

**2010 ROTHERHAM LTD
 MINUTES OF BOARD MEETING HELD ON 27 JULY 2006
 AT THE BOARDROOM, EASTWOOD**

Board of Directors: *Mr Clive Hartley (Chair)*
Cllr Jane Austen (Director)
Cllr Barry Dodson (Director)
Mr Almas Abbasi (Director)
Mr Gaetano Demartino (Director)
Mr Harry Tooley (Director)
Mr Keith Stringer (Director)
Mrs Liz Booth (Director)

In Attendance: *Mrs Isobel Riley (Chief Executive)*
Mrs Teresa Butler (Director of Business Development)
Mr Mark Johnson (Business Manager)
Mr Phil Rees (Neighbourhood Co-ordinator)
Mr Richard Walker (Neighbourhood Co-ordinator)
Miss Dawn Benfold (Secretary to Chief Executive) – minutes
Ms Gill Parkin (Secretary to Director of investment)

By invitation: *Mr Tony Collins (Interim Accountant) – for Item B76/2/1*
Mrs Michelle Musgrave (Head of Neighbourhood Development)
– until item B76/6/1

Minute No.		Action By	Target date
B76/1	A Governance		
B76/1/1	<p>Apologies for Absence & Introductions</p> <ul style="list-style-type: none"> • <i>Cllr Neil License</i> • <i>Dr Giles Bloomer</i> • <i>Cllr Glyn Robinson</i> • <i>Ms Anita Heaton</i> • <i>Cllr Paddy Burke</i> <p>Mrs Riley informed the Board that Cllr Burke would no longer be a representative on the Board and RMBC have nominated Cllr Littleboy to be his replacement. Cllr Burke had requested that Mrs Riley give his thanks to the Board and wished them well for the future. The Board asked to be placed on record their appreciation of Cllr Burke's contribution to 2010.</p>		
B76/1/2	Minutes of Previous Meeting 28/06/06		

Minute No.		Action By	Target date
	The minutes of 28 June 2006 were agreed as true record.		
B76/1/3	<p>Matters Arising</p> <p>B76/1/3/1 – Definition of Serious Breach of Tenancy</p> <p>Mr Rees presented the paper to the Board which detailed the definition of a serious breach of tenancy as requested from the last Board meeting. The recommendations as detailed in the report had been discussed at the Community Development and Partnerships Sub Committee and the committee had recommended that the recommendations should apply to all Board members not just tenant representatives. The Board discussed and agreed that the recommendations be approved with a proviso for exceptional circumstances. An example of this would be if a tenant has been served with an NSP for rent arrears, this would not necessarily be a breach of tenancy.</p> <p>B76/1/3/2 – (B66/5/2) Working at Heights Report</p> <p>The HSE improvement notice has now been addressed and a letter has been sent to the HSE to confirm this. We are still awaiting confirmation from them that the improvement notice has been lifted. The Board had also previously asked that RMBC are made aware of this situation and this information has been provided to RMBC.</p>		
B76/1/4	<p>Declarations of Interest</p> <p>There were no declarations of interest.</p>		
B76/1/5	<p>Chairman’s Report</p> <p>Mr Hartley informed the Board that he and Ms Heaton ere due to have a meeting with the Mr Mike Cuff, Chief Executive and Cllr Roger Stone, Leader of RMBC but the meeting had been cancelled and another meeting is to be scheduled.</p> <p><i>The Board received and noted the verbal report.</i></p>		
B76/1/6	<p>Chief Executive Report</p> <p>Mrs Riley informed the Board that Liaison meetings with Mr Tom Cray and Cllr Sue Ellis would be taking place on a</p>		

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	<p>monthly basis and Mr Hartley would be attending the meetings on a quarterly basis. This is in line with the management agreement.</p> <p>Cllr Austen questioned whether a meeting had been held regarding the management agreement. Mrs Musgrave confirmed a date will be arranged as soon as possible.</p> <p><i>The Board received and noted the verbal report.</i></p>	MM	ASAP
B76/1/7	Verbal report by Chairs of Sub Committees		
B76/1/7/1	Asset Management Nothing to report as the last meeting had been cancelled.		
B76/1/7/2	Community Development and Partnership Cllr Austen gave a verbal update from the meeting that had been held on 14 July 2006 and also provided the following information regarding the tenants election. The closing date for nominations had been 21 July 2006 and the Elections Panel had met earlier today to discuss the nominations. Nominees were Mrs Liz Booth, Mr Kevin Sanderson and Mr Colin Stevenson. As Mrs Booth is already a member of the Board re-election does not require an eligibility interview and she will automatically stand for election. Eligibility interviews however have been held with both Mr Sanderson and Mr Stevenson and the panel recommend they also stand for election. A further nomination had also been received but the form had not been completed properly and the person had been contacted on various occasions to discuss. However this had been unsuccessful and the panel recommended that the nomination should be refused and that a letter would be issued to explain the reasons why. <i>The Board noted the verbal update and agreed the recommendations as per the Election Panel.</i>		
B76/1/7/2.1	Area Boards, Area Housing Panels and Community Involvement in the Business of 2010 Rotherham Ltd. Mr Rees presented the paper to the Board which detailed the views from the Community Development and		

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	<p>Partnerships Sub Committee on the formation of Area Boards and how we involve communities in decision making. The Sub Committee had discussed in great detail and had made recommendations as detailed in the report. Recommendation number 4, however, could be omitted as there is no budget available.</p> <p>The Audit Commission recommendations had also been considered in the decisions and Rother Fed is developing further work in this area. Therefore it was recommended that the establishment of the Area Boards is put on hold and reviewed following additional work being undertaken.</p> <p>Board members expressed their concerns about ensuring the Audit Commission recommendations were met whilst ensuring that tenant involvement did not go into overkill.</p> <p>Mrs Riley explained that there are different models throughout the country and providing resident involvement is achieved the Audit Commission will be satisfied.</p> <p><i>The Board agreed the recommendations of the Community Development and Partnerships Sub Committee.</i></p>		
B76/1/7/3	<p>Performance</p> <p>Cllr Dobson gave a verbal update from the meeting held on 13 July 2006. The main points raised at the meeting were the concerns regarding performance target letter and although the targets may be difficult to achieve staff need to try their best to achieve and to ensure there are valid reasons if they are not. Performance Reports had been given by the Neighbourhood Manager for Wentworth South and the Central Trades Manager. Action plans are in place for both these areas and will be monitored through the Sub Committee</p> <p>Cllr Dobson indicated that he had suggested using 'hit team' to go into areas with specific needs or to cover for staff absences. Mr Walker explained that this is being looked into in the wider strategy.</p> <p><i>The Board received and noted the verbal update.</i></p>		
B76/1/7/4	<p>Resources</p>		

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	Nothing to report as the last meeting had been cancelled.		
B76/1/8	<p>Forward Plan</p> <p>Cllr Austen requested the Community Development and Partnerships Sub Committee meeting dates be added on to the list.</p> <p><i>The Board received and noted the forward plan.</i></p>	DB	ASAP
B76/2	B Financial Resource Management		
B76/2/1	<p>Financial Plan</p> <p>Mr Collins presented the report to the Board which detailed the financial position for the year ending 31 March 2006 and noted the following points. The auditors have now been on site and information has been exchanged. An issue that has arisen from the audit is with regard to tax. Our accounts do not have tax included yet and there is a question about whether most of the organisation does not have tax liability. This issue is to be investigated and clarified.</p> <p>With regard to the accounts there is also an issue with management fee and whether or not the value is correct. This is being addressed through the accountant and Mr Pete Hudson within Neighbourhoods at RMBC.</p> <p><i>The Board received and noted the latest financial position report.</i></p>	TC	
B76/2/2	<p>Service Level Agreement Targets</p> <p>Mrs Butler presented the report to the Board which detailed the summary of the SMART KPI measures for SLAS established between 2010 Rotherham Ltd and RMBC. RBT already have performance indicators and have agreed to provide a copy of these to go through and highlight the elements that relevant to 2010. The setting of the SMART KPIs has now met the immediate recommendation from the Audit Commission report.</p> <p>A signed copy of all the SLAs is still being located and Mrs Musgrave is speaking to Mr Tim Mumfords office.</p> <p><i>The Board noted the report and the SMART KPIs that have</i></p>	MM	ASAP

Minute No.		Action By	Target date
	<i>been established.</i>		
B76/2/3	<p>Service Level Agreement Review</p> <p>Mrs Butler presented the report to the Board which set out the review process. This is in line with the Audit Commission report.</p> <p>An example of a priority is ICT. Mrs Butler and Mrs Riley had met with Mr Tim Tunstall of SALA regarding an IT strategy and the need to ensure that IT needs are built within the SLA to ensure the organisation supports the work of the neighbourhoods. Health and Safety also needs to be added to the list for an immediate review.</p> <p>Cllr Austen questioned the information provided in Appendix A of the report and whether or not we had ever used or ever will use some of the services listed. Mrs Butler informed her that there may be services that have not been used and we do not necessarily know if we are paying for them or not. Mrs Butler is closely working with RMBC to trawl through the SLAs and to agree a best way forward.</p> <p><i>The Board agreed the priorities identified and supported the approach set out in the paper.</i></p>		
B76/3	C Performance Management		
B76/3/1	<p>Key Performance Indicator Report</p> <p>Mr Walker presented the paper to Board which detailed the key performance indicator report for June 2006 and gave a summary of the performance noting the following points.</p> <p>The cumulative performance is on target at 83%. Compliment figures are also going to be included within the report and the highest achiever of compliments for this month is Wentworth South.</p> <p>Mr Tooley questioned whether the 13 inspectors mentioned with regard to Decent Homes all visited the same property. Mr Walker agreed to clarify this and report back the next meeting.</p> <p>Cllr Austen and Mr Hartley also questioned how we learn from customer comments and whether these are addressed.</p>	RW	30/8

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	<p>Mr Johnson explained that we are learning from comments and improvements on ways of working will be incorporated into the programme. Learning is also gained from the Customer Forum and this information is received by the 2010 officers that attend. Where frequent issues are raised these are also addressed individually.</p> <p><i>The Board received and noted the report.</i></p>		
B76/3/2	<p>Performance Plan Update Report</p> <p>Mr Walker presented the report to the Board that detailed the performance plan update. Comments from RMBC have been taken into account and incorporated into the document. The final details are being addressed before the plan can be re-issued to RMBC.</p> <p><i>The Board received and noted the performance plan update report.</i></p>		
B76/3/3	<p>Excellence Plan Part 1</p> <p>Mrs Butler presented the report to the Board which detailed the Excellence Plan Part 1. Mrs Marie Ingham had restructured the format following comments that were received from last Board and that a summary of the recommendations were now detailed at the front of the plan.</p> <p><i>The Board confirmed they were happy with the presentation of the plan and agreed the task status changes as detailed on page 2 of the plan.</i></p>		
B76/3/4	<p>Excellence Plan Part 2</p> <p>Mrs Butler presented the report to the Board which detailed the first draft of the Excellence Plan Part 2. The plan includes all the Audit Commission's recommendations. The Board were asked for any major comments regarding the plan and whether or not they agreed that the plan should be reported to the Performance Sub Committee.</p> <p>Cllr Austen questioned the accessibility of the Board Room and facilities at Eastwood and that some of the tenant representatives have mobility problems. Mrs Riley indicated that modifications are being made to Eastwood and a lift, amongst other things, is being installed. In the meantime to</p>		

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	<p>ensure the requirements of DDA is met any meetings that require disabled access are to be held in a downstairs office. A full governance review is also to be undertaken to ensure the offices meet all legal requirements.</p> <p><i>The Board noted the report and agreed that the plan would be addressed at the Performance Sub Committee and summary updates given to the Board.</i></p>		
B76/4	D Asset Management		
B76/4/1	<p>Decent Homes Phase 2</p> <p>Mr Johnson provided the Board with a verbal update and the following points were noted.</p> <p>Contractors will be on site as follows; KeepMoat – 7 August 2006, Henry Boot – 21 August 2006, Conort – 23 August 2006 and Rokbuild – 5 September 2006. An opening day is also going to be held on 10 August 2006 and the new partnership charter will be launch. Board members are invited to attend.</p> <p>A 2010 Newsletter will be issued shortly and the decent homes programme will be detailed.</p> <p>A recruitment process is currently being undertaken for a Senior Quantity Surveyor, Surveyor and Project Managers. These appointments should be made shortly. The Decent Homes team is also moving to Greencroft on a temporary basis to accommodate other staff at Eastwood.</p> <p>There is however a continuing problem with regard to the sheltered standard and the issue that RMBC have asked for this to comment immediately. This was not built into the original plans and has therefore not been put out to tender. Mrs Riley is to meet with Mr Tom Cray regarding this issue.</p> <p>Cllr Austen indicated that she had attended the Area Assembly meeting in Rother Valley West and 3 representatives from Henry Boot attended which was very well received. Cllr Austen also explained that the site cabins will be made available for neighbourhood wardens and safer neighbourhood teams which promotes partnership work.</p> <p><i>The Board received and noted the verbal update.</i></p>	IR	24/8

