

**2010 ROTHERHAM LTD
MINUTES OF BOARD MEETING HELD ON 25 APRIL 2006
AT THE BOARDROOM, EASTWOOD**

Board of Directors:

<i>Dr Giles Bloomer (Deputy Chair)</i>			
<i>Cllr Jane Austen</i>	<i>Almas Abbasi</i>	<i>Keith Stringer</i>	<i>Liz Booth</i>
<i>Anita Heaton</i>	<i>Cllr Paddy Burke</i>	<i>Cllr Barry Dodson</i>	<i>Harry Tooley</i>

In Attendance:

Chief Exec – <i>Isobel Riley</i>	Executive Team – <i>Richard Walker, Phil Rees, Angela Rhodes, Keeley Fawcett, Helen Bows</i>
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By invitation:

<i>Simon Bunker - RMBC</i>	<i>Yesrib Azam - RMBC</i>	<i>Ian Hillier – PWC</i>
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Minute No.		Action By	Target date
B46/1	A Governance		
B46/1/1	Apologies for Absence <ul style="list-style-type: none"> • Clive Hartley (late arrival) • Tony Billingham • Glyn Robinson • Neil Licence 		
B46/1/2	Minutes of Previous Meetings - Minutes of 29th March 2006 were considered and approved and the following points were noted: Matters arising B36/1/3 The Board requested verification and reassurance of legislation with regard to capital gains against properties. B36/1/4 Decent Homes. The Board re-iterated the recommendation for clarity on the role of the EDS in the Decent Homes Programme. B36 /1/4 NFA nominations. The Chief Executive advised the Board that a nomination had been submitted to the NFA for 2010 Rotherham Ltd and the Board will be advised of the result of the vote.	IH	

	The Board agreed this decision.		
B46/1/3	Chairman's Report - verbal In the absence of the Chair, no Chairman's update was provided.		
B46/1/4	<p>Chief Executive Report – verbal The Chief Executive circulated a letter of 19th April 2006 from Simon Bunker for debate around the following 3 issues:</p> <ol style="list-style-type: none"> 1. Budget 2. Decent Homes 3. Partnership <p>The Chief Executive advised the Board that this letter had been tabled at the Resources Sub Committee meeting on 19th April and it will be re-tabled at the Liaison meeting on 28th April 2006.</p> <p>The Board expressed their disappointment with the content of the letter and asked for more time to analyse it. The Chief Executive to feedback to the Board the outcome of the Liaison meeting.</p> <p>The Chief Executive advised the Board that consultation had taken place with all staff with regard to the Delivery Plan.</p> <p>Staff road shows were held on the 20th, 21st and 24th April 2006. Feedback and ideas from staff will be incorporated into the Draft Delivery Plan and Business Plan.</p> <p>Recruitment – the Board was advised that adverts had gone out for 6 jobs: 3 Directors and 3 Managers. The closing date for applications is Friday 28th April 2006.</p>	IR	
B46/1/5	<p>Excellence Plan – Part 1 It was agreed that part 1 of the plan is to be brought to every Board meeting to monitor the recommendations from the AC Inspection Report and to agree the progress and colour change of targets where appropriate.</p> <p>The following colour changes were recommended for this month:</p> <p>R1: 1.2 – change to green Target task status – change to amber</p> <p>R2:2.1a change to green</p>		

	<p>2.2.a change to amber 2.3b change to amber</p> <p>R3: 3.5b change to amber</p> <p>R4: 4.1a change to green. Task status should stay red.</p> <p>R6: 6.2 change to amber</p> <p>R7:7.1. Change to green 7.2 Change to green Task status should stay amber</p> <p>The Board accepted the Chief Executive’s recommendations regarding colour changes.</p> <p>It was noted that some of the targets within the plan have been set by the Audit Commission.</p> <p>The Board suggested that 2010 should contact the Audit Commission for their agreement to the revised target dates.</p> <p>Recommendation 5 It was suggested to the Board that ROCC and CEDAR may not be appropriate to serve 2010 as a business and may need to be updated or replaced. It was acknowledged that the implementation of worthwhile processes would take time and therefore would not be achievable within the target date of June 06.</p> <p>The Board indicated their approval. However, the importance of having a review before implementing these changes was stressed.</p> <p>The Chief Executive emphasised that the Excellence Plan is a monitoring tool and not an action plan. Part 2 of the Excellence Plan will be presented to the Board on a quarterly basis.</p> <p>The Board requested sight of the structured Action Plans which will hold the detail of each recommendation.</p>		
<p>B46/1/6</p> <p>B46/1/6/1</p>	<p>Verbal Report by Chairs of Sub Committees -</p> <p>Asset Management</p>		

<p>B46/1/6/2</p>	<p>The Board were advised that Alan Truelove is now in post as the Health and Safety Officer.</p> <p>Copies of the Decent Homes Tender Evaluation Report were circulated to the Board.</p> <p>Simon Bunker on behalf of Neighbourhoods indicated that the report must be ratified by Cllr Sue Ellis.</p> <p>The Board made the decision to convene an emergency meeting to discuss the report in detail before it is presented to the Client.</p> <p>It was noted that a formal decision must be made by 17th May for the report to be taken to cabinet.</p> <p>The sub-committee reported on the discussion of the formal appointment of EDS. The sub-committee agreed with the proposal put forward by EDS but noted the following 4 points:</p> <ul style="list-style-type: none"> • <i>This was tabled for information as well as for ratification from the Board.</i> • <i>That the Project Co-ordinator would be responsible to the Director of Investment but would also maintain a special relationship with the Director of Decent Homes.</i> • <i>That the Director of Decent Homes would be answerable to the 2010 Board.</i> • <i>That the Project Manager of each project team would have direct management of all members of their individual project team but that there would be a special relationship with the specialist managers in the structure</i> <p>Community and Partnership Development Sub Committee</p> <p>It was noted that the date should read 13th April 2006, not 10th March 2006.</p> <p>It was agreed that further training was needed around Stage 3 complaints. Board members felt that they should know how the complaints procedure works.</p> <p>Michelle Musgrave the Head of Neighbourhood Development made a presentation to the Committee around Neighbourhood Management.</p>	<p>RW</p> <p>IH</p>	
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	<p>The Board raised the point that this may have legal implications as the company is limited by guarantee. This could mean that the company cannot transfer the surplus funds.</p> <p>The Board requested legal advice.</p> <p>It was suggested that there should be a review in which SLAs are prioritized in terms of seriousness and impact on business. Ian Hillier and Helen Bows will be carrying out the review.</p>		
B46/1/7	<p>Declaration of Interests None</p>		
B46/1/8	<p>EGM Options Paper – Phil Rees It was suggested that a high profile, entertainment event be held which could be combined with displays and a question time event for the public. The estimated cost of the event currently stands at £14,000. It was noted that the date be revised to 25th September.</p> <p>The Board approved the idea in principle and agreed the date.</p>		
B46/1/9	<p>Tenant and Resident Participation Compact – Phil Rees An A5 draft of the document was presented to the Board. The final document will be A4.</p> <p>It was agreed that further amendments be made, including taking out the names of people who have left but leaving their office titles.</p>		
B46/1/10	<p>Forward Plan</p> <p>A forward Plan was issued to the Board for information.</p> <p>Visit by Mike Cuff. 14th July 9.30 - CDP</p>		
B46/1/11	<p>Equalities and Diversity Policy Statement & 2010 Equalities and Diversity Targets – Kate Plant</p> <p>The final drafts of the Equality and Diversity Statement and the Equality and Diversity Targets were presented to the Board for approval. It was agreed that the Prayer Room is to be multi-faith.</p>		

	<p>The Board accepted the recommendations and targets. The Resources Sub Committee is to monitor progress.</p>		
B46/2	<p>B Financial Resource Management</p>		
B46/2/1	<p>Financial Management –HRA/DSO (Price Waterhouse Coopers)</p> <p>Ian Hillier of PWC presented the current Financial Management – HRA/DSO report for the period ending 31st March 2006.</p> <p>The DSO budget for the period ending on March 31st 2006 was a figure of £276K. The actual was a figure of £386K, therefore a variance £119K.</p> <p>The actual figure for the housing management operation on 31st March 2006 was £1,024K and the predicted year end out turn was a figure of £399K.</p> <p>Draft Hip Programme – Verbal Report by Yesrib Azam</p>		
B46/2/2	<p>The Board were advised that the Shortfall will be dealt with by the Council. The draft figure for Actual Allocation was £58.941 million.</p> <p>Simon Bunker on behalf of Neighbourhoods, reassured the Board that this figure should not change, but it remains a draft figure because it has not yet gone through cabinet.</p> <p>The aims are to take out the lines and monitor spending on each programme.</p>		
B46/3	<p>C Performance Management</p>		
B46/3/1	<p>KPI Report – Richard</p> <p>It was reported that 2010 have hit 100% green flags for the 2nd month in a row. Therefore making 100% green flags for the year end.</p> <p>93% of KPIs have improved from the position last year.</p> <p>Complaints – 90% up from 70% last month, an improvement since the audit recommendations have been implemented in February. A review of the Customer Complaints procedure is about to take place by 2010.</p>		

	<p>Connect enquiries – 100% resolved on time, this has been at 100% for the last six months.</p> <p>Surgeries – 81% resolved on time, down from 100%.</p> <p>Compliments – 5 in March, 47 so far this year.</p>		
B46/4	D Business Development		
B46/4/1	<p>CIH Conference and Exhibition</p> <p>Details of the CIH conference were circulated to members. The Chief Executive asked the Board to consider the cost implications of the conference and suggested that fewer delegates could attend and in turn feed back information to Board members.</p> <p>Board Members were asked to contact Helen Bows if they were interested in attending.</p> <p>It was agreed that the total cost would be considered and the proposal would be brought back to the Board.</p>		
B46/4/2	<p>Andy Winters joined the meeting.</p> <p>The Chief Executive invited Andy to the Board meeting to meet the Board members and join in the Delivery Plan discussions. This was on the back of Andy expressing a wish to be included in the feedback generated at the recent staff Road shows.</p> <p>Manager / Employee of the month</p> <p>Mark Johnson was named as Manager of the month. As he is currently on leave, it was agreed that the presentation of his cheque will take place at the next meeting.</p> <p>A presentation of a cheque for £50 was made by the Deputy Chair to Janet Fox as Employee of the month.</p> <p>The Board thanked Giles Bloomer for standing in as Deputy Chair.</p>		

<p>B46/4/3</p>	<p>The Board members who are to stand down at the election were drawn out of a hat. They were Almas Abassi and Giles Bloomer. Both were urged to re-stand by the Board.</p> <p>It was agreed that an interview panel should be set up for the Independent Board Member interviews. The nominees for this panel were the Chief Executive (Isobel Riley), the Chair (Clive Hartley), Keith Stringer, Liz Booth and Jane Austen.</p>		
<p>B46/4/4</p>	<p>Delivery Plan</p> <p>The Chief Executive advised the Board that 6 half day roadshows had taken place with the aim to involve all the staff in the production of the Delivery Plan.</p> <p>The Board were advised that various issues were raised during these roadshows:</p> <ol style="list-style-type: none"> 1. Company name – tenants feel that the name 2010 signifies a temporary company. 2. Communication – all staff should have access to a computer and have their own email address. 3. Operatives should have a card outlining Health and Safety issues to customers. This issue is to be presented to the Sub Committee. 4. Braille on employees' identity cards. 5. Conversion of Eastwood main block toilets to include disabled toilets. The Board were advised that this is currently being costed. 6. Position Statement for agency staff. 7. Religious and Festival calendars. 8. Payroll surgeries at Eastwood for enquiries about wages. 9. Caretakers to attend SNT meetings. 10. Ensuring that slides are on the Groups Drive. 11. PDRs 12. Training 13. Insurance for tools. 14. DSO tendering process should be explained to staff. 15. Business Plan – tender to the private sector. 2010 needs to market itself. 16. Staff facilities –nowhere to wash their hands. 17. Pay rises that operatives had apparently been promised once the 2 stars were achieved. 		

	<p>It was suggested that clarity was needed around point 17.</p> <p>The Chief Executive indicated that 2010 is not currently in negotiation about pay and that no claim has been raised by the Union.</p> <p>New values were agreed as follows:</p> <ol style="list-style-type: none"> 1. Value Our Staff - need to measure our values. 2. Environmental Value - especially regarding waste and recycling 		
	<p>Date and Time of Next Meeting 17th May 2006 – Eastwood Boardroom</p>		