

**2010 ROTHERHAM LTD
 MINUTES OF BOARD MEETING HELD ON 30 AUGUST 2006
 AT THE BOARDROOM, EASTWOOD**

Board of Directors: *Ms Anita Heaton (Vice Chair)*
 Cllr Jane Austen (Director)
 Cllr Barry Dodson (Director)
 Cllr Reg Littleboy (Director)
 Cllr Glyn Robinson (Director) – left before Item B86/4/1
 Mr Almas Abbasi (Director)
 Mr Gaetano Demartino (Director)
 Mr Harry Tooley (Director)
 Mrs Liz Booth (Director)

In Attendance: *Mrs Isobel Riley (Chief Executive)*
 Mr Paul Webb (Director of Neighbourhood Management)
 Mr Mark Whittle (Director of Investment)
 Ms Anne Cocking (Performance Manager)
 Mr Phil Rees (Neighbourhood Co-ordinator)
 Mr Richard Walker (Neighbourhood Co-ordinator)
 Miss Dawn Benfold (Secretary to Chief Executive) – minutes
 Mr Colin Boyes (Project Manager) – for Item B86/5/1&2
 Mr Ian Hillier (Interim Finance Manager – for Item B86/3/1)

By invitation: *Mrs Michelle Musgrave (Head of Neighbourhood Development)*

Minute No.		Action By	Target date
B86/1	A Governance		
B86/1/1	<p>Apologies for Absence & Introductions</p> <ul style="list-style-type: none"> • <i>Mr Clive Hartley</i> • <i>Mr Keith Stringer</i> • <i>Mrs Teresa Butler</i> <p>Ms Heaton welcomed Cllr Littleboy to his first Board Meeting.</p>		
B86/1/2	<p>Minutes of Previous Meeting 27/07/06</p> <p>The minutes of 27 July 2006 were agreed as true record with the following amendment:</p> <p>Page 4, B76/1/7/3 Performance should read Cllr Dodson.</p>		
B86/1/3	Matters Arising		

Minute No.		Action By	Target date
	No matters arising were raised.		
B86/1/4	Declarations of Interest There were no declarations of interest.		
B86/1/5	Chairman's Report Nothing to report in the absence of the Chair.		
B86/1/6	<p>Chief Executive Report</p> <p>Mrs Riley informed the Board of the following.</p> <p>Staffing Issues</p> <p>The three new Directors (Mrs Teresa Butler – Director of Business Development, Mr Paul Webb – Director of Neighbourhood Management and Mr Mark Whittle – Director of Investment are now in post. Ms Anne Cocking – Performance Manager is also now in post.</p> <p>Meetings Held</p> <p>Regular liaison meetings with Michelle Musgrave are taking place and working well.</p> <p>The first of the monthly liaison meetings with Cllr Sue Ellis and Mr Tom Cray has been held and was a positive meeting. It was agreed that strategic issues could also be discussed at these meetings to allow 2010 Rotherham Ltd to be involved in reviews earlier.</p> <p>Mrs Riley had also met with Mr Cray regarding Decent Homes. The major issue discussed was around the budget and delivering the Rotherham plus standard. Any additional work will be decided upon at a later date. It was also re-confirmed that no additional sheltered standard work will be undertaken in Year 1. Concerns were raised regarding non traditional properties and Mr Cray agreed to look into these issues. Non access to properties was also discussed and a report is being compiled by the Director of Investment on the issue. This report will be presented to Cllr Ellis and it was agreed this report should also be presented to the Board. Cllr Dodson expressed his concerns regarding non access</p>		

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	<p>and explained we should be doing everything we can to make sure properties are brought up to the decent homes standard. Mrs Riley and Mr Whittle explained that work starts at a very early stage to persuade people and that non access will hopefully be kept to a minimum. The Board will be kept updated on any matters relating to access.</p> <p>A strategic and enabling review of housing is being undertaken in November. 2010 will be involved but is primarily an RMBC review.</p> <p>Mrs Riley informed the Board that she is meeting the 3 Rotherham MPs on 6 September 2006.</p> <p>Dates for diary as follows:</p> <ul style="list-style-type: none"> • 9/10 September 2006 – Rotherham Show • 27 September – AGM/MAGNA Exhibition • 6 October 2006 @ 18.30 – Golden Star Awards at Liquid/Diva, Rotherham <p>RotherFed are now registered, directors are :</p> <ul style="list-style-type: none"> • Andrew Roddinson – Treeton • Hilary Cahill – Rawmarsh • Pat Woodcock – Rawmarsh • Linda Sales – Rawmarsh • Christine Hammond – Wharnccliffe <p><i>The Board received and noted the verbal report.</i></p>		
B86/1/7	Verbal report by Chairs of Sub Committees		
B86/1/7/1	<p>Asset Management</p> <p><i>The Board received and noted the minutes of the Asset Management meeting.</i></p>		
B86/1/7/2	<p>Community Development and Partnership</p> <p>Cllr Austen informed the Board that the training session on complaints procedure has now been undertaken. The outcome of the Stage 3 complaint will be formally reported to the Performance Sub Committee. To date 7000 votes have been returned for the tenant's election. The terms of reference will be reviewed at the next meeting and reminded the Board that all Sub Committees should be reviewing their</p>		

