

**2010 ROTHERHAM LTD
 MINUTES OF BOARD MEETING HELD ON 25 OCTOBER 2006
 HELD BOARD ROOM, EASTWOOD**

Board of Directors: *Miss Anita Heaton (Vice Chair)*
Cllr Jane Austen (Director)
Cllr Reg Littleboy (Director)
Cllr Barry Dodson (Director)
Mr Giles Bloomer (Director)
Mr Almas Abbasi (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 Mark Johnson (Business Manager)
Mr Richard Walker (Neighbourhood Co-ordinator)
Mr Gary Ironmonger (Finance Manager)
Mrs Jayne Hurley (Temporary Neighbourhood Co-Ordinator)
Ms Gill Parkin (Secretary to Director of Investment) – minutes

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

Minute No.	
B10/6/1	<i>Governance</i>
B10/6/1/1	Apologies for Absence <ul style="list-style-type: none"> • <i>Mr Clive Hartley</i> • <i>Mr Neil Licence</i> • <i>Mr Gaetano Demartino</i>
B10/6/1/2	Minutes of Previous Meeting 27 September 2006 The minutes of the EGM and the Board Meeting were both signed and agreed as a true and accurate record.
B10/6/1/3	Matters Arising A strategy will be developed and submitted in relation to Decent Homes refusals to the Asset Management Sub Committee. Action: M Whittle – December 06
B10/6/1/4	Declaration of Interests There were no declarations of interest.

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B10/6/1/5	Chairman's Report – Verbal There was no Chairman's Report
B10/6/1/6	Chief Executive Report – Verbal Mrs Riley expressed her gratitude to all those involved in the recent Charter Mark assessment. She confirmed that 2010 is now fully compliant on all 6 elements. Staff Road Shows to take place 24 th , 27 th and 28 th November. Details to be circulated. Board members will be invited to attend. A report in relation to Sheltered works had gone to Cabinet. Mrs Riley had met with Mike Cuff and outlined 2010's willingness to take part in the project, outlining the risks in taking this approach and seeking clarification into the appropriate use of funds. Tony Connolly had been appointed to draw up project proposals, and his report would be available by the end of November. Stephen Hopwood is undertaking the final option appraisal at Barbot Hall and his final recommendations will be available at the end of November 2006. He had already made arrangements to meet with Board members.
B10/6/1/6	Minutes of Sub Committees:
B10/6/1/6/1	Asset Management Cllr Austen asked that abbreviations be explained in the first instance. <i>The Board received and noted the minutes of the Asset Management Meeting.</i>
B10/6/1/6/2	Community Development and Partnership It was confirmed that the new manager appointed by Rother Fed was Steve Ruffle (not Russell). <i>The Board received and noted the minutes of the Community Development and Partnership Meeting.</i>
B10/6/1/6/3	Performance <i>The Board received and noted the minutes of the Performance Meeting.</i>
B10/6/1/6/4	Resources Under item 5 – Annual Efficiency Statement (AES) 2006/7 Mr Bloomer had confirmed the Asset Management Sub-Committee had concluded the hand-held technology project was highly unlikely to deliver any cost savings in the current financial year – however, this had not been noted in the Asset Management Minutes. <i>The Board received and noted the minutes of the Resources Meeting.</i>

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B10/6/1/6/5	<p>Audit Committee Discussion took place in relation to appointing an independent chair, although seen as excellent practice, it is not common. It was agreed that this should be discussed at the Resources Sub Committee Meeting and recommendations brought back to the Board.</p>
B10/6/1/7	<p>Meetings Forward Plan Mrs Butler proposed a programmed approach to agenda planning, which would improve Governance issues. Action: T Butler – November 2006</p>
B10/6/1/8	<p>Delegation of Authority The Board discussed the recommendations, but could not agree to point 5 as it would not be possible to receive final accounts for each contract within 10 weeks of practical completion as Contractors were allowed 12 weeks and difficulties often arise around agreeing final accounts.</p>
	<p>IT WAS AGREED that: approval is given to delegate authority to the Asset Management Sub Committee of the Board of 2010 Rotherham Ltd to:</p>
	<ol style="list-style-type: none"> (1) receive and approve a revised Decent Homes Investment Plan, a Programme of Works, an evaluation of existing contract performance and proposals for the award of all works contracts over the value of £100,000 in sufficient time to recommend approval by the Council annually in January; (2) consider and approve in January each year, any proposals for the award of single works contracts up to the value of £99,999 on the recommendation of the Chief Executive; (3) consider and approve proposals for variations to a single contract within the Programme of Works in excess of £50,000 in value, or relating to five or more properties; (4) consider and recommend to the Cabinet Member (Neighbourhoods) for approval, any proposals for variations to the Works Programme in excess of £100,000 in value or relating to 10 or more properties: and (5) receive schedules of all variations as part of the quarterly monitoring reports
	<p>WITH REGARD TO RECOMMENDATION (5), IT WAS AGREED: The Director of Investment should agree a feasible period following practical completion in which to receive final accounts for each contract.</p> <p>IT WAS ALSO AGREED: The Director of Investment should work with the</p>

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	Council to increase the authority delegated to the CEO of 2010 Rotherham Ltd.
B10/6/2	Performance Management
B10/6/2/1	Key Performance Indicator Report
	<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. One indicator is currently off target, which is the percentage split between programmed and responsive works.</p> <p>The final feedback from the KPMG Audit showed that there are no major issues to be addressed in data management.</p> <p>Neighbourhood teams – whilst overall on target, one area has deteriorated slightly since last month.</p> <p>Complaints – 81% resolved on time.</p> <p>Councillor enquiries – 100% resolved on time.</p> <p>Connect enquiries – 100% resolved on time.</p> <p>Complaints – 9 in September, which equals 55 so far this year. It was noted that that Wentworth South was by far the best performer.</p> <p>Service Standards – inspections had been held at Maltby and Dinnington, with overall results being good to excellent with scores ranging from 6 to 9 against overall perception of the estates.</p> <p>Cllr Dodson raised the question of why there were empty properties on East Herringthorpe. Mrs Riley would be setting up regular meetings with the Housing Market Renewal Team. She would then decide whether issues raised at that meeting should be discussed at the Board or Asset Management Meeting.</p> <p>Paul Webb was currently undertaking a major review of Neighbourhoods, with the piloting of Office Managers.</p> <p>Cllr Littleboy queried the month on month figures quoted on page 13 – these were not improving and therefore the document should have been amended accordingly.</p> <p>Pg 14 – customer complaints 23 Station Road, should read Rother Valley West.</p> <p>Pg 15 – Decent Homes Scheme – damage to cooker door – to investigate – issues raised in relation to rechargeable repairs procedure.</p> <p><i>The Board received and noted the report.</i></p>

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	Mr Walker was thanked for all his contributions to the Board and for his enthusiasm.
B10/6/2/2	<p>Excellence Plan Part 1 Mrs Riley presented the excellence plan to the Board with recommendations for changing the status of a number of recommendations as sufficient action had been taken to meet the Audit Commission's requirements.</p> <hr/> <p>IT WAS AGREED THE FOLLOWING RECOMMENDATIONS HAD BEEN MET AND THE TRAFFIC-LIGHTING STATUS BE CHANGED TO GREEN: R3a - Equality & Diversity (tenant profile) R3b - Equality & Diversity (ensure contractors comply with equality policies) R4a - VFM (Annual Efficiency Statement progress reports) R4b - VFM (SMART targets in SLAs) R7 - Consultation with leaseholders</p>
B10/6/2/3	<p>Excellence Plan Part 2 – Quarterly Progress Report Mrs Butler presented the Quarterly Progress Report to the Board. She confirmed that 5 had been completed, 17 were ongoing (on target) with 6 items being off target. The third Excellence Plan would be a rolling programme of self-assessment against the requirements to achieve 3-star status. <i>The Board received and noted the report.</i></p>
B10/6/3	Financial Resource Management
B10/6/3/1	<p>Financial Report & Management Accounts to 31 August 2006 Mr Gary Ironmonger, Finance Manager, was welcomed to his first Meeting and presented the report to the Board.</p> <p>The report gave details on the current financial performance of the company. Mr Ironmonger stressed the need for clearer financial controls within 2010 and highlighted staff costs as an area of potential concern. Key priorities were those identified by the Audit Commission, given in the report.</p> <p><i>The Board received and noted the report.</i></p>
B10/6/4	Investment
B10/6/4/1	<p>Decent Homes Phase 2 Mr Colin Boyes joined the meeting and presented the Project Process Report update to the Board.</p>

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	<p>Mr Bloomer questioned the surveying contactor progress report. Mr Boyes confirmed that regular meetings were held with surveyors and contactors and that there were enough surveys to last until Christmas.</p> <p>It was noted that there was an under spend, and discussion took place regarding the reasons for it.</p> <p>Cllr Dodson raised the issue that tenants in the East Deane area did not want remote control fires. Mr Boyes would look at the other options available.</p> <p>Cllr Austen asked what effect the Sheltered Housing Review would have on the Decent Homes Programme. Mrs Riley confirmed that this would all be part of the review currently been undertaken by Tony Connolly. It was appreciated that it could distort the programme. Specialist contractors would be required as the sheltered Review involved building works. It was also noted that £15million which would be required for the Sheltered Works would have a great impact on the programme, affecting next year's progress.</p> <p>Michelle Musgrave asked whether the summary profile financial data could be presented on an excel spreadsheet, as there was some conflicting information.</p> <p><i>The Board Received and noted the report.</i></p>
<p>B10/6/4/2</p>	<p>Strategic Partnering Mr Johnson presented the report to the board.</p> <p>Mr Bloomer confirmed he was happy with the proposals, as long as they could be delivered on time. He also questioned from where the £110k would be funded. It was explained this would be a combination of DSO surplus and Business Development Fund.</p> <p>Mr Abbasi pointed out the equalities implications had not been included within appendix 1. Mr Johnson apologised for the omission and would rectify this.</p> <hr/> <p>IT WAS AGREED: The current procurement process to be stopped and the companies who expressed an interest to be contacted. An options appraisal with all stakeholder groups to be set up to progress this issue in accordance with the timescales within the project plan.</p>
<p>B10/6/4/3</p>	<p>Investment Director's Report This was presented to the Board.</p> <p>Mr Bloomer questioned the funding of all the various posts. It was confirmed that these would all be Decent Homes Funded.</p>

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	<i>The Board received and noted the report.</i>
B10/6/5	Business Development
B10/6/5/1	<p>Report of the Director of Business Development Mrs Butler presented her report to the Board. She confirmed that there was to be ALMO Board Member Training, in relation to legal issues, to be held on 16th November in Birmingham. She asked for nominations to contact her.</p> <p><i>The Board received and noted the report.</i></p>
B10/6/5/2	<p>Equalities and Diversity Strategy The Board agreed that the draft was most comprehensive and proved that 2010 understands the needs of its tenants/residents and individuals. It will be brought back to the Board for the final version to be agreed in December 2006.</p> <p><i>The Board received and noted the report.</i></p>
B10/6/5/3	<p>Accommodation Strategy The paper was presented to the Board. A site visit would be arranged for all Board Members to visit Bramley.</p> <hr/> <p>IT WAS AGREED: The Board agreed in principle to the recommendation of the Bramley Redevelopment plus extra capacity on the first floor at Eastwood, subject to satisfactory discussions with RMBC.</p> <hr/> <p><i>The Board received and noted the report.</i></p>
B10/6/5/4	<p>Health & Safety Update This was presented to the Board. <i>The Board received and noted the report.</i></p>
B10/6/5/5	<p>Manager/Employee of the Month There were no nominations. However, the Award For Continuous Improvement was presented to Rebecca Whorton (Wentworth North) as she was unable to attend the event at Liquid Diva on 6 October 2006).</p>
B10/6/6	Neighbourhood Management
B10/6/6/1	<p>Corporate Organisational Service Review Report This paper was presented to the Board.</p>

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	IT WAS AGREED: The scope and project objectives were agreed as set out in the paper.
B10/6/6/2	Report of the Director of Neighbourhood Management This paper was presented to the Board. <i>The Board received and noted the report.</i>
	Date and Time of Next Meeting 2pm, Wednesday 29 November 2006

Signed as a true and accurate record

Chairman

Date: