

	<p>Meeting: South East Independent Living Board of Directors (Company No. 08710235)</p> <p>Date: 17th December 2020</p> <p>Venue: Virtual (due to COVID-19)</p> <p>Start: 4.00 pm</p> <p>Board of Directors</p> <p><u>Present:</u> Board Directors: Mary Hope (MH) (Chair) Roger Eastwood (RE) Sheilah Roberts (SR) for Eastbourne Homes Limited</p> <p><u>In Attendance:</u> Staff Andrew Clarke, Deputy Chief Finance Officer (AC) Ian Fitzpatrick, Managing Director, (IF) Gary Hall, Head of Homes First (GH) Homira Javadi, Chief Finance Officer (HJ) Paul Jemetta, Finance Business Partner (PJ) Paula Leighton, STEPS Service Manager (PL) Jane McCarthy-Penman, Company Secretary (JMP) Ola Owolabi, Deputy Chief Finance Officer (OO)</p>	
Item	PROCEDURAL MATTERS	ACTION
1.	<p>Apologies for Absence</p> <p>None</p>	Noted
2.	<p>Declarations of Interest</p> <p>In accordance with Section 177 of the Companies Act 2006 and the Articles of Association of the Company, Directors declared their interests as set out below:</p> <p>Mary Hope</p> <ul style="list-style-type: none"> • Board Director of Eastbourne Homes Limited • Caseworker, Wealden CAB • Board Director and Chair, Sussex Housing and Care <p>Roger Eastwood</p> <ul style="list-style-type: none"> • Board Director of Eastbourne Homes Limited • Board Director and Chair at South Essex Homes Limited • Board Director at Eastbourne Housing Investment Company Limited • Board Member – National Federation of ALMOs <p>Sheilah Roberts</p> <ul style="list-style-type: none"> • Board Director of Eastbourne Homes Limited 	

3.	<p>Minutes of Previous Meeting of the 17th September 2020</p> <p>Agreed.</p>	Noted
4.	<p>Matters Arising</p> <p>Annual Report & Accounts It was noted that at the September Board meeting, the Finance Team had hoped the draft accounts would be ready for the December Board.</p> <p>It was noted there are a couple of outstanding issues to finalise. These will be presented to the Board at a future meeting.</p>	Noted
5.	<p>Outstanding Board Actions</p> <p>The Board noted the progress on the outstanding actions from the last meeting.</p> <p>All outstanding actions have now been completed.</p> <p>Given due regard to Duty 2, Section 172 CA (06) Recommendation and Resolution by the Board: The Board</p> <ul style="list-style-type: none"> • Noted the progress on the outstanding actions 	
6.	<p>Financial Performance to 30th June 2020 and 2019/20 Audit update</p> <p>This report highlighted the financial performance of the company for the quarter ended 30th June 2020 with £31k profit being reported for the period, variance to budget of £32k.</p> <p>The Deputy Chief Finance Officer took the Board through the report.</p> <p>A question was asked as to whether we should be recruiting extra staff (as there are savings generated). It was confirmed that due to the short-term nature of the contract, we would struggle to recruit, unless we offered a 12-month contract.</p> <p>Given due regard to Duty 2, Section 172 CA (06) Recommendation and Resolution by the Board: The Board</p> <ul style="list-style-type: none"> • Note the Company's results for the first quarter ended 30th June 2020. • Note the audit progress in respect of the 2019/20 financial statements. 	
7.	<p>STEPS Update, Q2, 2020/21</p> <p>This report provided the Board with an update on the current service.</p> <p>It was noted that SEILL referral numbers have started to increase as the C19 lockdown has started to lift.</p> <p>Referrals for Q1 this year compared to 2019 show that there had been an increase in referrals for support with Council Tax and Housing Benefit applications, debt management and social isolation. This may indicate the effect that COVID has had on our client base.</p>	

	<p>It was noted that it is anticipated that referral numbers will increase as some professional partners have now resumed visits along with local authority housing services resuming tenancy sign ups.</p> <p>The ESCC STEPS West contract variation has now been confirmed and will now end on 21st May 2021. At present, ESCC have not published details of the new floating support contract to start on 22nd May 2021, to date.</p> <p>Given due regard to Duty 2, Section 172 CA (06) Recommendation and Resolution by the Board: The Board</p> <ul style="list-style-type: none"> • The Board is asked to note the report. • The Board is asked to support ongoing discussions with Southdown Housing, if resumed, in order to potentially make a joint bid for the new East Sussex County Council floating housing support service. 	
8.	<p>Any Other Business</p> <p>Registered Office The Board noted that as 1 Grove Road, Eastbourne will close on the 31st December 2020, the registered office for SEILL will be changed to the Town Hall, Grove Road, Eastbourne BN21 4UG. The statutory documents will be relocated to the Town Hall prior to the 31st December 2020. The new company plaque will be placed outside of the Town Hall.</p> <p>The relevant changes have been made at Companies House.</p>	
Meeting closed at 4.29 pm		

Signed: _____ **Position:** _____

Dated: _____