

**2010 ROTHERHAM LTD
 MINUTES OF BOARD MEETING HELD ON 27 SEPTEMBER 2006
 AT THE MAGNA CENTRE**

Board of Directors: *Mr Clive Hartley (Chair)*
Miss Anita Heaton (Vice Chair)
Cllr Jane Austen (Director)
Cllr Neil License (Director)
Cllr Reg Littleboy (Director)
Cllr Glyn Robinson (Director)
Mr Almas Abbasi (Director)
Mr Giles Bloomer (Director)
Mr Gaetano Demartino (Director)
Mrs Liz Booth (Director)
Mr Keith Stringer (Director)
Mr Harry Tooley (Director)

In Attendance: *Mrs Isobel Riley (Chief Executive)*
Mrs Teresa Butler (Director of Business Development)
Mr Paul Webb (Director of Neighbourhood Management)
Mr Mark Whittle (Director of Investment)
Ms Anne Cocking (Performance Manager)
Mr Mark Johnson (Business Manager)
Mr Phil Rees (Neighbourhood Co-ordinator)
Mr Richard Walker (Neighbourhood Co-ordinator)
Mr Ian Hillier (Interim Finance Manager)
Miss Dawn Benfold (Secretary to Chief Executive) – minutes

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

Minute No.		Action By	Target date
B96/1	<i>Governance</i>		
B96/1/1	Apologies for Absence & Introductions <ul style="list-style-type: none"> • <i>Mr Barry Dodson</i> 		
B96/1/2	Minutes of Previous Meeting 30/08/06 The minutes of 30 August 2006 were agreed as true record with the following amendments: Apologies to be noted for Cllr License and Mr Bloomer.		
B96/1/3	Matters Arising There were no matters arising that were not on the agenda.		

Minute No.		Action By	Target date
B96/1/4	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
B96/1/6	<p>Minutes of Sub Committees</p>		
B96/1/6/1	<p>Asset Management</p> <p><i>The Board received and noted the minutes of the Asset Management meeting.</i></p>		
B96/1/6/2	<p>Community Development and Partnership</p> <p>Cllr Austen presented the minutes to the Board and raised the following issues. The committee will be receiving update reports on the stage 3 complaints and will continue to update the Board. The Committee is concerned regarding the vacancies on the Board and understand Mrs Butler is currently leading on this issue.</p> <p><i>The Board received and noted the minutes of the Community Development and Partnership Committee.</i></p>		
B96/1/6/3	<p>Performance</p> <p>Miss Heaton explained to the Board that the last Performance Sub Committee was cancelled due to the apologies received and stated that attendance at meetings needs to be addressed as a matter of urgency.</p>		
B96/1/6/4	<p>Resources</p> <p>Mr Hartley presented the minutes to the Board and explained that the Resources Sub-Committee had not been quorate but had agreed to continue with the meeting to look at the accounts.</p> <p>Cllr Austen expressed the need to record attendance on minutes of all meetings.</p> <p>Mrs Butler explained that she is currently spending time with each Board Director and this will contribute to the governance review of the organisation. Following completion of this the vacancies on the Board will be</p>		

Minute No.		Action By	Target date
	<p>addressed.</p> <p><i>The Board received and noted the minutes of the meeting and ratified the decisions made.</i></p>		
B96/1/7	<p>Forward Plan</p> <p><i>The Board received and noted the forward plan.</i></p>		
B96/2	Performance Management		
B96/2/1	<p>Key Performance Indicator Report</p> <p>Mr Walker presented the report to the Board and raised the following issues:</p> <p>Current performance is at 92% on target which remains static from last month. The audit by KPMG has not highlighted any issues that need to be addressed in terms of our data management. The majority of the Neighbourhood Teams are on target against each of the indicators and some have deteriorated. In preparation for the Charter Mark re-inspection early results indicate a 7 out of 10 score.</p> <p>Cllr Littleboy questioned the definition of “Central Trades”. Mr Walker explained that this is the central trade service hosted at Eastwood Head Quarters as opposed to the neighbourhood teams.</p> <p><i>The Board received and noted the report.</i></p>		
B96/2/2	<p>Excellence Plan Part 1</p> <p>Ms Cocking presented the excellence plan to the Board and confirmed the recommendations that were agreed at the August Board meeting have been implemented. Ms Cocking talked through the recommendation for this month that R2b be signed off as complete.</p> <p>Cllr Littleboy questioned the colouring within the report and explained that it was difficult to read when it wasn't presented in colour. Mrs Butler confirmed that the format had been agreed by the Board to save unnecessary expense in printing the document and that the wording i.e. off target meant RED, on target meaning AMBER and complete as GREEN.</p>		

Minute No.		Action By	Target date
	<i>The Board received and noted the excellence plan and agreed the recommendation R2b to be moved to complete.</i>		
B96/3	Investment		
B96/3/1	<p>Decent Homes Phase 2</p> <p>Mr Whittle presented the Decent Homes Phase 2 report to the Board and referred to the update report presented as Appendix 3.</p> <p>Mr Whittle explained that the report is very much a working document and data will continue to be entered into the report to provide a full update. Mr Bloomer questioned why the figures show that no surveys have yet been received? Mr Whittle explained that some surveys have been received and the data needs updating.</p> <p>Cllr License questioned how we are going to deal with people who refuse work on their properties. Mrs Riley explained that this is a real issue and is pleased that this has been raised early. Mrs Riley indicated that Cllr Ellis has asked for a strategy to be produced on non access in Rotherham and how it will be addressed. Cllr License indicated that this is a no win situation and this could be a huge problem. Mrs Riley explained that the Government do accept refusals as long as there is a plan to resolve the issues.</p> <p>Mr Whittle explained that talks are being held with Partners to develop an emergency response strategy and that he is currently looking into appointing a health and safety person to concentrate purely on Decent Homes.</p> <p>Mr Bloomer explained that he does have various other questions that he would be raising at the Asset Management Sub Committee.</p> <p>Mrs Booth asked about the customer satisfaction information and asked if the figures can be assured. Mr Whittle assured that the figures can be guaranteed and there will be a full audit trail.</p> <p>Mrs Musgrave explained that RMBC will also be monitoring progress against decent homes.</p>		

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	<p>Miss Heaton asked whether any savings within the Decent Homes Programme would be transferred back into the 2010 budget. Mr Whittle explained that some savings are being made but the money is ring fenced and automatically goes back into Decent Homes.</p> <p><i>The Board received and noted the verbal update.</i></p>		
B96/4	Chairman's Closing Remarks		
	<p>Mr Hartley thanked members for their attendance and reminded of the question time session to be held at 3.30 pm.</p>		
	<p>Date and Time of Next Meeting 2.00 pm, 25 October 2006 – Eastwood Board Room</p>		
	<p>Minutes signed as a true copy</p> <p>Signed _____</p> <p>Date _____</p>		