



Brent CLT Board Meeting

Tuesday 15 June 4pm – 5.30pm

Minutes

In attendance: Atara Fridler (AF), Nkechi Okeke-Aru (NO), Paul Anders (PA), Ioana Lupas (IL), Rick Gibbs (RG), Gemma Holyoak (GH), Paul Bragman (PB) and Nazra Zuhyle (NZ)

Item	Minutes	Action
Welcome		
Minutes & actions from the previous Board meeting	The minutes were agreed. – adopted	
Site update	<p>AF / PB and RG met Tsitsi – no clarification around land transfer as yet.</p> <p>A detailed discussion will be held at the next meeting to discuss how to move things forward with the Council.</p> <p>AF – suggested the Council were perhaps waiting for confirmation from other depts within the Council.</p> <p>PB – suggested that if the trustees were happy with the invitation to tender it be shared with the Council to prove the CLT is ready to progress and awaiting the land transfer.</p> <p>IL clarified the difference between the invitation to tender and the site brief. The invitation to tender covers what needs to be procured to progress the work. The site or building brief is a collation of what needs to be done.</p> <p>IL suggested the site brief be used when speaking with the Council.</p>	Arrange a site visit for senior officers and councillors

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	<p>PB – there is a risk to going ahead with the invitation to quote without confirmation from the Council.</p> <p>Summary of site update: Continue to liaise with the Council Include in risk register as a significant risk Arrange site visit</p>	
Workshops	<p>RG – they all went well.</p> <p>AF - Design workshop – went well. There was a clearer sense of what people need to focus on.</p> <p>PB - Two things that came out:</p> <ol style="list-style-type: none"> 1. The overarching design principles that came from the poll. 2. Site – spreadsheet scores. <p>Poll results:</p> <ol style="list-style-type: none"> 1. 91% securely financed and affordable 2. 73% low energy and affordable bills 3. 64% designed for health and wellbeing 4. 55% designed for privacy and dignity 5. 45% accessible for diverse people 6. 45% efficient use of resources 7. 45% adaptable, flexible use <p>RG – the panel preferred self-contained accommodation over sharing accommodation. A key message RG took away is to not have the live-share option.</p> <p>IL – key message taken away from the design workshop was to not have the mini / micro apartments. There was a</p>	<p>RG and IL – to produce a brief with support from NO</p> <p>PB to send RG and IL summary of the key points from the three workshops.</p> <p>NZ – to remind trustees and panel to complete worksheet</p>

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	<p>lot of emphasis on accessibility and diversity that was clear from the conversations held at the workshop.</p> <p>RG – the workshops have helped to frame how BCLT will move forward. There needs to be a robust client support mechanism in place to manage the site.</p> <p>AF – BCLT will need to consider the length of tenancy being given out.</p> <p>PB – Panel wanted a mixed model in terms of the length of stay. Have some staying longer / those who want to move on can be supported. Suggested speaking to housing associations and / or using managing agents.</p> <p>AF – Crisis are moving away from the stepping-stone model as people want permanent homes.</p> <p>NO – shared that the Panel saw the steppingstone model as a way for a person on low income to have a home in the interim before moving on.</p> <p>PA – if BCLT decide to go with the stepping-stone model, more detailed discussion needs to be had in the future.</p> <p>AF - Feedback on the invitation to tender differed to be revisited after the site brief is created.</p>	
Resources overview	Not minuted.	AF and NO to meeting PB to discuss how best to use Community Regen as a resource.
Communications and engagement	<p><u>Future engagement with the Panel</u> Panel to merge with the Board. They can join as members or, after due process, become trustees .</p>	NO and AF to meet with PB about presenting this suggestion to the Panel.

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	<p><u>Website</u> Use a widget to translate website into different languages. Use – top five languages in Brent.</p> <p>Terms & conditions and privacy policy – need reviewing for currency & completeness</p>	
Organisational capacity building	<p>Bank account – can be accessed online with limitations Risk assessment sheet Policies – deferred to the next meeting Milestone tracker</p>	<p>NZ – create risk assessment sheet on google sheets and share link AF and NO to pick up milestone tracker</p>