

**2010 ROTHERHAM LTD**

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

**Board of Directors:** Mr Clive Hartley (Chair)  
Miss Anita Heaton (Vice Chair)  
Mr Almas Abbasi (Director)  
Cllr Jane Austen (Director)  
Dr Giles Bloomer (Director)  
Mrs Liz Booth (Director)  
Mr Gaetano Demartino (Director)  
Cllr Barry Dodson (Director)  
Cllr Reg Littleboy (Director)  
Mrs Victoria Penman (Director)  
Mr Keith Stringer (Director)

**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 of Business Development – Performance and Service Improvement)  
Mr Gary Ironmonger (Assistant Director of Business Development – Finance)  
Miss Rachael Ellis (Communications and Marketing Manager)  
Cllr Sue Ellis (Cabinet Member for Neighbourhoods)  
Mrs Michelle Musgrave (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)

**Minute No.**

**B02/7/1 Governance**

Prior to the start of the meeting Mr Hartley introduced Board members to Miss Rachael Ellis who had started in post as the Communications and Marketing Manager.

Miss Ellis explained to the Board that there could potentially be press attendance at future Board meetings as the meetings were public.

Cllr Austen discussed the structure of the agenda and stated that items to be taken as private items should be at the end of the agenda.

Mr Abbasi confirmed that it would be helpful for Board members to undertake some sort of training or session for dealing with the media.

Mr Hartley also explained to the Board that Cllr Ellis would be attending to give a presentation in relation to the Performance report that had been submitted by the Council.

Cllr Littleboy proposed that both the report from the Council and the report of the Chief Executive should not be discussed and that a joint meeting should be held to discuss the issues raised.

Mrs Riley explained that she felt that the reports should be discussed as a Board before they were discussed with the Council.

Cllr Dodson supported Cllr Littleboy's resolution.

Mr Abbasi explained that he felt the reports should be discussed to enable to issues to be resolved and moved forward.

Mr Hartley agreed with Cllr Littleboy that a joint meeting should be held but prior to that both reports should be considered by the Board.

Mr Hartley asked Cllrs Littleboy and Dodson to raise the resolution at the beginning of the said item.

## **B02/7/1/1 Apologies for Absence**

- Mr Harry Tooley
- Cllr Neil License

## **B02/7/1/2 Minutes of Previous Meeting 31 January 2007**

The Minutes of the Board meeting were agreed and signed as a true and accurate record by the Chairman, subject to the amendment as detailed below:

### **B01/7/6/4 – Equalities and Diversities Strategy**

Second paragraph should read... "Mr Abbasi explained that he was happy with the ethnic background breakdown..."

## **B02/7/1/3 Matters Arising**

### **B01/7/1/7/1 – Asset Management**

Cllr Austen presumed that as she had had no contact there had been no Decent Homes appeals held. Mr Whittle confirmed that was the case and would be contacted as and when required.

### **B01/7/5/1 – Decent Homes Phase 2**

Cllr Austen questioned why the refusals policy had been scheduled for the

July Board meeting. Mr Whittle confirmed that this was to ensure that there would be sufficient data to be analysed and agreed to bring this report forward to the June meeting.

The Board requested that target dates were included for any action points.

**B02/7/1/3/1 Budget Setting Process for 2006/07**  
Mrs Musgrave presented the report to the Board.

**AGREED:**  
**The Board received and noted the paper.**

**B02/7/1/4 Declaration of Interests**

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

**B02/7/1/5 Chairman's Report – Verbal**

The Chairman had nothing to report in the public meeting.

**B02/7/1/6 Chief Executive's Report**

The Chief Executive's report was to be taken in private.

**B02/7/1/7 Minutes of Committees**

**B02/7/1/7/1 Asset Management**

Dr Bloomer presented the minutes to the Board and indicated that they were self explanatory.

Dr Bloomer questioned how many properties had been handed over by Connaught. Mr Whittle confirmed that 32 had been completed as of Friday 23 February 2007 and a further 64 had been presented but had issues that needed addressing before a hand over could be made.

With regard to the Repairs and Maintenance Market Testing Project Board no representative from Neighbourhoods had attended. Mrs Musgrave confirmed that she would be attending the future Project Board meetings.

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

**B02/7/1/7/2 Community Development and Partnership**

Cllr Austen presented the minutes of the committee and referred the Board to the major items of discussion that were highlighted by bullet points. Cllr Austen also confirmed that a paper was to be presented to Cabinet Member

on 5 March 2007 regarding the Tenant election.

**AGREED:**

**The Board received and noted the minutes of the Community Development and Partnership Committee held on 9 February 2007.**

**B02/7/1/7/3 Performance**

Miss Heaton presented the minutes of the meeting to the Board and confirmed that Decent Homes was to be included on future agendas in terms of looking at an overview of performance.

Cllr Dodson also raised the issue of step-in showers provided by Decent Homes. Mr Whittle confirmed that these were now being offered in Sheltered Schemes. Cllr Dodson asked about those homes that had already been completed. Mr Whittle asked Cllr Dodson to provide him with specific information outside the meeting for action.

**AGREED:**

**The Board received and noted the minutes of the Performance Committee held on 21 February 2007.**

**ACTION:**

**Cllr Dodson to provide Mr Whittle with details as discussed.**

**B02/7/1/7/4 Resources**

Dr Bloomer presented the minutes of the meeting to the Board and explained that the numbers would be discussed later in the agenda.

Cllr Austen questioned the minutes as they did not seem to be the correct document. It was agreed that the minutes would be re-issued to Board members as soon as possible.

**ACTION:**

**The minutes of the Resources Committee held on 21 February 2007 to be re-issued to Board members.**

**B02/7/1/7/5 Joint Asset Management & Resources**

Mr Webb presented the minutes of the meeting and explained that the report had been presented to Cabinet and that the recommendation to progress to OJEU had been agreed with the reference to secondment to be removed. Additional information and an update report was to be presented to Cabinet Member on 19 March 2007. Mrs Riley confirmed that Stephen Hopwood was continuing to work on Barbot Hall and that 2010 Rotherham Ltd was working with the Council and staff at Barbot Hall to ensure staff were offered access to any job opportunities where appropriate.

The Board requested that the minutes of the Cabinet meeting were issued for information. The Project plan was also being progressed and would be presented to the Board in March 2007.

Mrs Riley also explained that the rule set by the Council on re-deployment would need to be changed to allow Barbot Hall staff to be re-deployed. Mrs Musgrave confirmed this had been agreed purely for this issue.

**AGREED:**

**The Board received and noted the minutes of the Joint Asset Management and Resources Committee held on 15 February 2007**

**B02/7/1/8 Board Agenda Forward Plan**

Mrs Butler presented the agenda forward plan to the Board.

Mrs Booth requested that the Good Governance workshop outcomes were included as soon as possible.

**AGREED:**

**The Board received and noted the forward plan.**

**ACTION:**

**Good Governance workshop outcomes to be included on the agenda.  
Date: 28 March 2007**

**B02/7/2 Performance Management**

**B02/7/2/1 The Road to Excellence Update**

Ms Cocking presented the report to the Board which detailed the proposed way forward for monitoring actions within 2010 Rotherham Ltd. Appendix A of the report highlighted the steps to be undertaken. Appendix B detailed the monitoring form that had been taken from Leeds West Homes which had been highlighted by the Audit Commission as good practice.

Cllr Austen asked what the Board would receive on a regular basis. Ms Cocking confirmed that the Board would receive exception reports on what actions/targets were outstanding and that a full report would go through Performance Committee.

Cllr Littleboy asked how progress in each quarter would be noted. Ms Cocking stated that each action would be assessed against the set milestones.

Mr Abbasi asked about the definition of the outcome. Ms Cocking confirmed that this was the intended outcome. It was agreed that the heading be amended to read intended outcome.

Cllr Austen requested confirmation that the process had not started from the beginning. Ms Cocking referred members to Appendix A and the first step i.e. taking stock of actions already completed or underway.

Dr Bloomer questioned how far we were with the consultation? Ms Cocking confirmed that this was the first step and following agreement by the Board discussions would be progressed with the Council.

**AGREED:**

**The Board received and noted the report and agreed to progress with the approach.**

**ACTION:**

**Appendix B, first column heading to be amended to read 'Intended Outcome'. Date: ASAP**

**B02/7/2/2 Performance of 2010 Rotherham Ltd – Report by RMBC**

Cllr Littleboy referred to his resolution as discussed at the beginning of the meeting. Board members agreed that Cllr Ellis should give her presentation.

Cllr Ellis thanked Board members and gave a presentation, a copy of which is attached, and also referred to the report which highlighted her concerns on the performance of 2010 Rotherham Ltd.

**AGREED:**

**The Board received and noted the presentation and thanked Cllr Ellis for bringing the issues to its attention.**

**B02/7/3 *Financial Resource Management***

**B02/7/3/1 Finance Report & Management Accounts to 31 January 2007**

Mr Ironmonger presented the report to the Board and explained that the figures for housing management were now stabilising.

Discussions around the Decent Homes capital management fee were still taking place and this would have an impact on the overspend.

In terms of the DLO, there had been problems with the forecast position and jobs had now been costed to the correct areas. This had resulted in a surplus of £77k at the end of January 2007.

A meeting was due to take place on 1 March 2007 with RMBC to discuss the budget setting process for 2007/08 and the service improvement plans had been submitted.

Miss Heaton requested a session on budget setting for Board members.

Cllr Austen referred to the overspend and the remedial plan that was put in place and asked how much had been clawed back. Mr Ironmonger confirmed that a report was to be presented to the Resources Committee detailing information to the end of February 2007. Mrs Riley confirmed to the Board that the plan only included cut backs where service would not be affected.

Cllr Robinson expressed his concerns regarding conflicting information and thought that no additional funding would be provided. Mrs Riley confirmed that the management fee was not given to do both housing management and the Decent Homes programme and that an agreement in principle had been received from the Council and that the level of the capital management fee still needed to be agreed.

Mrs Musgrave explained that the Capital Management Fee could be invoiced once the level had been set and this would be discussed at the meeting to be held on 1 March 2007.

Mrs Riley explained that there were gaps where sufficient funding had not been allocated to fund areas of work. For example the work on the Asset Management Plan had not moved forward as there was no team funded for this work. Mr Whittle confirmed that the plan had been presented but as yet had not been approved. Mr Whittle confirmed that he would work with Mr Mansergh to move this forward.

**AGREED:**

**The Board received and noted the paper.**

**AGREED:**

**Mr Whittle to work with Mr Mansergh on gaining approval on the Asset Management Plan.**

**ACTION:**

**Budget setting training to be built into good governance project.**

*Mr Ironmonger left the meeting.*

**B02/7/4      *Neighbourhood Management***

**B02/7/4/1      **Report of the Director of Neighbourhood Management****

Mr Webb presented the report to the Board and highlighted the following.

The re-structure arising from the Corporate Service Review and agreed by the Board had been presented to the Council but had not been approved. Mr Webb explained that there were some minor changes to be implemented on an interim pilot basis until the restructure is approved.

In terms of signing up to the RESPECT agenda, approval had still not been given by the Council and no detailed explanation given for that decision. Mr Webb explained that he would be seeking guidance from the Department for Communities and Local Government to see whether we could sign up without agreement by the Council.

The Good Neighbour Agreements had been developed by the Kiveton Park TARA and it was hoped that this was developed as good practice across the Borough.

Mrs Booth expressed her concern that commitment to the RESPECT Agenda could not be signed. Both Mr Stringer and herself had been involved in the agenda and there would be a lot of benefit for Rotherham. Mr Stringer agreed and asked for an answer from the Council.

