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**Minutes of the Uppingham Homes CLT Board Meeting No 14
held at 6pm on Tuesday December 29th 2020 by Zoom**

1. Roll Call

David Ainslie BEM, Graham Allison, Edward Baines (in the chair), Mark Shaw, Margaret J Simpson BEM, Ron Simpson BEM, Geoff Thompson, Nick Townsend.

2. Apologies for Absence

All board members present.

3. Declarations of Interest

The registered business, council, charity, community and voluntary sector interests of board members were noted. With regard to the forthcoming debate on draft UHCT policies concerning procurement and administrative/financial/consumer partners, the registered overlapping interests of board members who are decision makers in RCC, UTC, Uppingham First and the Uppingham Neighbourhood Forum were specifically acknowledged.

4. Notes of Previous Meeting

Board Meeting No 13 held on Friday December 18th 2020 - Circulated and agreed.

5. Matters Arising

RS reported that he had chased up the Locality consultancy invoice as requested.

6. RHP Documentation Workshop No 3

Prior to directors working through a third batch of draft RHP documents and policies in preparation for The Society's RHP Part 2 submission, director NT advised members of a small number of changes he was recommending to documents already seen by the board. It was unanimously agreed that Papers 5, 6, 7 and 8 considered at the previous workshop be amended as required. It was further agreed that the amended 'declarations of interest' form proposed be accepted.

Directors then considered first drafts of a number of other policy documents as follows.....

- a) Risk Register - Sample copy to be requested from Locality – GT to draft
- b) Outline Business Model – GT/DA to draft
- c) Financial Model – DA/GT to draft
- d) Financial Narrative/Stress Testing – GT/DA to draft
- e) Skills Audit – RS to finalise and then check draft with Locality
- f) Procurement Policy – approved subject to agreed amendments and changes to bring in line with Financial Management and Controls Policy being prepared by GT/DA
- g) Example Management Accounts – GT to supply for final submission to Regulator
- h) Tenancy Standard Policy – updated and approved

- i) Tenant Empowerment Policy – approved
- j) Home and Neighbourhood Policy – approved
- k) Consumer Standards Implementation Policy – to be read, amended and approved at Jan 8th workshop

It was noted that the Regulator did not require Equality, Vulnerable Adults and Health and Safety Policies to be produced. It was, however, agreed that they be prepared once the detailed RP application form had been submitted. Also, a tenant's handbook once The society had homes to let.

7. Planning Application

It was agreed that Helen Lowe, Planning Consultant for GSS now be requested to submit the updated planning application for the Badley Orchard project as soon as possible. It was further agreed that Helen be requested to confirm the date of submission, the required planning fee, and the registration number of the application allocated by RCC.

8. Any Other Business

In accordance with the now approved procurement policy, it was agreed that the Badley Orchard planning application fee to RCC be paid immediately once notification of the required fee (being within budget) had been received.

9. Date of Next Meetings

RHP Peer Review Workshop - Friday January 8th 2021 at 2pm with Locality

Ron Simpson BEM
Secretary
Uppingham Homes CLT
3.1.2021

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