

2010 ROTHERHAM LTD

**MINUTES OF THE BOARD MEETING
HELD ON 20 DECEMBER 2006 AT 3.30 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 Neil License (Director)
Cllr Reg Littleboy (Director)
Mrs Victoria Penman (Director)
Cllr Glyn Robinson (Director)
Mr Harry Tooley (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)
Mr Dave Roddis (RMBC) for Mrs Michelle Musgrave
Miss Dawn Benfold (Minutes)

By invitation: Mr Gary Ironmonger (Assistant Director) – Item B12/6/3/1

Minute No.

B12/6/1 Governance

B12/6/1/1 Apologies for Absence

- Mr Keith Stringer

B12/6/1/2 Minutes of Previous Meeting 29 November 2006

The Minutes of the Board meeting were signed and agreed as a true and accurate record and were duly signed by the Chairman.

B12/6/1/3 Matters Arising

B11/6/1/3 – Accommodation Strategy

Cllr Austen asked when an update on the accommodation strategy will be presented to the Board. Mr Whittle confirmed there will be a full report at the next meeting.

B11/6/1/8 – Delegation of Authority to Committees

Mr Abbasi asked for clarity on the roles of the Committees and where does diversity fit in. Mrs Butler confirmed this is a cross cutting theme and will be part of all Committees. Ms Heaton also confirmed that all Committees are reviewing their terms of reference and diversities will be included.

B11/6/2/1 – Excellence Plan Part 1

Cllr Austen asked when the Board will receive further information on the Service Level Agreement (SLA) review. Mrs Butler confirmed that a paper will be presented at the next meeting.

B11/6/4/2 – Barbot Hall

Cllr Littleboy expressed concerns about Barbot Hall. Mrs Riley explained that Barbot Hall would be discussed under her verbal report later in the meeting when there would be an opportunity to debate the issues.

B12/6/1/4 Declaration of Interests

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

B12/6/1/5 Chairman's Report – Verbal

Mr Hartley informed the Board that a meeting had been held with RMBC regarding Barbot Hall and there would be another meeting early in the new year. Mr Hartley also confirmed that he had spoken to Cllr Roger Stone and made him aware that a decision needs to be made as soon as possible.

Mr Hartley informed the Board that he and Mrs Riley had attended a very productive meeting with Mrs Michelle Musgrave and Cllr Sue Ellis regarding the adverse Decent Homes publicity. A full and frank discussion had been held and it was suggested that there should be a regular meeting where tenants could go and see 2010 Rotherham Ltd staff and Contractors with any queries. Mr Hartley also stated that we should also use Tenants and Residents Association to liaise with tenants. Cllr Dodson confirmed that weekly meetings at East Dene were going to be held. Cllr Littleboy commented on the role of Councillors in relation to this issue.

B12/6/1/6 Chief Executive's Report – Verbal

Mrs Riley informed the Board that she and Mrs Butler had met with Mr Doug Malloy, editor of The Rotherham Advertiser regarding Decent Homes. The meeting was very useful and they had met both reporters who are leading on Decent Homes. Feedback from the meeting was that the Advertiser does not want numerous good news stories but to send through good news stories of work with communities etc. Work is now being undertaken with the Advertiser to ensure that 2010 Rotherham Ltd is informed of any press stories which will enable a full response to be provided. Mrs Riley requested the Board consent to 2010 Rotherham Ltd having a closer relationship with the Advertiser. The Board agreed. Cllr Dodson however

did express his concerns regarding meetings that had happened before but that these had not always produced a positive outcome. Mrs Riley indicated that this will be a test of the relationship that has hopefully been built. Mrs Riley also explained that a Decent Homes Communications Manager had been appointed and 2010 Rotherham Ltd will be putting the press office on notice of termination of that aspect of the service level agreement.

AGREED: 2010 Rotherham Ltd to build a closer relationship with the Advertiser.

Mrs Riley informed the Board that a meeting regarding empty properties had also been held with Cllr Sue Ellis. Mr Webb had presented a report at the meeting and there was a lot of work to be done and a programme of works had been developed. A progress report is to be presented to RMBC on a monthly basis.

Mrs Riley informed the Board that the emergency arrangements for the Christmas period were in place. Cllr Dodson asked for the emergency contact numbers to be sent to all Rotherham Councillors.

ACTION: Mr Whittle agreed to provide Councillors with a list of contact numbers.

Mrs Riley informed the Board that a meeting had taken place with RMBC regarding Barbot Hall. It was explained to RMBC that the Council would need to confirm whether it would be contracting with Barbot Hall for the remainder of the Decent Homes contract period. RMBC confirmed that they fully understood the issues and they would check the legal implications of extending the contract. RMBC requested that additional information be provided on whether Barbot Hall is producing value for money. A further shadow bid was to be produced as a matter of urgency and the costs of closure are to be assessed. Following the additional information being received the Board would need to make a decision in terms of moving forward with a recommendation.

