

MINUTES OF THE BOARD MEETING HELD ON 5 MARCH 2008 AT 4:30 PM IN THE BOARD ROOM, EASTWOOD

Board of Directors: Miss Anita Heaton - Chair
 Mr John Lewis – Vice Chair
 Cllr Jane Austen
 Mr Tony Billingham
 Mr Gaetano Demartino
 Cllr Barry Dodson
 Mrs Mary Jacques
 Mrs Margaret Hartley

In Attendance: Mr Colin Earl (Interim Chief Executive)
 Mr Maqbool Ahmed (Interim Finance Manager)
 Mrs Teresa Butler (Director of Business Development)
 Mrs Michelle Musgrave (RMBC)
 Mr Mark Whittle (Director of Investment)
 Miss Ellen Tomlinson (Secretary to Chief Executive) – Minutes
 Mrs Lynne Chatterton (Secretary to Director of Business - Development)

		Action Log Reference
	Governance	
1.	<p>Apologies for Absence</p> <p>Apologies were received from Mrs Liz Booth, Cllr Simon Currie, Cllr Neil License, Cllr Reg Littleboy, Mr Almas Abassi and Mr Paul Webb.</p> <p>The Chair also welcomed Miss Ellen Tomlinson who was taking over from Mrs Dawn Butterworth as Secretary to Chief Executive while she was on maternity leave.</p>	
2.	<p>Minutes of Board Meeting 30 January 2008</p> <p>The minutes of the meeting were agreed as a true record.</p>	
3.	<p>Matters Arising & Action Log</p> <p>There were no matters arising from the minutes.</p> <p>The Board discussed the actions detailed within the log and raised the following issues:</p> <p>Decent Homes – Showers over Baths Report Mr Whittle explained that the meetings took place outside the time</p>	13

		Action Log Reference
	<p>frame for reports to the Board, therefore a report would be presented at the next meeting on 2 April 2008.</p> <p>Review of Criteria Used by Occupational Therapists Mrs Musgrave explained that a meeting had taken place between 2010 and RMBC to discuss adaptation issues. However they had taken place outside the time frame for reports to the Board, therefore an update would be presented at the next meeting on the 2 April 2008.</p> <p>Signing of Compact Miss Heaton informed the Board that the document had been signed by her before the meeting commenced.</p> <p>The Minutes to be Re-named as Record of Decisions The Board agreed that this should revert back to Minutes.</p> <p>Timeline for the Consultation of the Housing and Neighbourhoods Strategy Consultation Mrs Musgrave informed the Board that, following extensive consultation, a major re-write was required within the context of the sub regional housing strategy. A draft would be presented to the Sustainable Communities Committee on 23 April 2008.</p> <p>Report to Resources and Asset Management Committee on the Number of Decent Homes Refusals Mr Whittle reported to the Board that this had been scheduled.</p>	<p>17</p> <p>19</p> <p>22</p> <p>32</p> <p>38</p>
4.	<p>Declaration of Interests</p> <p>There were no declarations of interest in addition to standing declarations.</p>	
5.	<p>Minutes of Committees</p>	
	<p>Audit & Governance</p> <p>A request was made for documentation and protocols mentioned in the minutes to be circulated to Board Directors, including the Code of Conduct, the Investigation of Misconduct Manual and the Protocol for Enquiries and Media Relations. Mr Demartino informed the Board that a draft of the Code of Conduct had been issued to the committee for comments by the end of February and would be issued to all directors afterwards.</p>	39
	<p>Performance</p> <p>Concern was raised that the minutes issued were for 29 January. As a result of the change to Board meeting dates, it is expected that minutes from the most recent committee meetings should be</p>	40

		Action Log Reference
	<p>available in advance of the Board meetings, although it was noted that the minutes would have to be sent out under separate cover as a result of the timing of the Committee meetings.</p> <p>Performance Committee minutes for February and March would be presented to the next Board meeting.</p> <p>Cllr Dodson reported to the Board that a further report on Voids had been received at the meeting on 26 February 2008.</p>	41
	Resources and Asset Management	
	The Board received and noted the minutes of the Resources and Asset Management Committee on 27 February 2008.	
	Sustainable Communities	
	Concern was raised of the availability of people to present reports to the Committee. Lead directors must ensure there are appropriate officers to present all committee reports	42
6.	Terms of Reference for Committees	
	The Board noted a number of inconsistencies within the Terms of References of the various Committees and requested that all Terms of Reference included standard paragraphs regarding the quorum, removal of directors etc.	43
	Responsibility for tenants' elections and eligibility interviews for potential directors should be included in the Terms of Reference for Audit & Governance Committee.	44
	Subject to the above amendments, the Board approved the Terms of Reference for the Committees and asked for the revised documents to be issued to the Committees at the next meeting.	45
	Items for Decision	
7.	Budget 2008/09	
	The following points were discussed:	
	<ul style="list-style-type: none"> The need to present to the Council the apparent underfunding of the ALMO highlighted by the Housemark report. 2010 was receiving £2.9m less than other ALMOs and this should be reflected in the report which went to the Cabinet Member. An audit trail was required of the discussions with RMBC to show that 2010 were doing everything possible to secure adequate funding 	46
		46

		Action Log Reference
	<p>otherwise.</p> <p>Where there was a clash with a Council meeting the Board would either meet at 4.30 pm or an alternative day to be agreed. Officers were to circulate members for a suitable alternative for 4 June meeting, which clashes with a Council meeting.</p>	50
10.	<p>Training for 2010 Directors</p> <p>The Board was asked to consider the effectiveness of the recent training programme and decide most appropriate ways of ensuring Company Directors were equipped with the knowledge and skills required of them and to assess the effectiveness of the Board as a whole. Concerns were raised that attendance of Directors at the recent training events was low.</p> <p>An appraisal system was required, tailored to the needs of the Board Directors individually and collectively. It was agreed the Audit & Governance Committee should lead on the development of the appraisal system.</p> <p>It was also suggested that Audit and Governance could investigate if long distance learning could be viable for the Board Directors who have a number of other commitments.</p>	<p>51</p> <p>52</p>
	Items for Information	
11.	<p>Inspection Preparation Progress</p> <p>Mr Earl presented feedback received from HQN.</p> <p>Actions were being taken to address the key areas for improvement. The Board asked that they be adequately briefed for the Inspection in June and that details be tabled for the next meeting on 2 April 2008. The full HQN report would be presented to the Board, together with an action plan to deliver key outcomes.</p> <p>Everyone in the Company had to take a proactive role and make the inspection a priority.</p> <p>Strategic support was being provided by RMBC as everyone recognised this was important to the Company's future.</p>	53
12.	<p>Performance Report</p> <p>The Board received and noted the Performance Report.</p>	
13.	Health and Safety Report	

		Action Log Reference
	The Board received and noted the Health and Safety Report.	
	<i>The public and the press were excluded from the meeting during consideration of the following items on the grounds that they involved the likely disclosure of confidential information.</i>	
14.	<p>Barbot Hall Progress Report</p> <p>The Board received the report which advised of the proposed approach for the disposal of Barbot Hall assets. It was agreed that the invitation of bids from auctioneers was the next logical step to take before deciding which option would be best value for the Company.</p>	54
15.	<p>Decent Homes 2008/09 Allocation of Works</p> <p>The Board received the report which contained the proposed allocation of decent homes work for 2008/09.</p> <p>It was agreed that work could be allocated to one contractor in 2008/09 based on its recent performance.</p> <p>The proposed allocation of work was agreed.</p> <p>The Board emphasised that it took seriously, and would consider disciplinary action against, any disregard for its previous decisions. This arose because there had been some work allocated during 2007/08 against some board directors' recollections of an earlier decision, even though relevant Board minutes did not explicitly deny any work being allocated in the way it had.</p>	
	Date of Next Meeting	
	2 April 2008 at 2 pm in the Board Room, Eastwood	
	Date of Future Meetings:	
	07 May 2008 05 June 2008 02 July 2008 06 August 2008	