Mr Mansergh explained that the plan was for a corporate sign up of the RESPECT Agenda across the Rotherham partners. A steering group had been set up and was progressing. Cllr Ellis confirmed that the Council had received £50k of funding already for parenting skills classes.

Mrs Booth explained that there should be no reason why the ALMO could not sign up independently and that the ALMO was one of the very few that had not already signed.

Mr Webb confirmed that he had received information on Rotherham's approach of a corporate sign-up which was good, but was not aware that this had been the reason for not letting the ALMO sign-up. The Board asked for authority for to commitment to the RESPECT agenda and confirmed that 2010 Rotherham Ltd would also be involved in the Rotherham approach.

*Miss Cocking left the meeting.*

Cllr Austen questioned the interim structure and asked about the Assistant Director posts. Mr Webb confirmed that Mr Richard Walker was still working on the service reviews and that this would continue for interim period, therefore resulting in his post being temporarily backfilled.

Cllr Austen also welcomed the good neighbour agreements and stated that this would be excellent if it was to be rolled out to other areas. However one concern about neighbour behaviour was due to young people and Cllr Austen requested whether a bullet point could be included to ask parents if they knew where their children were.

Mr Webb confirmed that this was a community document and Neighbourhood Managers had been asked to take this to other TARA's to move forward. In addition to taking forward the RESPECT agenda, proactive work with young people in terms of prevention of anti social behaviour was also being undertaken.

Miss Heaton questioned the interim structure and asked why we were piloting elements and not looking to get agreement to the full re-structure. Mr Webb responded to say that this was not a substantial change and having taken stock of the council's refusal, some areas of work are too urgent to wait for additional consultation to be held.

Cllr Ellis confirmed the Council had refused the re-structure as it was felt that this wasn't appropriate at this time without the Delivery Plan being in place. Miss Heaton stated that the Delivery Plan was due to be agreed at Cabinet on 5 March 2007 and that if this was agreed surely the re-structure could be agreed.

Mr Hartley stated that the thinking behind the re-structure was to provide help and support to Neighbourhood Champions who were already doing more than their job should entail. Cllr Dodson reiterated this and explained that we needed to do as much as possible.

Mrs Riley also confirmed that the issues had been brought to her attention by staff themselves at road shows. Mr Webb confirmed that he was also holding road shows with staff to discuss the interim changes and these had been welcomed by staff.

**AGREED:**

**The Board received and noted the report.**

**B02/7/5**

***Investment***

**B02/7/5/1**

**Decent Homes Phase 2**

Mr Whittle presented the report to the Board and explained to the Board that the under performing contractor had attended the Asset Management Committee and had discussed in detail how they were going to move forward and achieve the number of properties required.

Mr Whittle confirmed that the properties that were due to be handed over had some problems in terms of the paperwork, thermostatic radiator valves that are to be installed, and pipe work to be sleeved.

The Contractor's Directors were due to see Mr Whittle for another meeting and had acknowledged that 2010 Rotherham Ltd was doing everything it could to help resolve the situation.

The variance of the £4m underspend was due to savings on areas that were not costing as much as anticipated. Mr Whittle confirmed that he had confidence we would spend the money and that any underspend could be rolled over into next year.

**AGREED:**

**The Board received and noted the report.**

**B02/7/5/2 Report of the Director of Investment – Verbal**

Mr Whittle provided the Board with a verbal updated.

The APEX system was due to go live on Monday 5 March 2007.

Following the article in the press about the family living in cardboard city Mr Whittle explained that the work had been taken out of context and the article did not mention anything about the additional work that Connaught had undertaken at no extra cost. Cllr Dodson also confirmed that the photograph had been taken in November 2006 and was not the current situation.

Mr Whittle confirmed that we did receive positive letters from happy tenants and work was being done to highlight good news stories.

Mrs Riley also confirmed that we were ahead of the programme and that properties were being brought forward. Mr Whittle confirmed that many properties with the under-performing contractor were 99% finished and tenants were content; once these were 100% the payment would be made. Mr Whittle also confirmed that it was good news that we would be delivering under cost demonstrating value for money.

Mrs Booth asked about the surveys and whether these were keeping up with the number of properties that were being completed. Mr Whittle confirmed that the Apex system would speed up this area.

Cllr Austen referred back to the number of refusals and asked whether the paper could be brought forward to June. Mr Whittle agreed and confirmed that all refusals and no access cases would be re-visited.

Miss Heaton explained that an area of concern was tenants with learning disabilities. Miss Heaton had received an agreement from the Learning Disabilities Team to provide help with any tenants that they work with when Decent Homes was being undertaken.

Cllr Littleboy also asked that information of any problems with access was provided to elected members who should be used to move this forward. Cllr Dodson agreed.

With regard to Barbot Hall, production had now stabilised and morale within the team was mixed. The Board acknowledged the excellent work that Mrs Rachael Baggaley and Mr Gary Kyte were undertaking. Mr Whittle also explained to the Board that he had received a call from a potentially interested tenderer.

In terms of the monitoring of budgets for the DLO, changes were to be implemented for the new financial year which would result in managers being responsible for delegated budgets. This would provide greater control over the budgets and more robust monitoring.

The Project Team had met for the Repairs and Maintenance market testing and a report would be presented to the next meeting of the Project Board on the options to move forward.

Regarding the sheltered accommodation Mrs Lorraine Shaw had challenged whether or not the Decent Homes funding could be used for the project. Mr Whittle confirmed that he had written to her and had attached a copy of Mr Richard Waller's legal advice. Mrs Musgrave confirmed that she would follow this up with Mrs Shaw.

**AGREED:**

**The Board received and noted the report.**

**ACTION:**

**Refusals report to be presented to the Board in June rather than July.**

**Elected members to be used to speak to tenants who had refused the Decent Homes work. Date: As and when required**

**Mrs Musgrave to follow up Sheltered Work with Mrs Shaw. Date: ASAP**

**B02/7/5/3 Health & Safety Update**

Mr Whittle provided the Board with a verbal update.

The gas servicing department had recently been approved by Corgi.

Miss Heaton asked whether or not Carbon Monoxide detectors could be provided when new boilers were being fitted as part of Decent Homes. Mr Whittle explained that a piece of work was currently being undertaken and a report would be brought to the next Asset Management Committee meeting.

**AGREED:**

**The Board received and noted the update.**

**ACTION:**

**Mr Whittle to provide a report on the use of carbon monoxide detectors to the Asset Management Committee. Date 21 March 2007.**

**B02/7/6 Business Development**

**B02/7/6/1 Report of the Director of Business Development**

Mrs Butler presented the paper to the Board and highlighted the following:

The ROCC upgrade was to be discussed at a financial meeting with the Council on 1 March 2007.

A report had been received from Rebecca Williams following the Good Governance workshop and further discussions were required. Cllr Austen volunteered to help move this forward.

Cllr Littleboy asked about the SLA review. Mrs Butler confirmed that progress was reported, in detail, through the Resources Committee. Two SLA's were due to finish at the end of March 2007 and a recruitment drive had been undertaken to staff a performance team. Work was currently being undertaken with RBT on the Procurement SLA. The SLA Reviews should be completed by end of September 2007 and changes implemented where necessary.

Dr Bloomer asked about the vacant independent Board member post. Mrs Butler explained to the Board that she needed to move this forward and that a report would be presented to the Community Development and Partnership Committee. Mrs Booth confirmed that she had also provided information for possible candidates from a list compiled by Voluntary Action Rotherham (VAR).

**AGREED:**

**The Board received and noted the paper.**

**B02/7/6/2 Membership of Committees**

Mrs Butler presented the paper to the Board and explained that the report requested that the Committee membership be increased to 6 members.

**AGREED:**

**The Board agreed that the standing membership of each Committee up to 6 members of the Board, ideally with at least one from each sector of the Board.**

**Date of Next Meeting**

**28 March 2007**

**2 pm in the Board Room, Eastwood**

Signed as a true and accurate record

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Chairman

Date: