

2010 ROTHERHAM LTD

MINUTES OF THE BOARD MEETING HELD ON 5 JULY 2007 AT 4:00 PM IN THE BOARDROOM, EASTWOOD

- Board of Directors:** Miss Anita Heaton (Vice Chair)
Mr Almas Abbasi
Cllr Jane Austen
Mrs Liz Booth
Cllr Barry Dodson
Mrs Mary Jacques
Cllr Reg Littleboy
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)
Ms Anne Cocking (Assistant Director)
Mr Richard Walker (Assistant Director)
Mr John Stapleton (Health and Safety Manager)
Mr Andy Lumb (Project Manager, Decent Homes)
Mr Gary Ironmonger (Assistant Director)
Mrs Michelle Musgrave (RMBC)
Mr Colin Earl (RMBC)
Mr Mike Clements (RMBC)
Mrs Julie Slatter (RMBC)
Mr Tony Billingham (Observer)
Miss Laura Hunt (Secretary to Director of Neighbourhoods) – Minutes
Mrs Lynne Chatterton (Secretary to Director of Business Development)

Minute No.

Presentation by Colin Earl, Director of Internal Audit and Governance, RMBC

Cllr Littleboy proposed that an update on the supporting role of RMBC be a regular item on the Board Agenda.

Handouts of the presentation passed to the members of the meeting. Main areas highlighted:-

- Serious financial concerns and significant performance issues.
- 2** rating – huge risk of losing this and implications of the loss of £150m investment. Work needed to secure the 2** rating, this is our aspiration and then look at securing 3*** later.

- Board identified as having the overall responsibility to lead on this and to work through the new arrangements.
- Council supporting team identified as; Colin Earl, Julie Slatter (commences on 23 July 2007), Mike Clements, John Mansergh and Maqbool Ahmed (commences on 16 July 2007).
- Project Plan to be presented to the next Board meeting. The plan will indicate specific tasks on how we can improve, ie effective budgetary monitoring and reporting.
- Key messages re financial loss and lack of financial management. Everyone within 2010 Rotherham Ltd to manage individual budgets.
- Need to demonstrate value for money and review of all SLAs.
- Information has to be accessible and timely, quality of data to be improved.
- Committee attendance of Board Members is not consistent. A large number of verbal reports being made. All reports to be made in writing and all officers of 2010 Rotherham Ltd need to be held accountable.
- Concern raised with exclusion of people outside the ALMO and their presence at Board Meetings.

Discussion regarding presentation:

- Cllr Dodson stated that the Board do need to discuss things in private sessions.
- Mr Abbasi raised concern regarding the financial projection as some things are out of our control (ie adverse weather)
- Mrs Riley responded to the presentation. She explained that as the presentation had only been shown to her 2 hours prior to the Board meeting, she had not had an opportunity to discuss its content with her Executive Management Team and that they would therefore not be commenting on the detail. However, there were issues contained within the presentation that were factually inaccurate and contentious and she recommend that in future all such items brought to the Board by the Council should be discussed with the Executive Management Team in advance so that the Board could be presented as far as possible with jointly agreed facts.

Governance

1. Apologies for Absence

- Mr Clive Hartley (Chair)
- Cllr Neil License
- Cllr Glyn Robinson
- Mrs Victoria Penman
- Mr John Lewis
- Mr Gaetano Demartino

2. Minutes of Previous Meeting 30 May 2007

An amendment to the attendance list. Mr John Lewis had been omitted from the

list of attendees. The Minutes of the Board meeting following this amendment were agreed and signed as a true and accurate record by the Chair.

Minutes of Previous Meeting 18 April 2007

There was a query as to whether these had been signed at the meeting in May. If not signed, the minutes need to be made available at the July's meeting for signature by the Chair.

3. Matters Arising

Cllr Austen stated that both Item 7 (Budget Proposal) and Item 8 (Accommodation proposal) were not discussed at the last meeting and queried when these would be brought to the Board. It was confirmed that Item 7 would be discussed later in the meeting and Item 8 was to be raised with RMBC before discussion at Board.

4. Declaration of Interests

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

5. Minutes of Committees

Asset Management

AGREED: The Board received the minutes of the Asset Management Committee held on 20 June 2007.

Community Development and Partnership

AGREED: The Board received and noted the minutes of the Community Development and Partnership Committee held on 6 June 2007.

Performance

Cllr Dodson stated that when reports are presented at this meeting it is imperative that the latest and most up to date version is presented to the committee.

AGREED: The Board received the minutes of the Performance Committee held on 19 June 2007.

Resources

AGREED: The Board received the minutes of the Resources Committee held on 20 June 2007.

Good Governance

Cllr Austen raised concern that two Committee meetings had recently been inquorate and suggested that the Good Governance Group meet within the next week. Mrs Butler recommended that this working group be made into a formal Committee and have regular minutes presented to the Board.

AGREED: Proposed by Cllr Austen and seconded by Mrs Booth.

Items for Decision

6. Budget 2007/08

Report presented to the Board.

Mr Clements and Mr Ironmonger both informed the Board of the following:-

- Budget monitoring – impact on the recovery plan and risk areas identified. Report going to Cabinet on 16 July 2007. Cllr Austen raised the issue that when the ALMO has papers submitted to Cabinet, can the Board, as a matter of course, be informed as soon as possible of the decision made.
- Cllr Dodson – queried the repairs budget and how agreement is made on spending when we experience adverse weather, ie wind damage and the floods. Mrs Riley confirmed that she would be doing a synopsis on the flood damage and would be seeking clarity on the budget and how this would be recharged to the Council.
- Mr Earl stated that there is currently a review being undertaken on the district heating and that the report submitted to Cabinet needs to incorporate this. Mrs Riley stressed that we didn't want to miss the 16 July Cabinet date as the next Cabinet meeting was not scheduled until September 2007. Mrs Musgrave stated that she was under the impression that due to the floods an additional Cabinet date may be set for August 2007.
- Mrs Heaton queried as to whether the service income recharge from leaseholders goes back into the revenue management fee paid to 2010.

7. Neighbourhood Management Directorate Re-structure

Mr Webb informed the Board of the following:-

- The restructure was agreed by the Board in January 2007.
- Cabinet Member did not agree the restructure proposals as they thought better links needed to be made into the Delivery Plan.
- Report now being re-presented to the Board following amendments and in addition agreement sought on the proposed review of public access arrangements.
- Key area of the restructure was the recruitment of Customer Service Advisers (CSAs) in order to free up the Neighbourhood Housing Officers to work alongside Neighbourhood Champions out on the estates.
- Safer Estates unit established and Impact Champions will be deployed onto estates to combat ASB.

- Cllr Littleboy raised concern regarding Appendix B and more staff appeared in the north and central areas and less so in the southern area as the south covers a big geographical area.
- Mr Webb confirmed that arrangements were in place to give a presentation to the local AHPs regarding the restructure proposals.
- Mr Webb confirmed that a Leaseholder Manager will be in post and the structure chart will be amended to incorporate this.

AGREED: The report presented was agreed as well as the approval for a review of the public access arrangements across the Borough.

Items for Discussion

8. Chairman's Report

The Chairman had sent his apologies to the meeting.

9. Chief Executives Report

Mrs Riley informed the Board of the following:-

- AGM date now confirmed as 1 August 2007.
- Flood response had had a major impact on 2010 staff who had responded magnificently. Operation Clean Sweep now underway and being project managed by Marie Ingham. Jill Portman, Impact Champion, based at Catcliffe Memorial Hall. Communication an issue, questions we are unable to answer, ie when we can move back into our property, etc. Surveys being undertaken at present. Some properties had already received the Decent Homes work. Board – recognition of 2010's hard work and this to be passed onto all staff. RMBC and 2010 worked well together during the disaster. Catcliffe open until 13 July 2007. Costs for the floods needs to be kept up to date and accurate in order for us to feed our costs back to the Council. 3 months need to capture all costs and everything to be fed through to Mr Clements and Mr Ironmonger. Mr Stringer wished to personally congratulate Mrs Riley on her article in the Advertiser. Mr Webb stated that he personally wanted to mention how hard the Borough Environmental Training Scheme (BETS) trainees had worked during the disaster and would be giving the BETS trainees some appreciation, ie vouchers.

AGREED: The Board received and noted the update.

10. Financial Management Framework

Mr Clements informed the Board of the following:-

- Framework sets out rules and procedures in moving forward and includes budget setting, monitoring allocation, a budget book which will cover financial training and reporting.

- It was agreed that in future the format of reports need to include the date it went to Mr Clements' team and signed off.
- Cllr Littleboy queried that if everything is going through both Resources and the Board and that to save repetition, was the Resources Committee necessary. Mrs Riley stated that with regard to the Resources Committee time can be spent on scrutinising the reports whereas the Board has less time to scrutinise reports. Mrs Riley stated that she does not want the Resources Committee abolished.
- Mr Clements to put together the Terms of Reference.

AGREED: The Board agreed the proposed framework.

MR ABBASI LEFT THE MEETING.

11. Draft Final Accounts 2006/07 [Pre-Audit]

Mr Clements informed the Board of the following:-

- Accounts still in draft format as the Audit is incomplete.
- Mrs Riley stated that care needs to be taken with regard to document control. Two versions both with the same date on. (correct version quotes £1.135m on page 5).
- Auditors' work at 2010 now complete and have provided us with a management letter showing the issues/risks involved for 2010. Meeting to take place with KPMG tomorrow (^h July 2007).
- Final audited accounts will be brought to Board.
- Mrs Riley stated that discussions have taken place with KMPG and they have agreed that the inclusion of £1.3m reduction in our management fee should be included as it was a key risk.

12. Decent Homes Phase 2

Mr Lumb informed the Board of the following:-

- Agreed to give Connaught the 189 properties in East Dene. Weekly meetings arranged and are being closely monitored and given properties in batches of 5 per week. Marked improvement on their performance.
- Keepmoat have some respite facilities in place, this being closely monitored to access success or otherwise of this.
- Additional resources on hotline, customers given a unique ID number and cross-referencing and reacting to customers improved.
- Communication – holding a meet the Assistant Director/Director event on 12 July.
- Cllr Austen stated that the document needs to be proof-read as report states Anston on page 7 (appeals of report) and this should read Aston.
- Sheltered schemes – planning applications need to be made as both internal and external alternations need to be done. Mr Whittle stated that when applications are made for planning permission, numerous properties will be

- included within a joint application in order to save time and money.
- Cllr Austen raised concern regarding use of colour printing. Mr Whittle to look at different ways of presentation.
 - Miss Heaton queried Decent Homes work in flats and leaseholder properties. Mr Whittle confirmed that windows will come under the Decent Homes programme as will doors to the entrance of flats. However, doors into the communal areas would not be included in the Decent Homes programme. Mr Whittle to attend the next leaseholders meeting with Mrs Heaton and to prepare a written report to present to them.

AGREED: The Board received and noted the progress report.

13. Health and Safety Update

Mr Stapleton informed the Board of the following:-

- Draft policy on Smoke Free working environment presented to the Board. It was noted that as we are not quorate, the Board could not approve Mr Stapleton's Smoke Free working environment policy. Mrs Butler proposed a show of hands from the Board Members. Mrs Butler proposed to write out to the absent Board Members to seek their approval of the report.
- Mr Stapleton to visit void properties with regard to asbestos levels.
- Mrs Riley informed the Board Members that Mr Alan Truelove would be leaving 2010 shortly and a replacement would be found.
- Mrs Riley wished to express her personal thanks to Mr Stapleton for all his efforts during the floods.

AGREED: The Board received and noted the update.

14. Director of Neighbourhood Management

Mr Webb informed the Board of the following:-

- Voids team now fully staffed and up and running, led by Adrian Cheetham.
- Accommodation currently being used at the Swinton Neighbourhood Office for the voids team.
- Floods have had a major impact on the voids performance.
- Caretaking Review – Estate Champions now in place and they would be relaunching the estate walkabouts.
- Impact Champions working with the ASB Unit here at Eastwood.
- Community Engagement Review day held yesterday (4 July). Mrs Booth wished to pass on her thanks to all staff involved.
- Gardening Scheme – working with Project 600. Mr Webb raised concern about the £10 collection being paid in cash.

AGREED: The Board received and noted the update.

15. Director of Investment

Mr Whittle informed the Board of the following:-

- 2 x Repair Team Leaders (RTLs) now working in Connect (to train staff on allocation of responsive or programme works).
- Stocks in vans – Champions now tasked with pre-ordering the tools, etc. Stores monitoring and doing audit trails. Van checks to see whether these are being used effectively, 8-10 vans removed already.
- Consolidation to 3 depots – this will be reported further at the next Board Meeting.
- RTLs aware of changes happening.
- Apex on line by end of July 2007.
- Rocc upgrade – implementation by September 2007.
- Hand-held technology – implementation by March 2008.
- Barbot Hall, one bid received from Astrseal.
- Sheltered Homes – Mr Whittle still awaiting confirmation from Di Stirling-Chow. Mrs Musgrave stated that DLG are committed to do this and a response should be received by the next Board meeting.
- Cllr Austen raised issue on policy on refusals. This was due in June 2007. Mr Whittle to speak to Mr Lumb and for this to be presented at the next Board Meeting.

AGREED: The Board received and noted the paper.

MRS BUTLER, MR WHITTLE AND MS COCKING LEFT THE MEETING

16. Director of Business Development

Mrs Riley (on behalf of Mrs Butler) informed the Board of the following:-

- Confirmation is still awaited with regard to the budget for ROCC. Mrs Riley has raised this with Mr Clements. We need to ensure that we have money in place. Mrs Musgrave stated that she would chase this up.
- Meeting with KMPG taken place tomorrow (6 July 2007).
- 3 people nominated for tenant elections. Articles of Association state that an election is not necessary as 3 tenants are needed and there are only 3 places available.
- Cllr Austen stated that clarity is needed on the terms of office.

AGREED: The Board received and noted the paper.

Date of Next Meeting:

1 August 2007 – 2 pm, Board Room, Eastwood (moved from 25 July 2007)

Dates of Future Meetings:

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: