

2010 ROTHERHAM LTD

**MINUTES OF THE BOARD MEETING
HELD ON 31 JANUARY 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)
Cllr Barry Dodson (Director)
Cllr Neil License (Director)
Cllr Reg Littleboy (Director)
Mr Keith Stringer (Director)

In Attendance: Mrs Isobel Riley (Chief Executive)
Mr Paul Webb (Director of Neighbourhoods)
Mr Mark Whittle (Director of Investment)
Miss Anne Cocking (Assistant Director of Business Development)
Mr Mark Johnson (Assistant Director of Investment) for Item B01/7/3/1
Mr Tony Collins (Interim Accountant) for Item B01/7/3/1
Mrs Michelle Musgrave (RMBC)
Miss Dawn Benfold (Secretary to Chief Executive) – Minutes
Mrs Lynne Chatterton (Secretary to Director of Business Development)

Minute No.

B01/7/1 Governance

B01/7/1/1 Apologies for Absence

- Mr Gaetano Demartino
- Mrs Victoria Penman
- Mr Harry Tooley
- Mrs Teresa Butler

B01/7/1/2 Minutes of Previous Meeting 22 December 2006

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

Minutes of the Extraordinary Board Meeting 22 January 2007

The Minutes of the Extraordinary Board Meeting were agreed as a true

record subject to Mr Stringer being added to the attendance list and were duly signed by the Chairman.

B01/7/1/3 Matters Arising

EB01/7/2 – Barbot Hall

Cllr Littleboy raised a query on the resolution that had been agreed by the Board and explained that he thought we were going to issue redundancy notices.

Mrs Riley and other Board members confirmed that the Board did not agree to issue redundancies. The recommendation was read out many times before it was unanimously agreed by all Board members before it was issued to RMBC.

Miss Heaton fed back to the Board on the meeting that she and Mr Stringer had had with Mr Mike Cuff and Cllr Roger Stone. The meeting had been positive and the main issue of concern for RMBC was the wording of the Board's recommendation which Miss Heaton acknowledged could have been worded differently but was as the Board had requested.

Mrs Riley informed the Board that following Miss Heaton's meeting she had emailed Mr Cuff to outline the current position and to give an explanation on how this is going to be moved forward. Mrs Riley confirmed that a Barbot Hall Project Board meeting was held on 30 January 2007 and representatives from RMBC's legal and HR departments were present. The legal advice given by Mr Richard Waller was that under the circumstances the work will need to be re-tendered through the OJEU process and staff would have TUPE rights. Mrs Riley explained that the HR advice from Mrs Odette Stringwell was that it wouldn't be appropriate to issue redundancy notices but that negotiations should be started with the Trades Unions. Cllr Littleboy questioned how long the process would take. Mrs Riley confirmed that following the advice from Mr Waller and Mr Mark Johnson it would probably be approximately 6 months. Cllr Littleboy expressed that he was happy with Mr Waller providing the legal advice and that he is confident in his ability to provide the correct advice.

Cllr Littleboy asked whether RMBC need to be asked for additional work to take Barbot Hall through the process. Mrs Riley confirmed this would need to happen.

Mr Hartley expressed his disappointment that the Board's decision is being questioned and stated that we should be focussing on what is best for the staff at Barbot Hall and also for the stability of the Decent Homes programme.

Cllr Austen stated that the Board also needs to, quite urgently, consider what the contingency plan is should the decision not be agreed to by

RMBC.

Cllr License commented that although he wasn't at the Extraordinary Board meeting the Board had made the appropriate decision and that 2010 and RMBC need to work together to manage the next steps.

Mrs Riley explained that Mr Stephen Hopwood is now working on the dissolution plan and contingency plans will be included within the plan together with all associated costs.

Mrs Musgrave confirmed to the Board that she agreed the Project Board is the best and most positive way to move forward and that there is a shared concern for the staff and also that the DH programme is unaffected as far as possible.

Dr Bloomer suggested that the Board should let the Project Board get on with what they have been tasked to do and await the findings.

AGREED:

The Board agreed to let the Project Board progress.

B01/7/1/4 Declaration of Interests

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

B01/7/1/5 Chairman's Report – Verbal

Mr Hartley informed the Board of the following:

A meeting with the staff at Barbot Hall had been held to convey the Board's decision.

A meeting had been held with Cllr Sue Ellis and Mrs Musgrave prior to the Resources Committee. The meeting was productive and various issues were discussed including how we were to sort out the financial situation. Work between 2010 and RMBC was progressing.

B01/7/1/6 Chief Executive's Report – Verbal

Mrs Riley informed the Board of the following:

The CIH Annual Conference was to be held at MAGNA. 2010 was to have a stand which will allow 2 free delegate places and Board members were asked to contact Miss Benfold if they are interested in attending.

A reply from Mr Tom Cray had been received regarding the management fee which stated RMBC was not prepared to re-visit this year's fee. Mrs Riley explained this would be discussed in further detail under the financial item. The letter also included concerns regarding the Delivery Plan and

discussions have been held with Mrs Musgrave to highlight exactly what is required.

Cllr Dodson questioned why RMBC was not giving the money back and asked for a reason.

Cllr Austen asked for the Board to be provided with an information sheet on what the view of 2010 is and what RMBC view is of the £1.5 million.

A Decent Homes story had been reported on Calendar News. Mrs Riley explained that she had spent time with the reporter informing her of the programme. The same story would also be run in the advertiser later in the week.

Cllr Austen confirmed that she was contacted by Calendar regarding the Barbot Hall story and stated that the Board needed to get to grips with the press and discuss how statements are handled. Mrs Riley informed the board that Ms Rachael Ellis will be joining the Decent Homes Team as Communication and Marketing Manager and this would help resolve any relationship issues. The Board agreed this could be discussed at the Good Governance Workshop.

Mrs Riley also informed the Board that the Advertiser was contacted on a weekly basis to find out what stories were going to be run which enabled 2010 to provide information to complete stories and this had resulted in some stories being stopped.

ACTION:

The Board is to be provided with a breakdown of figures in relation to the management fee.

B01/7/1/7 Minutes of Committees

Cllr Austen questioned the timings of Committees and why the minutes were only tabled at the meeting. Mr Hartley stated that this is because the dates of the Committees were moved at the request of members to ensure they received the most up to date information. Mrs Riley confirmed that this resulted in the majority of the Committees being held after the Board papers had been issued and therefore resulting in being tabled.

B01/7/1/7/1 Asset Management

Dr Bloomer presented the minutes of the Asset Management Committee and raised the following issues.

A volunteer is needed to be involved in the Decent Homes appeals process, Cllr Austen agreed to be the representative for the Board. The DLO marketing testing to ensure value for money has not progressed. Mrs Riley confirmed that 2010 had written back to RMBC to explain that this has to be

a joint process and was going to suggest to Mrs Musgrave that the Project Board model is used to move this forward. A petition from tenants at Brinsworth regarding Security Doors has been received and a full report is to be presented to Cabinet.

Cllr Austen raised the issue that the last Asset Management was not quorate. Mrs Booth agreed to stand in for Mr Tooley on Asset Management Committee.

AGREED:

The Board received and noted the minutes of the Asset Management Committee held on 24 January 2007.

B01/7/1/7/2 Audit Committee

Cllr License presented the minutes of the Audit Committee and confirmed to the Board that the work plan to March 2008 had been agreed.

Miss Benfold was asked to check the attendees of the Audit Committee and why Cllr Littleboy had not been invited.

AGREED:

The Board received and noted the minutes of the Audit Committee held on 19 January 2007.

ACTION:

Miss Benfold to check Audit Committee attendees.

B01/7/1/7/2 Community Development and Partnership

Cllr Austen presented the minutes of the Community Development and Partnership Committee and discussed the main issues from the meeting. These were the Community Engagement Service Review, sponsorship requests, 'Here's the Deal' and the Company Monitoring Group, RotherFed and the Respect Agenda.

AGREED:

The Board received and noted the minutes of the Community Development and Partnership Committee held on 12 January 2007.

B01/7/1/7/3 Performance

Miss Heaton presented the minutes of the Performance Committee and raised the following issues.

The percentage of evictions is currently higher than the target. The issue of performance monitoring coming in house was discussed and Ms Cocking assured the Committee that the service would not drop and Mr John Mansergh is also to be invited to attend the next Performance Committee.

AGREED:

The Board received and noted the minutes of the Performance Committee held on 24 January 2007.

B01/7/1/7/4 Resources

Mr Hartley presented the minutes of the Resources Committee and explained to the Board that the minutes include notes from a meeting that had taken place with Cllr Ellis and Mrs Musgrave prior to the Committee to discuss the various concerns of RMBC.

Cllr Littleboy requested that his attendance be recorded on the minutes.

AGREED:

The Board received and noted the minutes of the meeting held on 24 January 2007.

B01/7/1/8 Board Agenda Forward Plan**AGREED:**

The Board received and noted the forward plan.

B01/7/2 Performance Management**B01/7/2/1 Excellence Plan Part 2**

Ms Cocking presented the quarter 3 excellence plan part 2 and explained that Appendix A reported the actions that had changed and Appendix B highlighted any actions off target. Ms Cocking informed the Board that the Excellence Plan part 1 had not been presented as there were no changes.

Ms Cocking reported to the Board that a meeting has been held with Mr Graeme Foster, the Lead Housing Inspector for Yorkshire and Humberside. This was a productive meeting and he had put her in contact with other ALMOs to look at best practice.

Mr Foster had confirmed that some of the recommendations and timescales were unrealistic and the Board should concentrate on the quality of work and looking forward to the next inspection.

Miss Heaton expressed concerns regarding leaseholders. It was agreed that Miss Heaton would meet with Mr Webb to discuss the issue.

Cllr Dodson stated that we should be looking at other organisations for best practice and not re-inventing the wheel. The Board agreed.

AGREED:

The Board received and noted the Excellence Plan Part 2.

B01/7/3 *Financial Resource Management***B01/7/3/1 **Finance Report & Management Accounts to 31 December 2006****

Mrs Riley presented the report to the Board and explained that the figures were still causing concern and there was an issue on settling the capital fee for Decent Homes. An agreement in principle had been received from Cllr Ellis was that a fee was to be negotiated for the current financial year and also for future financial years. It had been agreed in principle at the meeting immediately prior to the Resources Committee on 24 January 2007 that a fee should be agreed for the management of Decent Homes Programme. Such a fee would apply to 06/07 financial years as well as future years.

Miss Heaton questioned how 2010 Rotherham is expected to manage and balance the books when the £1.5 million has been taken off the organisation. Mrs Riley confirmed that we were trying to address this problem in preparation for next year's budget and section 3 of the report referred. Service improvement plans had been requested for both funding for current services and additional services to ensure 2010 Rotherham can deliver the service.

Dr Bloomer stated to the Board that the priority was to get a decision on the Decent Homes capital fee and the Board requested a decision to be made by the end of next week.

Dr Bloomer also explained that the budget setting document was a working document and further information was to be included within the report. Mr Peter Hudson of RMBC was currently working with 2010 Rotherham to pull this together.

AGREED:

The Board received and noted the report.

ACTION:

A decision is to be provided to the Board on the Decent Homes Capital Fee by the 9 February 2007.

B01/7/4 *Neighbourhood Management***B01/7/4/1 **Report of the Director of Neighbourhood Management****

Mr Webb updated the Board on the following:

Approval to sign up to the RESPECT agenda was still awaited from RMBC. The first good neighbour agreements were to be signed at Kiveton Park.

The BETs scheme would be up and running from the end of February. The supervisors had been recruited and the trainees would be out and about in

the near future. Mr Webb confirmed that a publicity launch would be undertaken once the scheme is fully staffed. Project 400 was also linked into the scheme and this had been extended to work in Maltby and Herringthorpe.

Cllr Littleboy left the meeting.

B01/7/4/2 Delivering an Excellent Service

This item was taken in private and recorded on separate minutes.

B01/7/5 Investment

B01/7/5/1 Decent Homes Phase 2

Mr Whittle presented the Decent Home Phase 2 progress report and highlighted underspend on Decent Homes. A large part of the underspend was due to problems with one of the Contractors. Mr Whittle confirmed to the Board that he had met with two Directors from the Contractor concerned and had been assured that the problems would be resolved and the number of properties would be achieved by the end of the financial year. The Contractor has informed Mr Whittle that additional resources had been brought in to help resolve the issues. Cllr Dodson raised issue that he had been informed that the additional staff were informing tenants they are from Sheffield Homes. Mr Whittle agreed to investigate and take action if required.

Cllr License questioned how confident we were that the Contractor could deliver the properties. Mr Whittle confirmed he has informed them that they would not receive any work next year if the properties were not achieved. This would then result in the work being re-issued to other partners subject to approval by Cllr Ellis.

Cllr License referred to the targets and stated that if we hit the number of homes and come in under budget that would be a good news story and should be used. Mr Whittle confirmed that we would be in a position to comment once all the surveys had been completed.

Mr Whittle confirmed that Mr Colin Boyes and Mr Robin Walker were currently working with Ms Lorraine Shaw and Ms Helen Kirk at RMBC on the Decent Homes financial figures.

Mrs Musgrave left the meeting.

Mr Whittle raised the issue regarding the recent false imprisonment incidents. Investigations were being undertaken and the conclusions of the findings may result in enforcement action under the tenancy agreements. Mr Webb also confirmed that a letter was being sent to all people in the area concerned to inform them of what actions would be taken should any

incidents occur.

Mrs Booth expressed her concern regarding the bad publicity and the fact that this was causing some tenants to refuse to have the work carried out. It was agreed that a Refusals Report would be placed on the Board agenda for July 2007.

Cllr Dodson informed the Board that he had been approached by tenants expressing how happy they are with work that has been completed and that more tenants wanted their own homes the same.

Cllr License referred to refusals and asked what happens if there are mind changes and tenants decide they want the work completing. Mr Whittle explained that there were cut off points within the contracts but would double check the policy.

AGREED:

The Board received and noted the Decent Home Phase progress report.

ACTION:

Mr Whittle to look into the additional resource that had been brought in by the Contractor.

Refusals information to be scheduled for the July Board meeting – Miss Benfold.

B01/7/5/2 Report of the Director of Investment

Mr Whittle updated the Board on the following:

With regard to Strategic Partnering Mr Whittle had written to RMBC twice to request an agreement on a way forward. A decision needed to be made as soon as possible and it was agreed this would be an agenda item on the next Liaison meeting.

Cllr License left the meeting.

Discussions regarding sheltered housing had been held between Mr Whittle and Mr Richard Waller and the Council had instructed 2010 to use Decent Homes money on the Sheltered Programme and will carry any risk of challenge. Mrs Booth asked for clarity on what the programme would entail. Mr Whittle stated that the properties would be brought up to Decent Homes standard and also would be converted into 2 bedroomed properties. Some properties would be re-modelled internally and some would require extensions. The whole programme would run at the same length of time as the decent homes. The Board asked to be kept informed of any effects the sheltered programme had on the Decent Homes programme.

AGREED:

The Board received and noted the update.

ACTION:

Strategic Partnering to be put on the agenda for the next liaison meeting – Mrs Riley.

The Board to be kept informed on any effects on the Decent Homes Programme that the Sheltered Programme may have – Mr Whittle.

B01/7/4/3 Health & Safety Update

Mr Whittle updated the Board on the health and safety incidents that had occurred and informed the Board that all incidents had been dealt with appropriately. The scaffold incident had now been signed off by the Health & Safety Executive.

AGREED:

The Board received and noted the update.

B01/7/5/4 Barbot Hall

This item was discussed under matters arising.

B01/7/6 Business Development

B01/7/6/1 Report of the Director of Business Development

Post meeting note: The paper was missed out of the original Board papers and a copy was circulated to the Board for them to receive and note on 1 February 2007.

B01/7/6/2 Accommodation Strategy Update

Mr Whittle presented the report and informed the Board that further investigations had taken place with regard to the Bramley site and it had been agreed not to pursue this any further. In terms of accommodation for Decent Homes rentable office space was being investigated.

AGREED:

The Board received and noted the report.

B01/7/6/3 SLA Review

Mrs Riley presented the paper to the Board which detailed an update on the service level agreement review. Cllr Austen explained that she would also like to see costings included within the table. The Board discussed and agreed that it would be beneficial to have discussions around the service level agreement update at the Resources Committee, on an item by item basis,

rather than at the Board.

AGREED:

The Board received and noted the SLA review paper and agreed that future updates will be presented at Resources Committee – Mrs Butler.

B01/7/6/4 Equalities & Diversities Strategy

Ms Cocking presented the paper to the Board and a copy of the strategy was circulated to members.

Cllr Dodson expressed his preference for the term “British Asians” on the “Getting to know you survey”. Mr Abbasi explained that he was happy with the nationality breakdown and that we needed to ensure all community groups were identified.

Mrs Riley confirmed that the survey would allow 2010 Rotherham Ltd to have a greater understanding of the customer base and provide them with access to all our services. Miss Heaton also felt that groups of people who have mental health problems and single people are sometimes not included.

AGREED:

The Board received and accepted the amendments to the strategy and asked that the above comments be fed back to Mrs Kate Plant – Ms Cocking.

Date of Next Meeting

**28 February 2007
2 pm in the Board Room, Eastwood**

Signed as a true and accurate record

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Chairman

Date: