

2010 ROTHERHAM LTD

MINUTES OF BOARD MEETING HELD ON 26th OCTOBER 2005 AT THE BOARDROOM, EASTWOOD

Present:

Board of Directors:

Chair: <i>Tony Billingham</i>			
<i>Harry Tooley</i>	<i>Liz Booth</i>	<i>Anita Heaton</i>	<i>Dr Giles Bloomer</i>
<i>Cllr Paddy Burke</i>	<i>Cllr Barry Dodson</i>	<i>Cllr Jane Austen</i>	<i>Cllr Glyn Robinson</i>

In Attendance:

Int. Chief Exec - <i>Jim McAusland</i>	Executive Team – Kath Brisland, Helen Bows
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By invitation:

<i>Richard Walker – 2010</i>	<i>Mark Johnson - 2010</i>	<i>Mick Dobson - 2010</i>
<i>Tracey Holmes – Communications</i>	<i>Tom Bell – HMR</i>	<i>Sean Fiander – Health & Safety</i>
<i>Yesrib Azam - Finance</i>	<i>John Widdison PWC</i>	<i>Kay Nunns - ODPM</i>

Minute No.		Action By	Target date
	A Governance		
101/05	<p>Apologies for Absence</p> <p>Apologies were received from:</p> <ul style="list-style-type: none"> • <i>Clive Hartley</i> • <i>Dr Heather Jones</i> • <i>Keith Stringer</i> • <i>Chris Brown</i> 		
102/05	<p>Minutes of Previous Meetings – 28th September 2005</p> <p>Minutes of 28th September 2005 were considered and approved.</p> <p>Correction - Councillor Austen gave her apologies that she did not attend the Board Meeting on 28th September 2005 but her absence was not recorded.</p>		

<p>103/05</p>	<p>Sub-Group Minutes</p> <p>The sub-group minutes were considered and approved.</p> <p>Matters arising</p> <p>The Board requested clarification on the Terms of Reference of the Business Development Sub Committee.</p> <p>It was agreed that the issue should be referred to the next meeting of the Sub Committee.</p>		
<p>104/05</p>	<p>Declaration of Interests</p> <p>Tony Billingham declared he had met in a professional capacity with FD Savilles on 21st October 2005.</p>		
	<p><i>B Strategic Management</i></p>		
<p>105/05</p>	<p>Marketing and Communications</p> <p>Tracy Holmes, the Head of Communications and Marketing in RMBC gave a comprehensive presentation on Marketing and Communications.</p> <p>She outlined the potential service provision including :-</p> <ul style="list-style-type: none"> • Positive Media Coverage eg Newspapers/Radio • Brand Management • 2010 Website • Marketing Development • Communication Strategy <p>The Board endorsed the thrust of the presentation and supported the principles of the broader promotion of 2010 Rotherham Ltd including it's performance and achievements to a range of stakeholders....actual and potential.</p> <p>The Board instructed the Chief Executive to pursue through the Service Level Agreement mechanism a positive and expanded programme of service improvement in Marketing and Communications.</p>		

<p>106/05</p>	<p>Housing Market Renewal</p> <p>Tom Bell, Head of Housing Market Renewal in RMBC presented a position statement on the current programme on Housing Market Renewal.</p> <p>He outlined the current development programme and appropriate interaction with area steering groups and the effect that the existing strategy in the Decent Homes programme.</p> <p>He also advised the Board of the ongoing strategy in the Town Centre renewal programme emphasising that the overall programme was underpinned by the promotion of sustainability.</p> <p>The Board expressed concerns at the apparent lack of comprehensive communication and liaison in the Neighbourhoods.</p> <p>Consultation within communities was inadequate and it appeared that previously identified promises and quick wins had, apparently, not been fulfilled within the process.</p> <p>The Board agreed to note the current position of HMR.</p> <p>The Chief Executive was instructed to pursue a thorough and comprehensive project management programme with HMR to enable the Board to have greater involvement in development programmes.</p>		
<p>107/05</p>	<p>Review of Strategies</p> <p>Mick Dobson advised the Board of the current position in respect of review of RMBC strategies which had been adopted by 2010 Rotherham Ltd.</p> <p>He indicated that the scrutiny / review was progressing positively and presented revised Standing Orders and Financial Regulations.</p> <p>Decision The Board agreed to refer the revised documentation to the Resources Sub Committee for scrutiny and approval.</p>		

<p>108/05</p>	<p>Review of Opening Hours</p> <p>The Chief Executive presented a report proposing changes in opening hours at District Housing Offices.</p> <p>The Board were advised that comprehensive research and analysis had been implemented including Customer consultation, comparators with Banks, Building Societies, Public Sector Services and other ALMO's.</p> <p>The principles identified increased accessibility for customers incorporating :-</p> <p>Monday, Tuesday, Thursday, Friday - 8:45 - 4:30 Wednesday 9:00 - 6:00 Saturday 9:00 - 12:00</p> <p>The Chief Executive indicated that he would pursue full consultation with Trade Unions and staff to implement the above on week commencing 21st November 2005.</p> <p>Decision The Board endorsed the report and proposed actions of the Chief Executive.</p>		
	<p>C Resource Management</p>		
<p>109/05</p>	<p>Financial Management Position Statement</p> <p>John Widdison of PWC presented detailed financial management information and budget profiles as at September 2005.</p> <p>Issues were raised in connection with Management Fee; VAT; Income; Stock Values; Projected Business Planning and Trading Accounts.</p> <p>The Chief Executive outlined his concerns in relation to the robustness of the financial information, budgetary control and time lines interlinked to service improvement.</p> <p>Decision The Board instructed PWC to pursue the issues as identified and present robust financial management information to the next meeting including Trading Accounts on the DSO, Barbot Hall and Housing Management / Revenue.</p>		

	<i>D Performance Management</i>		
110/05	<p>Government Inspection and Self Assessment</p> <p>The Chief Executive emphasised to the Board the necessity to be fully conversant with the following documents:-</p> <ul style="list-style-type: none"> • <i>The Excellence Plan</i> • <i>The Delivery Plan</i> • <i>The Repairs & Maintenance Plan</i> • <i>The Investment Plan</i> • <i>Self Assessment Documentation</i> • <i>Government Inspection Programme</i> <p>The Board raised concerns with regard to some of the wording in the Self Assessment document and particularly issues related to links to RMBC.</p> <p>The Chief Executive advised that the terms were used to emphasise the appropriate partnership arrangements with RMBC in achieving service improvements and outputs etc. but this was underpinned by arms length principles.</p> <p>The Chief Executive requested that he should be appraised of particular points and concerns that Board Members had in regard to any of the documentation.</p> <p>Decision The Board noted that the Excellence Plan, Delivery Plan, Repairs and Maintenance Plan and Investment Plan were subject to scrutiny and review.</p> <p>They accepted the Self Assessment Document and endorsed the Government Inspection Programme.</p>		
111/05	<p><i>Performance Management Framework</i></p> <p>The Chief Executive presented Performance Management Framework / Excellence Plan and Key Performance Indicators for September 2005.</p> <p>Targets had been achieved and performance levels had improved realising expectations.</p>		

	<p>Rationalisation and realignment of resources had been implemented through the performance clinic process and appropriate taken at management level to ensure improvement.</p> <p>The Chief Executive indicated that further improvement was necessary in respect of income / arrears control.</p> <p>Comparators with National standards other ALMO's etc were encouraging with a large percentage of the KPI's in top quartile.</p> <p>Decision The Board endorsed the actions of the Chief Executive and expressed satisfaction on the improved performance.</p> <p>The Chief Executive was instructed to ensure robust monitoring to effect service improvement and value for money.</p>		
	<p><i>E Business Development</i></p>		
<p>112/05</p>	<p><i>Board Away Day</i></p> <p><i>Delivery Plan</i> <i>Repairs and Maintenance Strategy</i> <i>Investment Strategy</i> <i>Excellence Plan</i></p> <p>The Chief Executive advised the Board that there would be a Board away day at the Marriott Hotel on 10th & 11th November 2005.</p> <p>Within that context there would be presentations and discussion on each of the above Plans with emphasis on the appropriate interaction, objectives, targets etc.</p> <p>Decision The Board agreed to the outlined programme of the away day.</p>		

<p>113/05</p>	<p>SLA's</p> <p>The Chief Executive advised the Board that the Service Level Agreements were currently under review.</p> <p>The principles within the scrutiny and evaluation programme encompassed financial savings, service improvement and quality etc.</p> <p>The review had taken place based on Best Value principles and that the outcome of the review would be presented to the Board at the next meeting for consideration.</p> <p>Decision The Board instructed the Chief Executive to expedite the conclusion of the formal review within the parameters as indicated.</p>		
<p>114/05</p>	<p>Board Development / Area Boards</p> <p>Consideration was given to a document presented by Cllr Jane Austen on the evaluation and future development of Area Assemblies within RMBC...and any appropriate interaction linked to any future development of Area Boards of 2010 Rotherham Ltd.</p> <p>The Chief Executive outlined the current policy of RMBC in terms of the Neighbourhood Management Agenda and the future role of Area Assemblies.</p> <p>He emphasised that with the potential development of a Tenants Federation the existing role of Housing Advisory Group, the Housing Futures Group etc. it was imperative that any forward strategy must effective decision mechanisms that would ensure efficient Community Governance.</p> <p>Decision The Board agreed to delay in the meantime further consideration in the development of 2010 Rotherham Area Boards.</p> <p>The issue will be kept under close review pending RMBC's review of the Area Assembly concept within the Neighbourhood Management agenda.</p>		

	<p>Health and Safety</p> <p>Sean Fiander, Senior Health and Safety Officer for RMBC presented a new Health and Safety strategy for 2010 Rotherham Ltd.</p> <p>The policy had been compiled by Management of 2010 Rotherham Ltd and professional advise and guidance offered by Sean Fiander.</p> <p>The Board were advised that due to an incident 2010 had been served with an Improvement Notice by the Health and Safety Executive.</p> <p>The problem had been addressed and resolved and stringent measures now in place to ensure effective Health and Safety practise and ownership.</p> <p>2010 Management are currently pursuing the appointment of a full time Health and Safety Manager.</p> <p>The Health and Safety policy had been submitted to the Health and Safety Executive and approved in accordance with legal imperatives.</p> <p>Decision The Board recommended that the Health and Safety policy document be referred to the Business Development Sub Group and their findings be reported to the Board.</p>		
<p>118/05</p>	<p>Manager and employee of the month.</p> <p>A presentation of a plaque and a £50 cheque was made by the Chair of the Board to Ian Dickman (Employee of the Month).</p> <p>The Manager of the Month was Lynn Hamshaw.</p> <p>Congratulations were expressed by the Board for the hard work and dedication of these employees.</p>		
	<p>Date and time of next meeting:-</p> <p>Wednesday 30th November 2005 Eastwood Board Room</p>		