Cllr Dodson suggested that a full Board meeting was held to discuss Barbot Hall and requested that the full details were presented to enable the Board to make recommendations. Cllr Robinson seconded the suggestion. Cllr Littleboy expressed his concerns that the decision is very much out of the Board's hands and that RMBC was making the decision by default due to the contract. Mrs Riley confirmed that the contract is RMBC's and therefore the council needed to make the decision in relation to the extension of the contract.

Various Board members continued to express their concerns but it was agreed that the Board would meet after the Executive Management Team had met again with RMBC.

AGREED: The Board agreed by a majority of 8:3 that a special Board meeting would be held to make a decision on Barbot Hall following the meeting with RMBC.

B12/6/1/7 Minutes of Committees

B12/6/1/7/1 Asset Management

Dr Bloomer presented the minutes of the meeting to the Board and asked for an update on hand held technology. Mrs Riley confirmed that 2010 Rotherham now had a business case and the Consultants (SALA) had undertaken the additional work following the Asset Management and Resources Committee meetings

Mrs Butler had attended the Council's E-Government Board which oversees the implementation of RMBC's IT strategies. It was very helpful, to learn about the Council's aspirations and how 2010's fit within them and complement them. She recommended 2010 should endeavour to send a representative to every meeting (unfortunately they usually clash with 2010 Board meetings).

The Board received and noted the minutes of the Asset Management Committee meeting held on 6 December 2006.

B12/6/1/7/2 Community Development and Partnership

Cllr Austen presented the minutes to the Board and referred to the paper detailing the process of the tenants' election. The paper sought the Board's approval to set the date of the AGM as 25 July 2007. The Board agreed. Cllr Austen informed the Board that that an advert would be placed for the vacancy of the Independent Board member. Mrs Butler confirmed that she has also made contact with the CEO of the Chamber of Commerce regarding filling the vacancy and to also suggest the idea of co-opted members. Cllr Austen requested expressions of interest were asked for by end of January 2007 and then interviews to follow. Mr Abbasi reminded the Board of the need for a transparent process.

Cllr Austen also asked the Board whether the Executive Management Team was aware that as of 1 January 2007 there would be some structural changes within RMBC. Mrs Riley confirmed that no information had been received by 2010 Rotherham Ltd. Mr Roddis explained that the communications strategy was currently being worked up and he would take back the Board's concerns that 2010 had not been formally notified.

AGREED: The Board agreed:

- 1. To have the AGM on 25 July 2007.**
- 2. To run the election of tenant representatives to the Board so the successful candidates could take up office at an EGM in September**

2007.

3. That approval is sought from RMBC, as sole member of the company, to appoint the two tenant representatives retiring at the AGM to the Board to fill the vacancies pending the results of the election.

The Board received and noted the minutes of the meeting held on 8 December 2006.

B12/6/1/7/3 Performance

Miss Heaton presented the minutes of the meeting and explained that concerns had been raised regarding the procurement of Panagraph and that feedback had been requested. Mr Whittle confirmed that the procurement process had been followed, that Panagraph was a Government-backed product used by numerous ALMOs across the country. Purchas had been approved by the Asset Management Committee.

Cllr Dodson expressed concern regarding the agenda not being agreed with the Chair of the meeting beforehand. Mrs Butler confirmed this should be done.

Miss Heaton asked about commercially sensitive information and whether or not the Board is a public meeting. Mrs Riley explained that this is a decision for the Board to make on whether it should be a public or private meeting. If meetings were to be held in public, the meeting would need to be held in two parts to enable the Board to discuss any confidential matters.

B12/6/1/7/4 Resources

Dr Bloomer presented the minutes and explained that it had been a very difficult meeting. Mrs Riley explained that this would be discussed in more detail later in this meeting.

Miss Heaton asked whether the problems with Board expenses had been resolved. Mrs Butler confirmed that Mr Gary Ironmonger has sought advice from HR and Payroll and it had been agreed that providing all expenses are included in individual tax returns the standing process could be continued. A query was also raised around the £150 that Board members may claim. Mr Abbasi requested information be circulated on what the process was for claiming expenses.

The Board received and noted the minutes of the meeting held on 6 December 2006.

ACTION: Mrs Butler to circulate expenses process to all Board members.

B12/6/1/8 Board Agenda Forward Plan

Mrs Butler presented the agenda forward plan and asked if any additional items were required. The Board agreed that a paper on Service Level Agreements and Barbot Hall were needed at the January meeting.

Cllr Dodson asked when the Board would receive the performance plan for achieving 3 stars. Mrs Butler explained that the Excellence Plan Part 3 is currently being developed. Part 3 would be a tool to aid and record ongoing self-assessment against the standards and it had been agreed with Mrs Michelle Musgrave that this would be presented to RMBC in February following consultation with the Audit Commission.

The Board received and noted the forward plan.

AGREED: The Board agreed that a paper on Service Level Agreements and Barbot Hall would be presented at the next meeting.

B12/6/2 *Performance Management*

B12/6/2/1 **Excellence Plan Part 1**

Mrs Butler presented the Excellence Plan Part 1 to the Board with the request to sign off recommendation 5 as complete. Dr Bloomer expressed his concern that the completion of a series of tasks did not satisfy the overall recommendation: *“Ensuring that there are robust financial management systems which provide detailed and up to date records of all expenditure by cost code”*.

The Board acknowledged that lots of work had been done and is underway but there were still issues with financial management and proposed that RMBC provides 2010 Rotherham Ltd with someone to give support as per the service level agreement.

AGREED: Recommendation 5 is not considered complete and therefore remains amber in the traffic-light monitoring system.

ACTION: The Executive Management is to request support from RMBC Finance.

B12/6/2/2 **Delivery Plan**

Mrs Butler presented the Delivery Plan and explained that the overall document had been refreshed in terms of the presentation and also that an Action Plan had been completed at the request of RMBC. Miss Heaton suggested that job titles are used rather than naming people in the document.

Cllr Austen requested the following amendments:

Page 11: "Manage the Area Assemblies" is deleted from the list as 2010 Rotherham Ltd no longer undertakes that function.

Page 18: The phrasing of the third sentence in paragraph 3.12 is amended to make the point on consultation clearer.

Page 19 (second last paragraph): The tense is changed to read "... action to mitigate the risk (where that is possible) will be monitored quarterly ..."

Page 23: The reference to Council Customer Service Centres to include all of them across the Borough.

Page 25: "Chairing the Neighbourhood Action Group meetings" is deleted.

Page 28: "Parish Councils" is included under collaborative working.

AGREED: The Board approved the refreshed Delivery Plan subject to the above amendments being made and recommended the Delivery Plan to be re-presented to RMBC.

B12/6/3 *Financial Resource Management*

B12/6/3/1 Finance Report & Management Accounts to 31 October 2006

Mr Whittle and Mr Abbasi left the meeting.

Mr Gary Ironmonger attended the meeting to present the paper and provided Board members with information on the financial situation to the end of October, the latest accounts considered by the Resources Committee. He informed the Board the figures had worsened at the end of November 2006.

The accounts were currently showing a £700k overspend. The major areas were the expected savings on the SLAs, the HRA staffing budget and expenditure and income that has been charged incorrectly.

Detailed budgets were being examined and work was being undertaken to run ROCC reports to look at cost codes and to where jobs were being charged.

RMBC had requested that a remedial plan be produced to show how the organisation was going to bring the budget back in line by the end of the financial year. This had been compiled and presented to RMBC. It was very much a working document and would be amended to reflect new data.

Mr Ironmonger is currently pulling together a template to go through all agency staff that are working for 2010 Rotherham Ltd. The filling of vacancies must be agreed by Directors and a general overtime ban had been implemented.

A review of how the 2006/07 budget was determined was to be undertaken and there was a question of whether inflation had been included. Discussions had also been taking place with RMBC in terms of the cut that was made around the HRA funding. As the HRA funding had now been

reinstated there was no rationale for the cut.

Mrs Riley explained to the Board that the budget would not be brought back in line by the end of the financial year without major impact on our customers. Options were to be explored, including bringing the budgets back in over the next two or three years in line with the Council's medium term financial strategy.

The remedial plan would be discussed in detail at Resources Committee and information would continue to be presented to the Board.

Cllr Robinson questioned the agreement of the cut to the management fee. Mr Hartley explained that he felt this had been imposed on 2010 Rotherham Ltd as there had been no meaningful negotiations.

Mr Tooley stated that this Board should request that money be reinstated into the budget.

Cllr Austen suggested the wording that the Board had been made aware of the change in the HRA account and on the basis of that, the former agreed cut be reinstated.

Dr Bloomer asked the Executive Management Team to continue to work on the worst case scenario and ensure that the Board was presented with a detailed plan on the expected outturn at 31 March 2007 with the consequences. Mrs Riley confirmed that she was happy to do this but would also like to propose alternative action following agreement with RMBC.

AGREED: The Board agreed the rationale given by RMBC in March 2006 for imposing a £1.3million cut on the ALMO's management fee now no longer applied and formally requested that amount be reinstated into the 2006/07 budget.

The Board, with the exception of Cllr Littleboy, agreed alternative options could be presented to the Board following agreement with RMBC.

Dr Bloomer and Cllr Robinson left the meeting.

B12/6/4 *Investment*

B12/6/4/1 **Decent Homes Phase 2**

The Chairman agreed that this item be taken at the beginning of the meeting.

Mr Whittle presented the paper and asked for any questions or comments.

Cllr Austen queried the overall contract summary and asked if ward Councillors could be informed where changes were happening so they were able to provide tenants with updates. Mr Whittle agreed this was possible.

AGREED: The Board received and noted the paper.

ACTION: Mr Whittle to ensure ward Councillors are made aware of any changes.

B12/6/4/2 Report of the Director of Investment

The Chairman agreed that this item be taken at the beginning of the meeting.

Mr Whittle gave a verbal update and informed the Board of the following:

Overall spend projection for Decent Homes is a £7 million underspend. £4 million is due to Connaught's additional homes being put on hold and the other £3 million is due to savings in certain areas such as surveys.

The Asset Management Strategy had been submitted to RMBC and comments were awaited.

Planned works were going well and a monitoring sheet was being developed and would be presented early in January 2007.

A further discussion regarding the future of the DLO had been held and some managers and Union representatives would be visiting York to look at another way of working.

With regard to accommodation, a visit by Board members had been made to Bramley. There were now additional problems with this and a new option was to flatten part of the building and use Portacabins. A paper will be presented to the next meeting.

Ramona Youhill had been appointed as the Assistant Director of Investment – Asset Management. Colin Boyes and Andrew Lumb had been appointed as Decent Homes Partnering Managers. Rachael Ellis had been appointed as Communications and Marketing Manager for Decent Homes. John Stapleton had been appointed as Principle Health and Safety Manager.

AGREED: The Board received and noted the verbal report.

B12/6/4/3 Health & Safety Update

The Chairman agreed that this item be taken at the beginning of the meeting.

Mr Whittle informed the Board that he had met with Mr Andrew Dennison

from the Health & Safety Executive (HSE) regarding the asbestos incident at Ash Grove with three 2010 operatives fitting a boiler. There are three parts to the investigation; the first with RMBC in terms of the records, the second as to what action was taken by 2010 following the stopping of the job, and thirdly, the removal of the asbestos by the specialist contractor. The HSE had threatened to serve an improvement notice but was satisfied that work was being undertaken to address the problems. The HSE had requested that a further meeting is held in the new year to discuss improvements that have been put in place.

Mr Demartino explained that it was good news that the improvement notice hadn't been implemented and that we must be able to reply on data from RMBC.

AGREED: The Board received and noted the verbal update and requested to be updated on any developments.

B12/6/5 *Business Development*

B12/6/5/1 Report of the Director of Business Development

Mrs Butler gave a verbal report and informed the Board of the following:

A meeting had been held with RBT regarding procurement and the current SLA will be put on notice of termination; work is to be undertaken with RBT to explore alternative arrangements and demonstrate value for money.

Work is currently being undertaken on the finance and performance SLAs.

Following the Board away-day members were asked if they were happy to go ahead with the governance review as suggested by the facilitator, Rebecca Williams. Board members confirmed they were happy with this and that the away-day had been beneficial. Workshop sessions and a self assessment will also be undertaken.

AGREED: The Board received and noted the verbal update.

ACTION: Mrs Butler to organise the Good Governance workshop sessions.

B12/6/5/2 Equalities and Diversities Analysis of Survey

Mrs Butler presented the report and explained that this is the first of the regular reports that will be presented to update the Board on the analysis of the "Getting to Know You" survey.

The Board requested that geographical data and percentages are included on the report and for the colouring on the charts to be changed for clarity.

AGREED: The Board noted the initial findings drawn from the survey.

ACTION: Ms Kate Plant to make necessary amendments to the report as detailed above.

B12/6/6 ***Neighbourhood Management***

B12/6/6/1 **Report of the Director of Neighbourhood Management**

An update will be provided at the next meeting.

B12/6/6/2 **The RESPECT Agenda**

Mr Webb presented the RESPECT self assessment and explained that this set out 2010 Rotherham Ltd's responses against the six core commitments and requested that the Board agree 2010 Rotherham Ltd signs up to the RESPECT Agenda.

Cllr Austen requested that the content of the self assessment be checked as some areas seem to be repeated. Mrs Penman also requested that a gap is included between each area.

AGREED: The Board supported the Self Assessment and agreed that 2010 Rotherham Ltd should sign up to the RESPECT agenda.

Date of Next Meeting

31 January 2007
2pm in the Board Room, Eastwood

Signed as a true and accurate record

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Chairman

Date: