

NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 13 November 2008 at 5.00pm in the Lady Chapel, Kelham Hall.

Present: Mrs G Hughes (Chair)
Miss M Butler (Vice-Chair)
Mr R Ainger
Cllr Mrs NA Armstrong
Cllr Mrs B Brooks
Mrs K Chaffe
Mrs J Clark
Mrs L Clayton
Mr A Fell
Miss S Murphy
Cllr Mrs C Rose (for part of the meeting)
Mrs P Taylor
Cllr S Wallace

Officers in

Attendance: Mrs R Rance (Chief Executive)
Mr S Feast (Business Services Director)
Mr F McElhinney (Customer Services Director)
Miss S Williamson (Finance Manager)
Mr J Cannon (Asset Management & Investment Manager)

1. **APOLOGIES FOR ABSENCE**

No apologies were received.

2. **APPOINTMENT OF CHAIR AND VICE CHAIR**

The report of the Business Services Director detailed that under the Company's Constitution at the first Board Meeting following each Annual General Meeting (AGM) that Directors of the Board shall appoint a Chair of the Board and a Vice-Chair to action in the absence of the Chair may also be appointed.

Nominations for the Chair were requested by the Business Services Director.

Ginette Hughes was the sole nomination and appointed.

The Business Services Director requested nominations for the position of Vice-Chair of the Board.

Mary Butler was the sole nomination and appointed.

In accepting her appointment Ginette Hughes, as the new Chair, thanked all who had voted for her and the support and the confidence she had been given. She felt privileged to take the Chair of the Board and looked forward to leading the Company into the future. The Chair also paid tribute to Mary Butler, the outgoing Chair for her excellent leadership through the setting up of the Company and its first 4 years of operation. The Chair expressed her excitement at having the opportunity to

lead the company forward through interesting and challenging times ahead. The Chair felt confident that with the support and expertise of Directors of the Board and the Senior Management Team could the Company would go from strength to strength in the future.

AGREED (unanimously) that:

- a) Ginette Hughes be appointed as Chair of the Board.
- b) Mary Butler be appointed as Vice-Chair of the Board.

3. **INSPECTION UPDATE**

The Chief Executive gave a verbal update on the inspection by the Audit Commission and the findings which will be made public at the end of November.

The Chair stated that the Audit Commission report was an excellent result for Newark and Sherwood Homes and welcomed that the Audit Commission acknowledged the Company's focus on provided high quality services to its customers. The Chair further recognised the contribution that Tenants, Directors of the Board and the entire staff team of Newark and Sherwood Homes had made towards the achievement of the 2 star "good" with promising prospects for improvement judgement.

Lynn Clayton commented that the expectations of the Audit Commission of 2 star organisations were far higher now than when Newark and Sherwood Homes had previously attained a 2 star rating and felt that attaining 2 stars was an excellent achievement for the Company.

4. **MINUTES OF THE BOARD MEETING HELD ON 18 SEPTEMBER 2008**

AGREED (unanimously) that:

the Minutes of the meeting held on 18 September 2008 were accepted as a correct record of events and signed by the Chair.

5. **MINUTES FROM COMMITTEE MEETINGS**

a) **Finance & Probity Committee Meetings held on 8 October 2008**

The Chair of the Finance & Probity Committee, Mrs Ginette Hughes, introduced the minutes, highlighted key areas and asked for questions.

(Cllr Christine Rose joined the meeting at this point)

b) **Service & Performance Committee Meeting held on 14 October 2008**

The Vice-Chair of the Service & Performance Committee, Cllr Mrs Christine Rose, introduced the minutes, item 29 was discussed and it was identified that this item would be taken forward by the Customer Services Director.

AGREED (unanimously) that:

the Finance & Probity Committee Meeting held on 8 October 2008 and Service & Performance Committee Meeting held on 14 October 2008 be noted.

6. **NOTIFICATION OF WRITTEN RESOLUTION – FINANCIAL INCLUSION POLICY**

The written resolution for the Financial Inclusion Policy was signed by 13 out of 15 Board Members (87%).

AGREED that:

- a) the Financial Inclusion Policy be approved.

7. **APPROVED CONTRACTORS**

The Chair introduced the report which provided the Directors of the Board with an update in respect of approved contractors.

The Asset Management and Investment Manager's report detailed effective management of approved contractors ensures that customers of the Company receive a high quality customer focused repairs and maintenance service. The report also detailed measures to support improvement in contractor service standards and effective monitoring processes.

A contractor conference which is being held later this month will be facilitated by staff of the Company and supported by the Decent Homes partners. The theme of the conference will be the 'delivery of excellent maintenance services to our customers' and will focus on a number of key issues pertinent to the theme including Equality and Diversity and Customer Care.

The report detailed the current position in respect of the use of approved contractors and provided details of the proposals to manage approved contractors from April 2009.

AGREED (unanimously) that:

- a) the select list of contractors be approved.

8. **REVISED BUDGETS 2008/09**

The Chair introduced the report to consider the revised revenue budget for 2008/09. The report advised of the major changes compared to the original budget, the revised 2008/09 Capital Programme for IT development and the 2008/09 revised Property Investment Programme.

The report outlined the recommended changes to form the revised budgets. The appendices provided information on the movement of budgets on individual cost lines to realign funding in line with business needs.

The report provided information to the Board on the revised property investment programme which will be taken forward with Newark and Sherwood District Council. It was considered that moving forward less detail would be required for budget setting.

AGREED (unanimously) that:

- a) the revised Revenue Budget for 2008/09 be approved.
- b) the revised Capital Asset Register for 2008/09 be approved.
- c) the 2008/09 revised Property investment Programme be approved.

In compliance with Principle 6 of the Company's Meeting Procedure, the public observing the meeting were asked to leave at this point as confidential information would be discussed within the next 2 items.

9. **CONFIDENTIAL ITEM – ANNUAL REVIEW OF THE BOARD**

The Directors of the Board considered the exempt report of the Business Services Director.

To enable the Directors of the Board to complete the agenda, in accordance with Meeting Procedure Principle 2, the Chair extended the meeting for one hour at this point.

10. **CONFIDENTIAL ITEM – PROCUREMENT AND IMPLEMENTATION OF A NEW INTEGRATED HOUSING MANAGEMENT SYSTEM**

The Directors of the Board considered the exempt report of the Business Services Director.

The meeting closed at 19.35

Chair