networkstadium.org.uk ST

4.5. Copies of the Code of Contact were then handed out and members were asked to sign individual copies and return to Sarah Tickner.

5. **Group Panel membership**

5.1. JD reminded members of how the Group Panel sits between the Local Panel and Customer Services Committee (is a sub committee of the board). It will have representatives from the London Panel, the Hertfordshire Panel and SW9 (based in Stockwell) and Customer Services Committee. Group Panel is where members of board and the local panels will meet and deal with issues raised by the panels or identified by the board. The Group Panel will also be a consultative body where new policies can be discussed with residents.

5.2. Membership of the Group Panel is for a three year term and would meet twice a year. Network would like broad representation with members from all tenures.

5.3. JD invited nominations.

		ACTION
5.4.	SJ, TB and AL nominated themselves. It was agreed TB would be the representative for tenants and SJ and AL would alternate attendance as leaseholder/shared owner representative.	
6.	**Role of Independent Panel member**	
6.1.	ST advised that this role is primarily to provide skills that the panel might be missing. In order to identify skills gap ST handed out a Skills Audit for completion.	
6.2.	From the list, several areas for training were identified and ST would look to arrange.	ST
6.3.	It was agreed to invite “an expert” to the panel.	
6.4.	The creation of a Social Media presence was discussed and deferred for later discussion. It was also felt that there was a requirement for someone with experience in Housing policy.	
6.5.	The panel felt that an independent member would be useful to have to fill gaps in their own knowledge/experience and a few names were suggested that had served on board or committees in the past. ST will put together an outline based on the suggestions following tonight’s discussions. She would then issue an invitation for applications. Representative(s) of the panel would then be able to meet the candidates and make a decision. We would aim to have this member in place by the February 2016 meeting.	ST
6.6.	It was agreed to seek a candidate from one of our London Strategic Housing Key Worker properties to fill the final place on the Panel.	ST
7.	**Any other business**	
7.1.	It was agreed that papers for meeting would be sent electronically, if paper copies were wanted they would be sent upon request.	
7.2.	It was agreed that future meetings would be held on Wednesdays as this was more convenient for the members.	
7.3.	Suggestions for items for the next agenda should be sent direct to ST sarah.tickner@networkstadium.org.uk.	

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Signed by chair, Catherine Joseph

17.2.2016