CIH - LONDON
MINUTES of COMMITTEE MEETING

Date:  
Tuesday 14\textsuperscript{th} August 2012  
Time:  
6.00pm prompt  
Refreshments from  
5.30pm

Venue;  
CIH - London Office  
7\textsuperscript{th} Floor, 236,  
Gray’s Inn Road  
London WC1X 8HB

“We are an elected voluntary Committee, representing CIH - London, raising awareness of the Capital’s housing issues and policies by providing events and networking opportunities to our members”

PRESENT:

Suzanne Barrows - (SB) - (chair)  
Lynda Hance - (LH)  
Martyn Kingsford - (MK)  
Mabel Dankwa - (MD)  
Tracy Gaughan - (TG)  
Carla Keegans - (CK)  
Ronald Albert - (RA(l)b)  
Bayo Igoh - (Bi)  
Nikeel Hussain - (NH)  
Samu Mabhena - (SM) - Observer  
Sherene Bryan - (SBry) - Observer  
Robin Ward - (RW) - CIH / Minutes

SB welcomed SM and SBry to the meeting

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Report</th>
<th>Action</th>
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<tbody>
<tr>
<td>1-Apologies for Absence</td>
<td>Vernon Simpson / Nazima Sehir / Seline Walker</td>
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<tr>
<td>2-Approval of Minutes from Meeting held on Tuesday 3\textsuperscript{rd} July 2012</td>
<td>The Minutes were agreed as a true record of the Committee meeting held on Tuesday 3\textsuperscript{rd} July 2012.</td>
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<td>3- Matters Arising from 3\textsuperscript{rd} July meeting</td>
<td>• CK: circulation of Minutes from Mayor’s Housing Forum - done</td>
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### Minutes of Committee Meeting

**Tuesday 14th August 2012**

#### RAsh: Education Study Tour Update

- Woodbury Down estate has been confirmed as the venue for this year’s tour - dates to be agreed (aiming for late September / early October)
- NB: Mention was made of a possible further study trip to Welwyn Garden City - no further details available.

#### SB: Data protection issue (email addresses)

- No response received yet - will chase again

#### SB: Communications Lead - BI stated that CD is now back and will resume the lead role for Communications

#### SB: Contact with Gavin Smart (CIH/ Director of Policy & Practice)

- GS will attend the November Committee meeting. SB will discuss topics with CK.

#### SB: Group discussion on Committee requirements (Item 6 - Minutes of July meeting)

- This was held today - SB will prepare paper for information

### Chairs’ update

#### i) Linkage with Trustees:

- Each Regional Committee (Board) will have someone from the Governing Board as a “buddy”. Jim Strang from Scotland has been appointed to London.

#### ii) CIH 2013 AGM: has been “moved”

- Instead of being included in the Annual Conference, it will in future be held during OneCIH. In 2013 the AGM will be on Wednesday 1st May. (NB OneCIH will be held on 1st and 2nd May in 2013). It is not clear yet how this change will increase the numbers able to attend the AGM.

#### iii) Recent advert for people to join the “Influence Board:

- The closing date for this advert was July 27th. Similar adverts for the Learning and Improve Boards will be out shortly.
iv) **Policy Activities:** these have been directed towards positioning CIH at the centre of discussions.

v) **Next Government Spending Review:** Gavin Smart has produced a paper on how CIH can influence this. Grainia Long (CIH/Chief Executive) met Grant Shapps MP and Vince Cable MP to discuss options for boosting housing supply.

vi) **Housing 2012 (Manchester):** Comments were mainly positive. There are a number of improvements in hand for next year.

vii) **Regional resources review:** Ongoing - Joanne Drew leading (JD attended the July Committee)

viii) **Personal email addresses:** There has been discussion about cih email addresses for regional committee members. There has not been much enthusiasm from other regions but London has expressed interest. AH will be the “guinea pig” for an experiment. Emails will probably refer to the post held, rather than the individual member - this will facilitate changes of personnel over the years.

ix) **Other items covered were Locally focussed programmes / PAfD (Positive action for disability) initiative** - which is looking for volunteers / **member get member scheme** - numbers slowly increasing towards the target of 400 - (the Committee were interested in the costs involved in achieving this)

SB will circulate the Policy items to Committee members

SB
### 5- Budget Update

SB stated that the London budget for 2012 was approx.: £23500. So far £6000 has been spent and £10000 committed - leaving a currently predicted underspend of approx.: £7500. This situation has been helped by potentially generous sponsorship for the “London Living Room” event for Chartered members and other sponsorship throughout the year. SB added that if any group has any additional project / expenditure proposal / equipment requirement in mind, please speak to the Treasurer (NS).

**NB:** Later in the meeting RAlb outlined a possible event to study a pioneering scheme run by Lewisham Homes linking ASB and micro chipping dogs. This produced quite a degree of support from Committee members and SB asked RAlb to submit a paper explaining the proposals for LH (Event Co-ordinator).

MK also offered to host a “social evening” at GIR to view the TV programme “London - the modern Babylon”. He explained that housing features very largely in the programme - so, in the centenary year of her death, this fits perfectly with the aims of Octavia Hill. He added that a number of relevant statistics / facts could be included in the event to show the comparison with the present day.

### 6- Committee Ground Rules (deferred from July meeting)

BI explained that not all Committee members had signed the “Ground Rules” document. This was passed around the Committee for missing signatures to be added.

### 7- Events (deferred from July meeting)

- **Octavia Hill Museum visit (21st June):** MB stated that there had been 32 attendees. They had welcomed the additional information that was not generally known. Feedback comments had included “I wish I had been here before I started my career” The day concluded with a quiz. Total cost was £660 including coach fare and entrance to the Museum.
• **Students’ Careers day (22\textsuperscript{nd} June):** AH stated that this event had received a very high satisfaction ratio, although numbers were down on last year (26 - 56)) probably due to the later scheduling of the event. But there had been a high drop-out rate on the day - when the missing students had been asked - the result was a number of excuses including bus strike and forgetfulness. The event had been sponsored by Hays - the net cost was therefore zero.

• **PRS Policy event (28\textsuperscript{th} June):** CK stated that this had been a follow up to the 2011 seminar and had attracted 30 delegates. Costs were minimal relating to refreshments only (£210.60). She added that there had been good feedback from the earlier event which had facilitated securing good speakers for this follow up - Richard Lambert (NLA) / Paul Winstanley (Allsop LLP) / Bridget Young (CRISIS) / and especially - Ian Dick from LB Newham which is very keen on the topic. It was noted that a few potential delegates had incorrectly been told by Coventry staff that the event had been cancelled - this was due to confusion over SE branch cancelling its event on the same topic which had been scheduled for GIR later the same day.

Noted that no events have been organised for July or August - the programme starts up again in September.
if/when they have been to other events for other organisations - in order to complete the picture of Committee member involvement. Suggested that this could perhaps be put on Yammer. SB will set up the relevant “sheet” on the London Yammer for Committee members to add their activities. (MK advised that he had recently chaired a CIH Training session on Board Governance, for CIH events).

9- Personal Development and moving forward

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<th>LH stated that she had discussed with BI and now that there is a 3 year “tenure” for Committee members it has been agreed that SB / LH / BI will between them meet all individual Committee members to discuss their needs; requirements and existing skills. This exercise should be completed by 26th October 2012.</th>
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<td>SB/LH/BI</td>
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10- AOB

- SJ reminded Committee that articles etc for the next edition of Capital Views were now being sought. He outlined the requirements and stated that the items are required by 17th August.
- SB stated that Grainia Long will be attending the September meeting - but is time limited to about 40 minutes (she has to get back to Coventry). SB therefore requested that any questions Committee members may wish to raise should be notified to SB by the end of August - so as to maximise the benefit of the meeting.

11- Date & Venue for next meeting

| Tuesday 4th September 2012  
| Floor 7, 236, Gray’s Inn Road  
| London WC1X 8HB  
| Starting at 6.00pm prompt  
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Meeting closed at 7.15pm