



Homes for Lambeth, Meetings of the Board of:

Lambeth TopCo Ltd

Monday, 18th September 2017 (13:00-15:00)
Chief Executive's Office, 3rd Floor, Olive Morris House,
18 Brixton Hill, London

Present

Board Members

Sue Foster (Chair)
Rachel Sharpe
Christina Thompson

Apologies

Gregory Carson

In Attendance

Rick O'Farrell, Interim Assistant Director Housing Regeneration (LBL)
Michael Holland, Interim Capital Programme Consultant (LBL)
Matthew Gaynor, Interim Assistant Director (Finance), Capital Planning and Major Projects
Krish Agamuthu, Finance Lead, Regeneration & Housing Development
Graham Hismurgh (Altair, for part of meeting)
Caroline Pillay (AMP, for part of meeting)
Delia Beddis (Newbridge)
Daniel Partridge, (PRD, notes)

Item	Minutes
1	<p>Declarations of Interest</p> <p>There was produced to the Meeting a notice of declaration of interest by Sue Foster, Rachel Sharpe and Christina Thompson, as declared at the meeting of the board on 1 August 2017.</p> <p>The directors were reminded of their obligation to make a further declaration in the event that any existing declaration made by them proves to be or becomes inaccurate.</p>
2	<p>Minutes of TopCo Board Meeting 4th September 2017 and Matters Arising</p> <p>The Draft Minutes for TopCo were reviewed and approved.</p> <p>The Board was advised that following the Board's approval to proceed, insurances had been procured and were now in place.</p>
3	<p>Risk Strategy</p> <p>The Board received an overview of the Risk Strategy and draft Risk Dashboard delivered by CP.</p>

4	<p>HFL Solicitors</p> <p>The Board re-considered the proposal recommending the appointment of solicitors for HFL companies, following a competitive process. The Board also considered a review of this process and recommendation provided by GC.</p> <p>IT WAS RESOLVED THAT the Board accepted the recommendation to appoint Ashfords to act on behalf of HFL. The appointment should be made at an appropriate point in developing the draft business plan and supporting legal documents to support the proposed programme.</p> <p>The Board noted that should Ashfords identify any Conflicts of Interest for any part of the actions to be performed then HFL companies would seek to again use the framework as per this occasion.</p>
5	<p>Agreement for housing management and other services (Lollard Street)</p> <p>The Board received a report from Altair and the discussion was led by GH on this matter.</p> <p>The Board was recommended to:</p> <ol style="list-style-type: none"> 1. Consider whether it wishes to receive a copy of the full draft Agreement for review/comment, which has been reviewed by Lambeth's Procurement team. 2. Agree the principles of the draft Agreement as set out in the report. <p>The Board sought further development to the draft and agreed to delegate approval of the contract to Rachel Sharpe and Christina Thompson following a more detailed review of the HoTs, financial/payment arrangements and KPIs.</p>
6	<p>Ownership & Stewardship Panel</p> <p>The Board undertook a discussion about the draft agenda and materials proposed for the inaugural meeting of the O&SP, led by DP & JH</p>
7	<p>Forward Plan</p> <p>The Board received a review of the Forward Plan of key milestones & decisions, led by DB.</p>
8	<p>Signing of Governance Documents</p> <p>The Board noted that approval of the documents had not been received from GC and that further amendments may be requested to the draft Terms of Reference for the Ownership & Stewardship Panel, by the Panel at its meeting in October. As such, the signing of the documents would not take place until after this meeting.</p>
9	<p>RPCo HCA Registration</p> <p>The Board was notified that confirmation had been received from the HCA that Stage One of the RP Registration process for Lambeth RPCo Ltd had been successfully completed.</p>
10	<p>AOB</p> <p>The Board received an additional paper 'Update on Board Appointments'. The Board was recommended to:</p> <ol style="list-style-type: none"> 1. Review the revised list of Board Members within the paper confirm whether the revised list is that which shall be put to the AGM for confirmation.

	<p>2. Note the process for the Cabinet Member appointment.</p> <p>To follow the advice provided by Lambeth's Democratic Services Officer, a letter should be written by Lambeth Officers to the Chief Whip with regards to who the Cabinet Member proposed to the join the HFL Board should be.</p> <p>The Board agreed that an alternative Board Member should be identified in place of the post on the Boards of each of the HFL companies that was to be held by Lambeth's 'Head of Finance, Capital & Tax'. Lambeth's 'AD Financial Planning & Management' should be considered for the replacement.</p>
11	<p>Next Meeting of the Board</p> <p><i>Monday, 16th October 2017, time TBC.</i></p> <p><i>Chief Executive's Office, 3rd Floor, Olive Morris House, 18 Brixton Hill, London</i></p>
12	<p>Conclusion</p> <p><i>There being no other business the Chair declared the Meeting closed.</i></p>

.....

CHAIR