

NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 7 July 2005 at 5.00pm in the Lady Chapel, Kelham Hall.

Present: Miss M Butler (Chairman)
Councillor Mrs G Dawn (Vice-Chairman) (*for part of the meeting*)

Councillor Mrs N A Armstrong
Councillor J E Benson (*for part of the meeting*)
Mrs K Chaffe
Councillor K Fletcher (*for part of the meeting*)
Mrs G Hughes
Mr S Medhurst
Mr D Nixon (*for part of the meeting*)
Mr R Rontree
Councillor Mrs C Rose (*for part of the meeting*)
Mrs P Taylor

Officers in

Attendance: Mrs R Rance (Chief Executive)
Mr A Treweek (Technical Director)
Mrs S Whitling (Finance & Corporate Services Director)
Mrs S Y Parker (Housing Service Development Manager)

The Chairman welcomed Councillor Ken Fletcher and Councillor John Benson to their first meeting of the Directors of the Board of Newark and Sherwood Homes.

62. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr R Ainger and Mr G Parkinson.

63. **MINUTES OF THE MEETING HELD ON 26 MAY 2005**

AGREED (unanimously) that:

the Minutes of the meeting held on 26 May 2005 be accepted as a correct record and signed by the Chairman.

64. **PRESENTATION BY MARK ELSWORTH**

Mr Elsworth gave a short presentation on the findings of his 'health check' site visits in March 2005. He had particularly been looking into the Company's relationship with the Council, the interaction of Directors of the Board, and their relationship with staff and overall governance. He highlighted a high sense of pride, ownership and positivism amongst staff of all levels, tenants, volunteer groups and Directors of the Board. He reported that the Company branding was excellent, he was very impressed with future ideas and confidence in the intention to improve.

He responded to various queries and clarified that the Audit Commission have a good working relationship with the Office of the Deputy Prime Minister and that they had an input into the formulation of future strategy in relation to ALMOs post 2010.

In response to the recent announcement of Newark and Sherwood Homes being awarded a two-star rating by the Audit Commission, a vote of thanks was expressed for the Chief Executive, Mrs Rebecca Rance.

65. **CHAIR'S ANNOUNCEMENT AND URGENT ITEMS**

The Chair sought comments from the Directors of the Board who had attended parts of the Chartered Institute of Housing 2005 Conference at the end of June. Overall, the Directors who had attended parts of the Conference and Exhibition had found the event extremely worthwhile and useful, and viewed the experience as a positive training session, with opportunities to meet other ALMO officers and Directors of Boards and exchange ideas. The event had also been seen as a beneficial team building exercise for Directors of the Board.

66. **MINUTES FROM COMMITTEE MEETINGS**

a) **Finance & Probity Committee Meeting Held on 8 June 2005**

The Chairman of the Finance & Probity Committee, Mrs P Taylor, introduced the minutes of the meeting by reading out a précis of the items considered at the Committee Meeting in June.

b) **Service & Performance Committee Meeting Held on 14 June 2005**

In the absence of the Chairman and Vice-Chairman, Cllr Mrs N Armstrong, a member of the Service & Performance Committee, gave a summation of the discussions and decisions made at the last meeting. She outlined the discussions surrounding the clarification of collecting data with regard to vulnerable groups, BME groups and traveller groups.

AGREED (unanimously) that:

the Minutes of all the above Committee Meetings be noted.

67. **MEETING CYCLE**

The Board considered the report of the Chief Executive outlining the cycle by which Board and Committee Meetings are being held and the proposal to change the cycle. Agreement to this proposal would result in an eight-week cycle for both Board and Committee meetings.

AGREED (unanimously) that:

- a) The Meeting Cycle be eight weeks and that the Board meet in week one of the cycle, the Finance & Probity Committee meet in week four of the cycle and the Service & Performance Committee meet in week five of the cycle.

- b) the schedule of meetings be amended for 2005/2006 starting from November 2005.

68. **NEWARK AND SHERWOOD HOMES' ANNUAL GENERAL MEETING**

The Board considered the report of the Chief Executive, which discussed the holding of the Annual General Meeting, and which outlined the process by which tenant and independent Directors of the Board were required to stand down at the first Annual General Meeting and the method by which replacements were nominated and elected.

Extensive discussion took place on the process by which replacement tenant and independent Directors of the Board were proposed, interviewed, nominated and elected.

(David Nixon, Christine Rose and Ken Fletcher left the meeting at this point)

To enable Directors of the Board to continue debate on this matter in accordance with the Meeting Procedure Principle 2, the Chairman extended the meeting for one hour at 7.00p.m.

The Directors of the Board recognised that as an ALMO, Newark and Sherwood Homes operates differently to a privately owned company. The Memorandum and Articles of Association, including the constituent parts of the Board having been subject to Government Approval, and part of the process to allow the Council to set up Newark and Sherwood Homes.

The appointment of Directors of the Board was consequently different to a privately owned company in accordance with the nature of Newark and Sherwood Homes as an ALMO.

The issue of the make-up of the Panel who would be selecting candidates for the Tenant Board Member nominations was discussed. The Board noted that the selection process was necessary to align with the role description and specification.

(Councillor Gill Dawn left the meeting at this point).

Following the drawing of lots by the Company Secretary, Mr Ron Rontree was drawn to step down as a tenant Director of the Board at the Annual General Meeting.

Following the drawing of lots by the Company Secretary, Mr Geoffrey Parkinson and Mr David Nixon were drawn to step down as independent Directors of the Board at the Annual General Meeting.

AGREED (unanimously) that:

- a) the first Annual General Meeting of Newark and Sherwood Homes be held on 10 November 2005.
- b) the Tenant Board Member candidates be selected by a panel of three, comprising a representative from the Tenant and Residents Federation, an officer of the Company and an independent professional (with a fallback to a Member of the Board - The Chief Executive being given delegated authority to select a name from The Directors of the Board.)

- c) the selection Panel for Tenant Board Member candidates progress with a membership of two, if a tenant representative is not available.
- d) the Electoral Reform Services be approved as a specialist supplier in accordance with the Company's Code of Procedures for Contracts at 7.3.4

(Councillor John Benson left the meeting at this point).

69. **CONFIDENTIAL ITEM - BEST VALUE FEEDBACK**

The Chief Executive updated the Directors of the Board of the outcome of the round the table talks of 28 June 2005.

The meeting closed at 7.30p.m.

Chairman