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	<p>terms of reference.</p> <p><i>The Board noted the verbal update and the received and noted the minutes.</i></p>		
B86/1/7/3	<p>Performance</p> <p>Ms Heaton informed the Board that Wentworth South and Central Trades team are continuing to provide progress reports on how they are improving performance.</p> <p><i>The Board received the verbal update and noted the minutes of the meeting.</i></p>		
B86/1/7/4	<p>Resources</p> <p>Mrs Riley informed the Board that the indications from KPMG are that financial statement will be ready for sign off in time for the AGM.</p> <p>Amendments to minutes were to be made at the next Resources Sub Committee.</p> <p><i>The Board received the verbal update and noted the minutes of the meeting.</i></p>		
B86/1/8	<p>Forward Plan</p> <p>The date of the December Board meeting is to be moved to 20 December 2006 and also the April Board meeting will also need to be brought forward to 18 April 2007.</p> <p><i>The Board received and noted the forward plan.</i></p>	DB	
B86/2	B Presentation		
B86/2/1	<p>Pathfinder Project Presentation</p> <p>Mr Tom Bell, HMR Team Leader, RMBC, gave a presentation on the Pathfinder Project and a copy of the presentation is attached.</p> <p>The following points were raised.</p> <p>Mrs Booth expressed concerns regarding private landlords</p>		

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	<p>and new build properties and asked whether RMBC are monitoring these to ensure that the standard is kept in line with RMBC and 2010. Mr Bell explained that there are problems with quality of private landlords and meetings are being held to encourage people to work together on this. Work is also being undertaken with housing associations and RMBC are at the final stages of putting together an agreement that will be signed up to.</p> <p>Cllr Littleboy questioned how private landlords are addressed. Mr Bell informed that within programme there is £1.5m allocated to tackle private sector issues and a Housing Solutions Officer has recently been appointed to develop new working relationships with private tenants. Cllr Littleboy also questioned recycling capital receipts. Mr Bell indicated that HMR money will start to be recycled in the future and there is an agreement with Transform South Yorkshire and the Government to move forward on this.</p> <p>Cllr Dodson expressed concerns about the need to build additional housing and asked how far Rotherham is with this. Mr Bell explained that this does take time but future programmes do include additional housing. Cllr Dodson asked Mr Bell to bear in mind extended family living is not just within BME communities and can include people looking after elderly parents etc.</p> <p>Mr Abbasi questioned how the areas of working were agreed. Mr Bell explained that lots of work had been undertaken at the beginning to work out which areas were at risk of failure and should be concentrated on.</p> <p><i>The Board received and noted the presentation and thanked Mr Bell for his attendance.</i></p>		
B86/3	C Financial Resources Management		
B86/3/1	<p>Financial Report including Management Accounts April – July 2006</p> <p>Mr Hillier presented the report to the Board which detailed the accounts up to the period ending 31 July 2006.</p> <p>The report will also go to the Resources Sub Committee next week and will be discussed in more detail.</p>		

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	<p>KPMG have now completed their audit and there are a couple of issues that are outstanding which are being dealt with at present.</p> <p><i>The Board received and noted the report.</i></p>		
B86/4	D Performance Management		
B86/4/1	<p>Key Performance Indicator Report</p> <p>Mr Walker presented the report to the Board and the following items were raised.</p> <p>Mr Abbasi asked whether comparative information could be presented on page 5 of the report to highlight where 2010 are in terms of other ALMOs.</p> <p>Cllr Dodson raised the issue of voids in East Herringthorpe and how this issue was progressing. Mr Walker indicated that it had come to light that an instruction had been received by Neighbourhood Offices from the HMR team to ask them not to undertake any improvement works on void properties. Mrs Riley explained that the Executive Team had only just been made aware of this situation and will be speaking to Mrs Musgrave at their meeting tomorrow and will report back to the Board at the next meeting. The Board expressed their concern regarding this issue and asked that it be dealt with as a matter of urgency.</p> <p><i>The Board received and noted the report.</i></p>	IR	URGENT
B86/4/2	<p>Performance Plan Update Report</p> <p>Mr Walker informed the Board that the performance plan and delivery had been submitted to RMBC and a letter had been received requesting further information around an action plan. This is being dealt with through Mrs Riley and Mrs Musgrave.</p> <p><i>The Board received and noted the performance plan verbal update.</i></p>		
B86/4/3	<p>Delivery Plan Part 1</p> <p>As above.</p>		

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B86/4/4	<p>Excellence Plan Part 1</p> <p>Ms Cocking presented the excellence plan and referred the board to the recommendations detailed on page 2 and the following was agreed:</p> <p>R1 – sign off as completed – AGREED R2a – signed off as completed – AGREED R2b – move timeline to September 2006 - AGREED with a proviso that it is checked that the funding has now been definitely agreed. R3 – amend timeline to December 2006 – The Board agreed that the target should stay as July 2006 and off target and that it be noted that the target wasn't realistic. R4.2a – move timeline to September 2006 – the Board questioned why this was being moved. Mrs Riley agreed to check this with Mr Ian Hillier and report back to the next meeting. It was agreed to leave July 2006 until confirmation had been received. R6.2 – on target – NOTED R6.3 – on target – NOTED</p> <p>Mr Abbasi expressed to the Board that we need to ensure that if targets are being moved that the new dates need to be realistic.</p> <p><i>The Board noted the report and agreed the recommendations as detailed above.</i></p>	IR	27/9
B86/5	<i>E Asset Management</i>		
B86/5/1	<p>Decent Homes Phase 2</p> <p>Mr Boyes presented the report and Mr Whittle focussed on the following items.</p> <p>EDS have declined to submit a bid for phase 2 of the project and a handover document has been produced to ensure continuity of service.</p> <p>A new structure for Decent Homes has been implemented as detailed in Appendix 1 of the report.</p> <p><i>The Board received and noted the verbal update.</i></p>		

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B86/5/2	<p>Decent Homes Phase 1 Lessons Learned</p> <p>Mr Boyes presented paper and expressed that the new structure will help Phase 2 run more smoothly.</p> <p>Mrs Booth indicated that this was a very clear report and was pleased to see that the problems have been resolved.</p> <p>Cllr Dodson also stated that he had met with the contractors on site and had found them professional and helpful. Mr Whittle agreed to pass this information on.</p> <p><i>The Board received and noted the report.</i></p>	MW	ASAP
B86/5/3	<p>Report of the Director of Investment</p> <p>Mr Whittle presented the report and referred to Barbot Hall. Consultants are being interviewed next week and a way forward will be brought to the Board for a decision in due course.</p> <p>Mrs Riley also explained that a presentation with the McMorrow Brothers had also been given to colleagues at RMBC and they accepted the report and were very clear that the way forward is very much a Board decision for 2010.</p> <p><i>The Board received and noted the report.</i></p>		
B86/6	F Business Development		
B86/6/1	<p>Report of the Director of Business Development</p> <p>Mrs Riley presented the report and stated that the main area was the governance review which is currently being addressed through Directors 1 to 1's.</p> <p><i>The Board received and noted the report.</i></p>		
B86/6/2	<p>Health and Safety Update</p> <p>Mrs Riley presented the report that had been prepared by Mr Alan Truelove.</p> <p>Mrs Riley also updated the Board on the situation regarding the scaffolding that was raised at the last meeting. An investigation had been carried out and the members of staff</p>		

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	<p>involved have been put on an earlier training course.</p> <p>Cllr Dodson also reported that there is an issue regarding gardeners and that they cannot cut a hedge higher than 6ft without a cutter that can reach. Mr Walker and Mr Rees to speak to Mr Keith Bradley regarding this issue.</p> <p><i>The Board received and noted the report.</i></p>	RW/PR	27/09/06
B86/6/3	<p>Manager/Employee of the Month</p> <p>A presentation of a cheque for £50 was made by Ms Heaton to the following employees:</p> <p>Mr Mark Booth, Mr Mark Littlewood and Mr Don Patterson – Employee of the Month for July.</p> <p>Mr Phil Tapley had also been awarded Manager of the Month, but was currently on annual leave and would be presented with his cheque on his return.</p> <p>All were congratulated on their achievement and thanked for their hard work and commitment.</p>		
B86/7	G Any Other Business		
B86/7/1	There was no further business to discuss.		
	<p>Date and Time of Next Meeting 1.30pm, 27 September 2006 – MAGNA</p>		
	<p><i>Minutes signed as a true copy</i></p> <p>Signed _____</p> <p>Date _____</p>		