**Appendix 2**

**Hexagon Residents Forum**

**Minutes of Meeting**

**Date:** 4th March 2015

**Venue:** Hexagon Housing Association

**Present:** Patience Ohabuiro (PO) – Chair

 Valerie Oldfield (VO) – Vice Chair

Shona Muwanga (SM) - Secretary

Trae Best-Taylor (TBT) – Youth Rep

Adrian Ingram (AI)

 Barbara Enoe (BE)

 Barbara Jacobs (BJ)

 Jackie Fergus (JF)

 Joanne Best (JB)

 Gill Warren (GW)

 Lorel Enoe (LE)

 Doreen Davies (DD)

 Hasina Zuberi (HZ)

Alisha Humphrey (AH)

Kellie Elmes (KE)

Sharon McPherson (SMc)

Sharon Brown (SB)

Carol Brown (CB)

**Also present:**

Brian Hughes – BH (Resident Involvement Manager - Hexagon)

 Catherine Foxwell - CF (Resident Involvement Officer - Hexagon)

 Tom McCormack – TMc (Observer - Hexagon Board)

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| **1.** | **Welcome and Introductions**The Chair welcomed everybody to the meeting and welcomed TMc who is the Chief Executive at Hexagon but who was attending in his capacity as a Board member. The Chair also advised the Forum that she withdrawn her proposal to resign as Chair.  |  |
| **2.** | **Apologies for Absence:**Gaius Vincent, Jamal Mediani, Mark Shaw, Pam Daley and Patricia Ofoche.  |  |
| **3.** | **Minutes of the Last Meeting:**The minutes of the meeting of 14th January 2015 has been agreed as a true and accurate record.  |  |
| **4.** | **Matters Arising from Previous Minutes:**Under item 4, Matter Arising, BH informed the meeting that the working party had met on 28th January to plan the Special AGM. They had agreed a shortlist of venues, the theme of the Special AGM and the range of activities to take place at it, however they couldn’t set a date for it until the review of the Residents Forum was completed in case any further changes to the constitution were to come out of the review. The working party then reviewed the brief for the review and is presenting it to tonight’s meeting.  |  |
| **5.** | **Brief for the Review**VO ran through the brief and made amendments of which the Forum agreed to. It was agreed that a copy of the re-worked brief will be sent with the minutes. **Next steps:**The brief will be sent to a number of consultants who work in the field of housing and who will be invited to tender to undertake the review. Once the tenders have been received the Forum working party and one board member will select the consultant who will undertake the review.  | **CF****BH** |
| **6.** | **Review led by external consultant?**This was addressed and agreed under the previous item |  |
| **7.** | **Report back from the Board meeting**AH and BH attended the Board meeting of 27th January and AH provided the report back. AH reported on her impression of the professionalism demonstrated by the Board and suggested that it is something that the Forum could learn from and adopt for conducting their meetings. AH recommended that attending Board meetings is a valuable experience and one that all Forum members should experience. SB and SMc will attend the next Board meeting at the end of March as observers from the Resident Forum.  |  |
| **8.** | **Any other business**JF outlined the issues she had recently experienced regarding support provided by the Community Investment Team. She has a meeting with the manager of the team to go over these issues, and asked for an observer from the Forum to attend also. KE volunteered to attend the meeting with JFSMc mentioned that when Universal Credit comes in this will have a massive change on the lives of many residents, and asked what support the Forum could give to residents to help adjust to these changes. BH replied that the Forum had approved the work programme of the Financial Inclusion Officer and that Hexagon were publishing advice in *Home News* on ways to prepare for the introduction of Universal CreditKE advised that Dermot Finn wishes to invite the Forum to get involved in a planning a joint Co-op Forum/Resident Forum social event in the summer, and would like to come to the next Forum meeting to discuss this further. This was agreed. KE will communicate this to Dermot.  VO updated members of a free training event for Southwark tenants. KE announced that she is happy to share her contact details with other Forum members. It was suggested that a contact sheet is circulated at the next meeting to enable Forum members to share their details of they wish.  | **PO****CF** |
| **9.** | **Date and time of next meeting** Wednesday 6th May 2015 at 7pm |  |