

**2010 ROTHERHAM LTD**

**MINUTES OF THE BOARD MEETING  
HELD ON 30 MAY 2007 AT 2.00 PM  
IN THE BOARDROOM, EASTWOOD**

**Board of Directors:** Mr Clive Hartley (Chair)  
Cllr Jane Austen  
Dr Giles Bloomer  
Mrs Liz Booth  
Mr Gaetano Demartino  
Cllr Barry Dodson  
Ms Anita Heaton  
Cllr Neil License  
Cllr Reg Littleboy  
Mrs Victoria Penman

**In Attendance:** Mrs Isobel Riley (Chief Executive)  
Mr Paul Webb (Director of Neighbourhoods)  
Mr Mark Whittle (Director of Investment)  
Ms Ramona Youhill (Assistant Director of Investment)  
Mrs Michelle Musgrave (RMBC)  
Mr Mike Clements (RMBC)  
Mr John Mansergh (RMBC)  
Mrs Lynne Chatterton (Secretary to Director of Business Development) - Minutes  
Mr Gary Ironmonger (Assistant Director of Business Development – Finance) – for Items 5  
Mr John Stapleton (Health & Safety Officer) – for item 12

**Minute  
No.**

**Governance**

**1. Apologies for Absence**

- Mr Almas Abassi
- Mr Keith Stringer
- Cllr Glyn Robinson
- Mrs Mary Jacques
- Mrs Teresa Butler

**2. Minutes of Previous Meeting 18 April 2007**

The Minutes of the Board meeting were agreed and signed as a true and accurate record by the Vice Chair.

### 3. Matters Arising

Item 10. Some Board members did not recall receiving the copy of the report on future management of council housing. This was to be sent out again.

### 4. Declaration of Interests

There were no declarations of interest in addition to standing declarations.

### 5. Minutes of Committees

#### Asset Management

Dr Bloomer presented the minutes. It was noted that 2010 had over achieved on the Decent Homes programme. This could not be published until final figures had been agreed by all parties.

Mr Whittle had contacted the Cabinet Member re market testing and was waiting for a reply. Mrs Musgrave advised that there was a potential way forward and she would be contacting Mr Whittle.

Clarity was needed as to how smoke alarms were to be funded and whether it was legitimate to be charged to Decent Homes.

It was noted that Cllr License was not able to attend many Asset Management meetings due to clashes with RMBC Audit Committee. The dates and times of future meetings needed to be reviewed.

**AGREED: The Board received and noted the minutes of the Asset Management Committee held on 23 May 2007.**

**ACTION: Dates and times of Asset Management Committee to be reviewed.**

#### Community Development and Partnership

Cllr Austen presented minutes of the meeting and reminded Board Members that the main points were included at the end of the minutes.

**AGREED: The Board received and noted the minutes of the Community Development and Partnership Committee held on 2 May 2007.**

#### Performance

Miss Heaton presented the minutes.

**AGREED: The Board received and noted the minutes of the Performance Committee held on 1 and 22 May 2007**

## **Resources**

Dr Bloomer presented the minutes.

**AGREED: The Board received the notes of the Resources Committee held on 16 May 2007.**

### **6. Good Governance**

Cllr Austen gave a verbal update.

Terms of reference were being updated in a set format for all Committees, which would be presented to the Board when completed. The Steering Group was seeking to increase the membership of the Committees and new Board Members would be approached to see which Committees they could attend and which would best suit their strengths.

The Steering Group was also looking at the draft content for Good Governance Handbook.

## **Items for Decision**

### **7. Budget Proposal**

This item had been withdrawn from the agenda following discussions with the Council.

### **8. Accommodation proposal**

This item had been withdrawn from the agenda following discussions with the Council.

### **9. Chairman's Report**

Mr Hartley gave a verbal report. He thanked the Council team that was coming in to work with 2010 and confirmed they would receive the full co-operation of 2010 staff. He hoped things would be moved on quickly and that both the above reports could be presented to the Board and that finance reporting could be agreed in a way that was acceptable both to the Board and RMBC.

### **10. Chief Executive's Report**

Mrs Riley informed the Board of the following:

The decisions from the NFA Conference and AGM had been received. These would be sent out in paper form to members of the Board.

An invitation had been received for the Mayor-elect's Civic Parade and Service on Saturday, 9 June 2007. This would be forwarded to Board Members who

should let Lynne Chatterton know if they were interested in attending.

Staff Roadshows were to be held on 13/14 June 2007. Mrs Riley asked for any volunteers from the Board to address the staff. The format had been changed slightly to 3 x 2hr sessions on both days.

## 11. Decent Homes Phase 2

The written report had been withdrawn from the agenda following discussions with the Council. Ms Youhill gave a verbal report on Decent Homes and explained that a hard copy would be circulated to Board once approved by RMBC.

A flow chart clearly outlining processes with regard to 2010, customer and contractors viewpoint would also be made available to the Board.

## 12. Health & Safety Update

Mr Stapleton presented a report and advised he was currently signing F10 declarations on behalf of 2010. Asbestos Awareness training was to be arranged for managers and supervisors. New labelling had to be carried out on all buildings in community areas e.g. commonly used staircases, kitchens, sheltered accommodation.

A small Smoke-Free Project Group had been organised. The smoking policy needed to be revised to reflect changes. It was intended to use the Council's revised policy when it became available.

It was proposed to look at the implications of the HSC's and Institute of Directors' guidance with regard to how to plan, deliver and manage Health & Safety. A report would be brought to the Board at a future date.

Following an incident at another company, the HSE had issued a general warning regarding maintenance of communal areas of properties. 2010 Rotherham Ltd needed to be able to demonstrate these were routinely checked.

**AGREED: The report was noted and agreed.**

## 13. Director of Neighbourhood Management

Mr Webb gave a verbal update to the Board. He confirmed that 2010 had now signed up to the RESPECT Standard. The planned approach previously presented to the Board would now be implemented.

Revised Restructuring proposals, reflecting the management fee budget, would be resubmitted to Cabinet Member now the Delivery Plan had been agreed. The Board discussed the proposed staffing arrangements. It was noted that customers had been engaged in the Corporate Service Review which was about improving service to customers. This now had to be carried out within budgetary

constraints and value for money considerations.

A revised Quality Awards Scheme for staff was to be launched, with monthly and annual awards recognising achievements of staff. He hoped Board and RotherFed members would joint an awards Committee to decide on winners from various nominations.

**AGREED: The Board received and noted the verbal update.**

#### **14. Director of Investment Update - Verbal**

Mr Whittle presented a verbal report.

A Barbot Hall Project meeting had been held and there were four contractors interested. Two evaluating teams had been set up. The project was still on track for completion in August 2007.

Steps had been taken to improve planned and responsive repairs targets. Staff were to be put in to Rotherham Connect to ensure the correct classification of works.

It was noted that of the eight apprentices taken on, two were to be taken on through Construction Job Match.

The Sheltered Programme was to commence in September. It was important 2010 had clarification that this was a legitimate use of the Decent Homes funding Mrs Musgrave was to confirm that the CLG approved the use of the funding for this purpose.

Mr Whittle advised on the contractor situation at East Dene. He reported that they had been under tight scrutiny and that the standard of work being produced was currently excellent. He asked for Board support to give the remaining 211 properties back to the contractor, on a one in one out basis, with effective management still in place.

It was noted that there should be contingency plans in place as to how an exit would be managed should another contractor default and for this to be put on the risk register.

**AGREED: It was agreed to allocate Connaught the remaining 211 properties.**

**Date of Next Meeting:**

**27 June 2007 – 2 pm, Board Room, Eastwood**

**Dates of Future Meetings:**

**25 July 2007 – 2 pm, Board Room, Eastwood**

**29 August 2007 – 2 pm, Board Room, Eastwood**  
**26 September 2007 – 2 pm, Board Room, Eastwood**  
**31 October 2007 – 2 pm, Board Room, Eastwood**  
**28 November 2007 – 2 pm, Board Room, Eastwood**  
**19 December 2007 – 2 pm, Board Room, Eastwood**

Signed as a true and accurate record.

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Chairman

Date: