

2010 ROTHERHAM LTD

**MINUTES OF THE BOARD MEETING
HELD ON 28 MARCH 2007 AT 2.00 PM
IN THE BOARDROOM, EASTWOOD**

Board of Directors: Mr Clive Hartley (Chair)
Miss Anita Heaton (Vice Chair)
Mr Almas Abbasi
Cllr Jane Austen
Dr Giles Bloomer
Cllr Barry Dodson
Mrs Victoria Penman
Mr Keith Stringer

In Attendance: Mrs Isobel Riley (Chief Executive)
Mrs Teresa Butler (Director of Business Development)
Mr Paul Webb (Director of Neighbourhoods)
Mr Mark Whittle (Director of Investment)
Mrs Michelle Musgrave (RMBC)
Mrs Lorraine Shaw (RMBC)
Mr Dave Roddis (RMBC)
Mr John Mansergh (RMBC)
Miss Dawn Benfold (Secretary to Chief Executive) – Minutes
Mrs Lynne Chatterton (Secretary to Director of Business
Development)
Ms Anne Cocking (Assistant Director of Business Development
– Performance and Service Improvement) – for Item B03/7/2/2
Mr Tony Collins (Interim Accountant) – for Item B03/7/3/1
Mr Stephen Hopwood (Consultant) – for Item B03/7/5/4

Minute No.

B03/7/1 Governance

B03/7/1/1 Apologies for Absence

- Mrs Liz Booth
- Mr Gaetano Demartino
- Cllr Reg Littleboy
- Cllr Glyn Robinson
- Mr Harry Tooley

B03/7/1/2 Minutes of Previous Meeting 28 February 2007

The Minutes of the Board meeting were agreed and signed as a true and accurate record by the Chairman, subject to Cllr Robinson being added to the attendance list.

B03/7/1/3 Matters Arising

There were no matters arising.

B03/7/1/4 Declaration of Interests

There were no declarations of interest in addition to standing declarations.

B03/7/1/5 Chairman's Report – Verbal

Mr Hartley informed the Board that he had received a request for the Barbot Hall item to be brought forward on the agenda. It was agreed this would be taken after the Chief Executive's report.

Mr Hartley informed the Board he was currently undertaking the Performance Review for the Chief Executive.

Mr Hartley explained to the Board that there had not been full attendance at Committees Meetings. Full attendance was required to ensure the meetings were quorate. As agreed at the last meeting the membership of the Committees was to be extended.

AGREED: The Board received and noted the verbal update.

ACTION: Mrs Butler to increase the standing membership of Committees by the April Board meeting.

B03/7/1/6 Chief Executive's Report

Mrs Riley informed the Board of the announcement of the National Federation of ALMOs (NFA) Conference on 9 and 10 May 2007. Any Board member wishing to attend to let Miss Benfold know as soon as possible. The agenda for the day to be circulated to Board members. Mrs Riley explained to the Board that the NFA Conference would also be hosting an awards ceremony. 2010 Rotherham Ltd should make a nomination for each of the categories. It was agreed this would be moved forward by the Community Development and Partnership Committee with help from the Community Development Team.

Mrs Riley also informed the Board that Mrs Kate Plant, Equality and Diversity Manager had recently visited Latvia to give a presentation to the trans-national Jive Group. Mrs Riley read out the letter of thanks and the Board acknowledged the good work.

Mr Abbasi explained that he would like to see the good work being implemented and a wider range of apprentices being employed. Mrs Riley confirmed that the organisation had learned from last year's process.

AGREED: The Board received and noted the verbal update.

ACTION: Miss Benfold to forward the NFA Conference information to Board members by 29 March 2007.

NFA Conference Awards to be discussed at Community Development and Partnership meeting on 4 April 2007.

B03/7/1/7 Minutes of Committees

B03/7/1/7/1 Asset Management

Mr Hartley presented the minutes of the meeting and explained that joint meeting had been held of the Asset Committee and Resources Committee to ensure the meeting was quorate.

Key issues arising from the meeting were that a presentation had been given by Mr Gary Holmes of Henry Boot. The presentation had been very comprehensive and Henry Boot had agreed to introduce a “meet the contractor” scheme and the Decent Homes team would now look at getting other contractors involved.

AGREED: The Board received and noted the minutes of the Asset Management Committee held on 21 March 2007.

ACTION: Decent Homes Team to implement “meet the contractor” by end of April.

B03/7/1/7/2 Audit Committee

Miss Heaton presented the minutes of the meeting and explained that Internal Audit had confirmed there were no areas of concern for additional scrutiny. Risk management had been discussed in depth and Mrs Butler was undertaking a piece of work on an action plan.

AGREED: The Board received and noted the minutes of the Audit Committee held on 14 March 2007.

B03/7/1/7/3 Community Development and Partnership

Cllr Austen presented minutes of the meeting and highlighted the main points. The Committee had been looking at independent board members and Cllr Austen asked if there was any update to be given.

Mrs Butler confirmed she had been speaking to Mr John Lewis at the Chamber of Commerce who had shown an interest in becoming a Board member. Mr Lewis had been invited to attend the Board but had been unable to do so today. Mr Lewis would also be required to undergo an interview. Mrs Butler confirmed 2010 Rotherham Ltd was continuing to look for additional members and would also be looking at BME groups.

AGREED: The Board received and noted the minutes of the Community Development and Partnership Committee held on 14 March 2007.

ACTION: Interview process for John Lewis of Chamber of Commerce to be arranged prior to Board Meeting on 18 April 2007. (Mr Phil Rees).

B03/7/1/7/4 Performance

Cllr Dodson presented the minutes of the meeting and highlighted that some of the performance indicators were off target. An action plan behind each indicator had been compiled and was currently being implemented. Cllr Dodson expanded on the minutes and expressed his concerns that he did not feel the action plans were satisfactory.

Miss Heaton informed the Board that a joint Resources and Performance Committee had been held prior to the Board meeting to discuss the Caretaker's Review. The joint Committee had approved the review with the proviso that links are made to the overall reviews. The Board ratified the decision.

Cllr Austen referred to the minutes and requested that abbreviations were expanded when being used for the first time.

Dr Bloomer questioned what Management's response was to Cllr Dodson's comments.

Mrs Riley confirmed there were currently 5 indicators off target and the Board had continuously been informed of the situation. Action plans were in place behind each indicator to show how the targets were to be brought back in line wherever possible. Mrs Riley confirmed that the organisation had been clear that smart targets were needed and these were currently being developed with more information being included i.e. dates for movement towards targets. Mrs Riley explained that some targets may also require policy change.

Cllr Dodson raised concerns about rent arrears and gave an example of someone who had arrears from previous properties. Mr Webb confirmed that the service reviews would contribute to improving the rent service and targeted visits (i.e. early evening) were to be introduced to allow for tenants who work during the day. The debt advice leaflet needed promoting more with clearer reference to advice centres e.g. Citizens Advice Bureau.

Mr Hartley requested to attend next the Performance Committee. Miss Heaton agreed.

**AGREED:
The Board received and noted the minutes of the Performance**

Committee held on 21 March 2007 and ratified approval of the proposals set out in the Caretaker's Review.

ACTION: Future minutes should show names and expressions in full the first time they are used and abbreviated thereafter.

ACTION: Action plans to incorporate dates to show realistic movement towards targets.

ACTION: Mr Hartley to attend the Performance Committee meeting.

B03/7/1/7/5 Resources

Mr Hartley presented the minutes of the meeting.

Mrs Riley explained to the Board that a meeting had taken place prior to the Board meeting with Mrs Musgrave and Mrs Shaw and meaningful discussions had taken place but no conclusion had been agreed as yet on either the capital fee or the budget for 07/08. Mrs Musgrave and Mrs Shaw agreed to take away the information that had been provided by 2010 Rotherham Ltd and would respond with either a decision or with additional queries by once they had considered the information.

A discussion took place regarding the Business Development Fund (BDF). The current Council position was that the unallocated portion of the 06/07 BDF would not be funded. However, all the BDF had been spent in 05/06 on core costs of the ALMO and therefore it should be consolidated into the Management Fee in 06/07 and 07/08. Mrs Riley explained that the only way to challenge this issue would be to take a report to Cabinet Member detailing the issue and asking for the decision to be changed.

Cllr Dodson agreed that this should be taken up with the Cabinet Member and requested that an audit trail is kept of all the information.

Cllr Austen confirmed that she would be happy to agree this approach if there was new information that would change the mind of the Cabinet Member. Mrs Riley confirmed that there had not been an auditable budget setting process and that the Cabinet Member had never had the relevant information needed to make the decision.

Miss Heaton asked when a decision would be made on the capital fee. Mrs Musgrave confirmed it was her intention to finalise all budget issues in a report to Cabinet Member on 16 April 2007. Mrs Musgrave confirmed that 2010 Rotherham Ltd would have the recommendations of the report shared with them by Friday 30 April 2007 and be able to contribute to the report.

**AGREED:
The Board received and noted the minutes of the Resources Committee held on 21 March 2007.**

ACTION: It was agreed that Mrs Riley be asked to prepare a report to present to the Cabinet Member requesting that the Cabinet Member reconsider the decision not to fully fund the Business Development Fund by end of April 2007.

B03/7/1/8 Good Governance

Mrs Butler presented the report to the Board and informed members the action plan was a draft for their comments.

Miss Heaton explained that she had been looking into visit 3 star ALMOs to learn from good practice. Cllr Dodson felt this would also be appropriate for members of staff to attend.

Board members discussed the action plan and asked that it was added to and included training on budget setting, equalities and diversity and health and safety.

Mr Mansergh suggested that a copy of the revised action plan be forwarded to the Cabinet Member.

Mrs Butler asked for volunteers to set up a Steering Group to move the action plan forward. Mrs Penman volunteered.

AGREED: The Board considered and agreed the action plan and requested the additions as detailed above.

ACTION: Board members to complete the form on “Developing a Clear Induction Process” and return to Mrs Butler. 18 April 2007.

ACTION: Steering Group to be established to take the lead on Governance: Chair of Committees and an independent representative (Mrs Penman).

B03/7/1/9 Tenants' Election

Mrs Butler informed the Board that 2 tenant representatives would be required to stand for election later in the year.

Mrs Musgrave was asked to pull 2 names out of an envelope as representative of the Member of the company.

AGREED: Mr Hartley and Mr Stringer were selected by lot to stand for election.

B03/7/1/10 Board Agenda Plan

Mrs Butler presented the agenda forward plan to the Board and confirmed

that it was also part of good governance.

AGREED: The Board received and noted the forward plan.

B03/7/2 ***Performance Management***

B03/7/2/1 **Performance Management Report**

Mrs Riley presented the report to the Board and asked for any questions.

Cllr Dodson raised an issue on taking part payment for rents. Mr Webb asked Cllr Dodson to provide him with specific details and he would investigate outside the meeting.

Mrs Penman referred the adverse publicity and asked if anything else was being done other than contacting The Rotherham Avertiser. Mrs Riley confirmed, that as discussed earlier, “meet the contractors” events were also to be introduced in order to keep Ward Members up to speed. Cllr Dodson requested an amendment in the report to read East Dene not East Herringthorpe.

Mr Abbasi requested that amendments were made to the Housing Advice leaflet in terms of the languages information to ensure all the paragraphs read the same.

Miss Heaton also requested that the font be increased to meet the needs of tenants who have poor eye sight and also consideration be given to those who cannot read.

AGREED: The Board noted the response to all concerns raised by the Cabinet Member and endorsed the actions contained in the report.

ACTION: Housing Advice Leaflet to be amended as detailed above. Mr Webb – April 2007.

B03/7/2/2 **Audit Commission Recommendations Update**

Ms Cocking presented the report to the Board and explained that the report highlighted the outstanding recommendations.

The value for money strategy was questioned and the Board was informed further development was on hold at present and would be reported through the Resources Committee.

AGREED: The Board received and noted the update.

B03/7/3 ***Financial Resource Management***

B03/7/3/1 **Finance Report & Management Accounts to 28 February 2007**

Mrs Riley presented the report to the Board and Mr Collins was available for any questions.

The overspend detailed within the report depended on decisions from RMBC in terms of the capital fee.

Information had also been brought to light regarding efficiency savings against procurement that may affect the accounts. Mrs Shaw confirmed that this was something that was out of the organisation's control and further work needed to be undertaken; Mr Andrew Bedford was leading on that issue.

Mrs Shaw also explained there were areas within the report that could be improved in terms of information provided and that she and Mr Peter Hudson were working with the organisation to amend the reporting format.

AGREED: The Board received and noted the report.

ACTION: Meeting to be held with Mr Bedford to discuss the efficiency savings. April 2007.

B03/7/4 ***Neighbourhood Management***

B03/7/4/1 **Report of the Director of Neighbourhood Management**

Mr Webb presented the report and highlighted the main issue of Leasehold Management.

Miss Heaton expressed her concerns regarding leasehold management and asked how and when 2010 Rotherham Ltd would take over full responsibility. Mr Mansergh explained that leasehold management was part of 2010 Rotherham Ltd's delegated responsibilities but there were issues with the financial aspect. Mr Webb confirmed that he had received unofficial information that the service for preparing and sending bills would no longer be carried out by RMBC. It was agreed that this issue needed to be discussed at the full Liaison meeting.

Mr Webb also informed the Board that a further report was to be presented to Cabinet Member following the consultation that had taken place for Saturday morning opening.

AGREED: The Board received and noted the report.

ACTION: Leasehold Management to be discussed at Liaison meeting. 13 April 2007.

ACTION: Paper to be submitted to Cabinet Member detailing the findings of the consultation on Saturday opening. April 2007.

B03/7/5 *Investment*

B03/7/5/1 Decent Homes Phase 2

Mr Whittle presented the report to the Board and explained that meetings were regularly being held with the underperforming contractor.

Board members expressed their concerns regarding the content of the report and requested that the report be amended immediately to ensure appropriate data and information is included within the document.

Mr Whittle acknowledged the problems with the report and assured members this would be rectified for the next meeting.

AGREED: The Board received and noted the report.

ACTION: The Board requested that the report be amended to include, actual spend, not just forecast, dates to be added to pages and an executive summary at the front as a matter of urgency. 18 April 2007.

B03/7/5/2 Report of the Director of Investment – Verbal

Mr Whittle gave a verbal update to the Board.

A meeting had taken place to discuss the DLO value for money exercise and it had been agreed that a report was to be presented to Cabinet Member to close down the existing Strategic Partnering process.

Regarding the Sheltered programme a meeting had been held where a report had been discussed that had been compiled by the former Director of Housing Services. It had become apparent that not enough financial information had been included within the report which had allowed the Cabinet Member to make a decision on using the Decent Homes funding. Another report was now to be presented to the Cabinet Member detailing the correct information together with input from RMBC legal and finance departments. Board members expressed their concerns that a decision had been made without the full information and appealed to the Cabinet Member to bear this in mind when considering the new report. Mr Whittle confirmed that works had been stopped until the issue was resolved.

RotherFed had been commissioned to carry out validity checks of inspection surveys.

Building regulations for PVCu windows would be changing and work was being undertaken with building control to implement changes.

Mr Mark Johnson was to leave 2010 Rotherham Ltd and the advert for his post of Assistant Director of Investment – DLO had gone in the press.

Interviews were to take place week commencing 23 April 2007. The Board and Management Team thanked Mr Johnson and wished him well for the future.

AGREED: The Board received and noted the report.

ACTION: A report is to be presented to Cabinet Member on the closing down of the existing Strategic Partnering process.

A report is to be prepared a report for Cabinet Member on Sheltered Housing, with input from legal/audit/finance. Mr Whittle.

B03/7/5/3 Health & Safety Update

Mr Whittle presented the report that had been compiled by Mr John Stapleton.

Cllr Austen asked when the smoking ban came into force and what would be the organisations' policies. Mr Whittle confirmed that 2010 Rotherham Ltd had adopted RMBC polices and that Mr Stapleton was also looking into how we can ask tenants to refrain from smoking in front of workmen.

The Emergency Response Team was relocating to Eastwood from Rawmarsh as problems had been experienced which should be rectified by the move.

AGREED: The Board received and noted the report.

B03/7/5/4 Barbot Hall Update

Mr Hopwood presented the report to the Board and explained that this was the first update report on the progress of Barbot Hall and the project was moving forward positively.

Mr Abbasi asked about the trading account and when would the total costs of deficit for next year be known. Mr Hopwood confirmed that a best and worse case scenario had been prepared but the final figures would not be available for a few months.

A report was being presented to Cabinet Member on 2 April 2007 on the costs of the project.

Miss Heaton questioned the timescale and why it would take so long to appoint a contractor. Mr Hopwood confirmed that enough time had to be allowed for contract negotiations and to ensure relevant legal advice was received.

AGREED: The Board noted the content of the report.

B03/7/6 Business Development

B03/7/6/1 Report of the Director of Business Development

Mrs Butler gave a verbal report to the Board and informed them of the following:

The Performance and Service Improvement Team had been brought in house and the following appointments had been made: Mr Andy Williams appointed as Performance Manager; Mr Julian Hurley as Service Improvement Manager; and Miss Karen Green as Service Quality Officer. Further clerical posts were to be advertised and there will then be a full team. Cllr Dodson asked for a complete list of changes to be sent to all Board members.

The ROCC upgrade had been approved and was now being implemented.

Dr Bloomer questioned the concerns that had been raised at a previous Resources Committee. Mrs Butler confirmed that she had commissioned a due diligence review to ensure the savings projected from the introduction of hand held technology were realistic and achievable.

AGREED: The Board received and noted the report.

ACTION: List of Performance and Service Improvement Team to be sent to Board members. Anne Cocking – April 2007.

Date of Next Meeting:

18 April 2007 – 2 pm, Board Room, Eastwood

Dates of Future Meetings:

30 May 2007 – 2 pm, Board Room, Eastwood

27 June 2007 – 2 pm, Board Room, Eastwood

25 July 2007 – 2 pm, Board Room, Eastwood

29 August 2007 – 2 pm, Board Room, Eastwood

26 September 2007 – 2 pm, Board Room, Eastwood

31 October 2007 – 2 pm, Board Room, Eastwood

28 November 2007 – 2 pm, Board Room, Eastwood

19 December 2007 – 2 pm, Board Room, Eastwood

Signed as a true and accurate record

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Chairman

Date: