

**2010 ROTHERHAM LTD
MINUTES OF BOARD MEETING HELD ON 29 MARCH 2006
AT THE BOARDROOM, EASTWOOD**

Board of Directors:

<i>Clive Hartley (Chair)</i>			
<i>Cllr Jane Austen</i>	<i>Almas Abbasi</i>	<i>Keith Stringer</i>	<i>Liz Booth</i>
<i>Cllr Neil License</i>	<i>Cllr Paddy Burke</i>	<i>Cllr Barry Dodson</i>	<i>Cllr Glyn Robinson</i>
<i>Harry Tooley</i>	<i>Dr Giles Bloomer</i>	<i>Tony Billingham</i>	

In Attendance:

Chief Exec – <i>Isobel Riley</i>	Executive Team – <i>Richard Walker; Phil Rees; Gary Kyte; Mark Johnson; Helen Bows; Angela Rhodes</i>
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By invitation:

<i>Simon Bunker - RMBC</i>	<i>Yesrib Azam - RMBC</i>	<i>Ian Hillier – PWC</i>
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Minute No.		Action By	Target date
B36/1	A Governance		
B36/1/1	Apologies for Absence <ul style="list-style-type: none"> • Anita Heaton • Marie Ingham 		
B36/1/2	Minutes of Previous Meetings - Minutes of 22 nd February 2006 were considered and approved and the following points were noted: NFA Conference – Board members were asked to confirm their attendance at the NFA Conference Leaseholders Letter – The Chief Executive informed the Board that a letter of apology had been sent out to all leaseholders – no adverse comments have been received so far except that the wrong telephone contact details had been on the original letter and therefore included in the second letter.		
B36/1/3	Chairman’s Report		
	The Chairman advised the Board that concern had been raised by the Client in relation to the Health and Safety procedures of gas contractors. Please see Chief Executive Report B36/1/4. The Chairman informed Board members that a flat rate of £150 per year can be claimed on their tax returns for home/office use.		

B36/1/4	Chief Executive Report		
	<p><u>NFA Board</u> The Chief Executive informed the Board that the NFA is inviting nominations for 2 places on the NFA Board.</p> <p>The Chief Executive gave the recommendation that 2010 should put forward a nomination to join the NFA.</p> <p>The Board endorsed the Chief Executives recommendation.</p> <p><u>Management Fee</u> The Chief Executive circulated a letter of 28 March 2006 from Simon Bunker which relates to the Management Fee.</p> <p>The letter indicates that the Management Fee for 2006/07 does not include an amount for service development; instead the Client has set aside a sum of £450,000 which 2010 will have to make bids against in order to draw down funds to complete work.</p> <p>The Board raised their concern with regard to the change in the Clients approach to budget setting and were anxious that the Audit Commission would view this change as a step away from independence.</p> <p>In response to the Boards comments Simon Bunker on behalf of Neighbourhoods stated that the Client requires evidence from 2010 of how the budget will be spent in order to prove innovation and a strategic view of how the spend will move the organisation forward.</p> <p>The Board indicated their disappointed at the lack of trust demonstrated by the Client and agreed that 2010 would challenge the decision to hold back the £450,000.</p> <p>The Board were in full agreement that 2010 should submit a proposal to the Client requesting them to reconsider their decision.</p>		

Liaison Minutes

The Board noted the Clients decision to allow the Liaison meetings to continue without the Chairman providing that the minutes of the meetings are presented to the Board.

The Board suggested that the two organisations should host the Liaison meetings on an alternate basis to demonstrate a partnership approach and asked Simon Bunker to take back this request to Cllr Sue Ellis on their behalf.

SLA's

The Chief Executive advised the Board that the Client has been notified that 2010 will carry out a full option appraisal to identify the importance of each SLA to Customers and to 2010 as a Company.

The Resources Sub Committee will then agree an order to which the SLA's will be reviewed.

Decent Homes Investment Plan/Away Day

The Board were informed that the Client has raised concern with regard to Scrutiny report on Decent Homes and the quote relating to 'affordability'.

The Client has planned an away day around Decent Homes 'Achieving Aspirational Standards' on Friday, 31 March 2006 at the REACT centre.

The Board agreed that the Chief Executive and members of the Asset Management Sub Committee would attend the away day.

Decent Homes Programme

The Chief Executive circulated copies of letters of 22 & 24 March from Simon Bunker which request confirmation of how 2010 will deliver the Decent Homes programme and the role of EDS in project managing the scheme.

The Chief Executive indicated that 2010 is currently producing a Decent Homes plan that details how the money will be spent.

The Board were advised that the Chief Executive and Asset Management Sub Committee recommended that the

	<p>consortium of EDS/Savills should be involved within Decent Homes.</p> <p>The Board endorsed the recommendations of the Chief Executive and the Sub Committee and requested the Chief Executive to contact Ian Smith to formalise the process.</p> <p><u>Defective Gas Flue Installations</u> A report by David Burton was circulated to the Board which details the measures undertaken following the discovery of a defective gas flue installation under the HESS and Decent Homes Scheme Phase 1 by Wates Construction Ltd and its sub contractor Vallectric.</p> <p>The Chief Executive informed the Board that currently three properties in Wath had been identified as having defective gas flues, of the three properties, one had been terminated, a second property was in the process of terminating and the third property was Owner Occupied.</p> <p>The Chief Executive advised the Board that Steve Jenkinson had been commissioned to produce a full report for 2010 to identify how the situation was dealt with in the first instance and what action 2010 can be taken to prevent a reoccurrence.</p> <p>The Chief Executive also indicated that 2010 would be seeking legal advice on the position with regard to Owner Occupiers</p> <p>The Chair endorsed these decisions.</p>		
<p>B36/1/5</p> <p>B36/1/5/1</p> <p>B36/1/5/2</p>	<p>Verbal Report by Chairs of Sub Committees</p> <p>Asset Management Sub Committee The Board considered and accepted the minutes of the Asset Management Sub Committee.</p> <p>Community and Partnership Development Sub Committee The Board were advised that currently the C & PD Sub Committee are reviewing the Selection process.</p> <p>It was noted that the process would be better placed within the Resources sub committee.</p>		

B36/1/5/3	<p>The Board were advised that Kate Plant had been appointed as the Equalities and Diversity Manager.</p> <p>Performance Management Sub Committee The Board were advised that the Sub Committee are Concerned that Performance Targets have been set too high and indicated that 2010 does not have sufficient resources to achieve the targets.</p>	Richard	
B36/1/5/4	<p>Resources Sub Committee The Board were advised that an average price transfer has been requested to ensure that we are on track.</p>	Ian	
B36/1/6	<p>Declaration of Interests</p> <p>B36/2/1 Senior Management Re-Structure - Tony Billingham</p>		
B36/1/7	<p>AGM Report – Presented by Ian Hillier Ian Hillier of PWC presented a report to the Board detailing the requirements and timing of the AGM.</p> <p>The report proposed that 2010 should hold its first AGM on 17 May 2006. This AGM will consider the retirement, election and appointment of Board Members only.</p> <p>The Chief Executive suggested a combined AGM/Board meeting on 17 May 2006.</p> <p>It was noted that there is no legal requirement to produce an annual report. However, this is acknowledged as best practice and 2010 are keen to produce a high quality document which customers can access.</p> <p>The annual accounts, director’s report and auditors report will be presented to shareholders at an Extraordinary General Meeting in September 2006.</p> <p>The Board suggested that the EGM in September should be a public event and requested further clarification of the arrangements at the next Board meeting.</p> <p>The Chair endorsed the recommendations of the report and agreed the combined AGM/Board meeting on 17 May.</p>		
B36/2	B Strategic Management		
B36/2/1	Senior Management Re-structure – Isobel Riley		

	<p>T. Billingham; G. Kyte; I. Hillier; P. Rees; R. Walker Left the meeting</p> <p>The Chief Executive presented the proposed Senior Management restructure to the Board for consideration.</p> <p>The report recommends the recruitment of three posts at Director level to cover three key areas of the business – Neighbourhood Management, Asset Management and Business Development.</p> <p>The proposed structure has been developed to deliver key objectives set out in the 2010 Delivery Plan and commitment to service improvements.</p> <p>The Board agreed the recommendation.</p>		
<p>B36/3</p>	<p>C Financial Resource Management</p>		
<p>B36/3/1</p>	<p>Financial Management – HRA/DSO (PriceWaterhouseCoopers)</p> <p>Ian Hillier of PWC presented the current Financial Management – HRA/DSO report for the period ending 28 February 2006.</p> <p>The total income to the DSO at 28 February of £17.22m is below the apportioned budget of £19.39m. This shortfall is lower than reported in previous months, due to profiling issues and high work in progress figures for January and February.</p> <p>The Board were informed that an agreement had been made between RMBC and 2010 Senior Management that an average price transfer would be processed to remove the backlog of jobs.</p> <p>It was noted that an Internal Audit report into stores had highlighted a potential need to write off approximately £200,000 of old and obsolete stock.</p> <p>The Chief Executive has requested a full options appraisal and proposal from the stores Manager to identify how the surplus stock can be utilised effectively.</p> <p>The Board noted the comments of the Chief Executive and requested the report to be circulated to the Board at the earliest convenience.</p>		

B36/4	D Performance Management		
B36/4/1	<p>Performance Management Framework</p> <p>Richard Walker presented the performance management framework identifying the latest Key Performance Indicators and service standards.</p> <p>The report acknowledges superb performance with 100% on track to achieve the year end target,</p> <p>It was noted that 2010 has serious concerns with regard to BV211a – RW indicated that the Decent Homes Programme was not factored into the target setting process earlier in the year and that performance has been affected by the cancellation of some cyclical programmes (currently 70% spend).</p> <p>Simon Bunker on behalf of Neighbourhoods acknowledged that 2010 Performance had “<i>dramatically improved</i>”.</p> <p>The Board accepted the reports and referred the Performance Management Framework, KPI’s etc to the sub committee on Performance for detailed consideration and monitoring.</p>		
B36/4/2	<p>Excellence Plan – Isobel Riley</p> <p>The Chief Executive presented the new format Excellence Plan to the Board for consideration.</p> <p>Part 1 - will be used as a monitoring tool based around the 9 key Audit Commission recommendations. It is proposed that Part 1 will be presented to the Board on a monthly basis to evidence progress and agree a colour change.</p> <p>Part 2 – captures the KLOES and would be to presented to the Board on a quarterly basis.</p>		

	<p>Simon Bunker on behalf of Neighbourhoods raised concern that</p> <ul style="list-style-type: none"> • <i>“Actions within the old plan have not been delivered and have slipped such as Leaseholders, Investment Strategy and R & M ISO 9000”.</i> • <i>“Recommendation from original Audit Commission inspection which is down for a March 06 deadline cannot be found”.</i> <p>The Chief Executive advised that the Excellence Plan is a monitoring tool ...the detailed action plans will sit behind the Excellence Plan.</p> <p>The Board endorsed the improvements to the Excellence Plan.</p>		
B36/5	E Business Development		
B36/5/1	<p>Manger / Employee of the month - March</p> <p>A presentation of a plaque and a £50 cheque was made by the Chair of the Board to Robin Walker as Manager of the Month.</p> <p>A further presentation of a plaque and a £25 cheque was made by the Chair of the Board to Barry Manderson and Alan Sanderson as Employees of the Month.</p>		
B36/6	F Any Other Business		
B36/6/1	<p>Board Training 5 April 2006</p> <p>Strategic Planning and Risk Management Training for Board members is planned for 5 April 2006 – Eastwood Boardroom.</p> <p>It was noted that block training does not meet the needs of all Board members and it was suggested that the issue of Board member training should be reviewed to explore distant learning and courses which have an accreditation.</p> <p>It was agreed that this item would be discussed after the AGM on 17 May.</p>		

	<p>Recycling & Back to Back Printing</p> <p>It was formally agreed that 2010 would produce 'back to back' printing of documents for future meetings.</p> <p>The Board also asked for consideration to be given to the use of colour printing and the provision of a recycling box for Board members to recycle correspondence.</p> <p>Forward Plan</p> <p>The Chief Executive circulated copies of a proposed forward plan which has been set up to provide Board members with details of forthcoming meetings and report references.</p>		
	<p>Date and Time of Next Meeting 25 April 2006 – Eastwood Boardroom</p>		