

FULL BOARD MEETING MINUTES

Location:	Board Room, 86 Ryefield, Dovecotes, WV8 1UD
Date:	24 March 2026
Time:	5pm – 7.36pm
Facilitator:	Chief Officer Chairperson

PUBLIC RECORD

This version has been prepared for publication. Personal data, confidential personnel matters, security-sensitive information and commercially sensitive financial detail have been removed or summarised.

1. Attendance, Apologies and Opening

- The meeting was attended by Board members, officers and invited representatives. Apologies were received and recorded in the restricted governance record.
- The Chair opened the meeting at 5.00 pm. Housekeeping information was provided.
- Consent was confirmed for audio recording to support accuracy and governance.

2. Governing Board Matters

- The meeting was confirmed as quorate.
- Declarations of interest were considered and managed in accordance with the organisation's governance arrangements. Relevant details are retained in the restricted governance record.
- The Chair reminded attendees of their confidentiality obligations under the Constitution and Code of Conduct.
- No exceptional decisions had been taken under delegated authority since the previous meeting.

3. Financial Position, Budget and Projections

- The Board received an update on the organisation's financial position, quarterly monitoring, forecast expenditure, void costs and decency works. Detailed account balances and commercially sensitive projections are retained in the restricted financial record.
- The proposed 2026/27 budget was considered, including adjustments for repairs, maintenance, voids and surplus allocations.

Decision: The 2026/27 budget was approved unanimously.

Action: The Chief Officer was authorised to submit the approved budget to the City of Wolverhampton Council.

Correspondence & Performance

- The Board noted quarterly complaint, compliment and Freedom of Information performance and the continuing focus on tenant influence, accessibility and satisfaction.

4. Approval of Previous Minutes

The minutes of 25 November 2025 and 27 January 2026 were approved unanimously as true and accurate records confirmed with a proposer and seconded.

5. Regulatory Inspection Update

- The Board received an update on the proactive consumer regulation framework and the local authority's continuing responsibility for outcomes where services are delivered through TMOs.
- Improvement priorities included stock condition information, fire safety assurance, tenant influence and accountability, data quality and governance routes.
- The Board noted that progress updates would continue to be provided to the Regulator.

6. Resident Engagement and Participation

- The Board received an update on the Listen, Engage, Grow and Improve engagement model.
- Resident surveys, quarterly feedback, accessible communications and multiple engagement channels were progressing.
- Work continued to develop resident steering arrangements, youth involvement, community champions and partnerships with local organisations.
- Community events, website accessibility improvements and fundraising activity were noted.

The meeting adjourned from 6.41 pm to 6.51 pm.

7. Previous Actions and Matters Arising

- The Board reviewed progress on highways and road safety matters, website accessibility, accreditation renewal, void expenditure arrangements, community kitchen works, mandatory training, fire safety planning and the 2027–2032 Business Plan.
- Lease discussions, community engagement activity and the need for additional fire safety arrangements were noted.
- Further confidential and operational detail is retained in the restricted governance record.

8. Subcommittee Reports Governance and Policy

- The updated Data Protection and GDPR Policy was approved unanimously.
- The Business Continuity Plan was deferred for restructuring.
- The Risk Register was being incorporated into business continuity arrangements.
- The Inclement Weather Policy remained under review.

Human Resources

- The Board received an update from the HR Subcommittee and unanimously approved amendments to its Terms of Reference.
- Confidential matters considered by the Subcommittee are retained in the restricted governance record.

Tenancy, Repairs and Maintenance

- The Board approved an increase in the Hardship Fund to £40,000 in response to pressures arising from the transition to Universal Credit.

- Quarterly estate walkabouts were scheduled.
- Road-safety approvals for proposed speed-deterrent signage remained outstanding.

Finance

- The Board approved funding for the organisation's 20th anniversary event.
- Service-level arrangements for governance, payroll and IT support were approved. Detailed supplier and pricing information is retained in the restricted financial record.
- The Hardship Fund increase was endorsed, the void-cost ceiling was retained and arrangements for quarterly invoicing of decency works were noted.

9. Chief Officer's Report

- The Board considered confidential governance recommendations arising from an independent review. The Board's consideration and any related decisions are retained in the restricted governance record.
- The Board considered and approved interim operational arrangements. Further detail is retained in the restricted governance record.
- The Board reviewed progress against mandatory training requirements and agreed that completion would continue to be monitored.
- The Board noted progress on the community kitchen and planned improvements to organisational facilities and administrative arrangements. Further confidential detail is retained in the restricted governance record.

10. Any Other Business

- The monthly community litter pick and forthcoming Easter community event were noted.
- The Board noted the continuing strategic focus on regulatory readiness, sound financial stewardship, tenant engagement, accessible services and evidence-based governance.

11. Public Action Summary

Action	Status
Progress accreditation renewal and public display arrangements	Ongoing
Update website accessibility and publish approved policies	Ongoing
Continue liaison on void expenditure and decency-work arrangements	Ongoing
Complete community kitchen compliance preparations	Ongoing
Continue monitoring organisational training and fire-safety arrangements	Ongoing
Begin development of the 2027–2032 Business Plan	Ongoing
Continue liaison on highways, road maintenance and traffic safety	Ongoing
Obtain Board feedback on the website	Ongoing
Progress quarterly estate walkabouts with partners	New
Continue review of the Business Continuity and Inclement Weather documents	New
Review the financial treatment of reserve funds and report to the Board	New

12. Next Meetings

Meeting	Date	Time
Full Board	19 May 2026	5.00 pm
Full Board	21 July 2026	5.00 pm
Full Board	15 September 2026	5.00 pm
AGM	6 October 2026	5.30 pm
Full Board	27 October 2026	5.00 pm

Full Board	2 February 2027	5.00 pm
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13. Close and Approval

- The meeting concluded at 7.36 pm.
- The minutes were approved as a true record on 19 May 2026.
- The signed and authenticated version is retained as the restricted governance record.