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B76/5	<i>E Business Development</i>		
B76/5/1	<p>Report of the Director of Business Development</p> <p>Mrs Butler presented the report to the Board which detailed work that had been undertaken since her commencement in post.</p> <p>Mr Stringer asked that it be noted that the Equality and Diversity survey had caused some upset in Maltby and that some tenants had destroyed the survey. Mr Abbasi indicated that tenants need to be assured that the surveys are totally confidential and why the information is needed.</p> <p>Mrs Butler also explained that operatives will be able to update tenant information when they visit the properties.</p> <p><i>The Board received and noted the report.</i></p>		
B76/5/2	<p>Health and Safety Update</p> <p>Mrs Butler presented the report to the Board that had been prepared by Mr Alan Truelove, Health and Safety Manager and details the work that has been undertaken since his commencement in post.</p> <p>Mr Demartino informed the Board that he had witnessed an incident in the town centre with regard to 2010 operatives using scaffolding. Mrs Butler agreed to get the information from Mr Demartino outside of the meeting and investigate what had been seen.</p> <p><i>The Board received and noted the report.</i></p>	TB	
B76/5/3	<p>Delivery Plan Update Report</p> <p>Mr Walker presented the report to the Board that detailed the delivery plan update. Comments from RMBC have been taken into account and incorporated into the document.</p> <p><i>The Board received and noted the delivery plan update report.</i></p>		
B76/5/4	Manager/Employee of the Month		

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	<p>A presentation of a cheque for £50 was made by Mr Hartley to the following employees:</p> <p>Mr David Lazenby – Manger of the Month for July Mr Alistair Mitchell – Employee of the Month for July</p> <p>Both were congratulated on their achievement and thanked for their hard work and commitment.</p>		
B76/6	F Any Other Business		
B76/6/1	<p>Barbot Hall</p> <p>Mrs Riley presented Board members with a copy of the draft best value review and business plan for Barbot Hall and explained that the papers highly confidential and not to be shared outside.</p> <p>Mrs Riley explained to the Board that meetings have been held with the Consultants following the receipt of the initial draft report and the report presented today incorporates comments that were discussed at that meeting. The findings of the reports will also be discussed at the Asset Management Sub Committee which is to be held on 2 August 2006.</p> <p>Discussions have been held with Union representatives and meeting is due to take place tomorrow with the staff at Barbot Hall.</p> <p>The Board are asked to agree that a copy of report is provided to Mr Mike Cuff and Cllr Sue Ellis with the same caveats the Board has been given.</p> <p>Mr Johnson gave the Board a presentation that outlined the recommendations that were detailed in the report and Mr Hartley invited comments from the Board.</p> <p>The Board debated the information that they had been provided with and expressed their concerns in terms of ensuring that the business is not lost to 2010. Discussions around a way forward from the recommendations were also had.</p> <p>It was also agreed that whatever route was chosen savings</p>		

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	<p>could be made by looking at the service that is provided by RBT. Mrs Riley explained that she had already met with Mr Brian James, Chief Executive of RBT and had made him fully aware of the situation.</p> <p><i>The Board agreed they were happy for the report to be presented RMBC with a caveat and that a report should be presented at the next Board meeting detailing a way forward. Mr Hartley also requested that in future confidential reports were printed on coloured paper to avoid any confusion.</i></p>		
	<p>Date and Time of Next Meeting 2pm, 30 August 2006 – Eastwood Boardroom</p>		