

NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 20 September 2007 at 5.00pm in the Lady Chapel, Kelham Hall.

Present: Miss M Butler (Chair)
Cllr Mrs B Brooks
Mrs K Chaffe
Mrs J Clark
Mr A Fell
Mr GT Parkinson
Cllr Mrs C Rose
Cllr L Sprigg
Mrs P Taylor
Cllr S Wallace

Officers in

Attendance: Mrs R Rance (Chief Executive)
Mr F McElhinney (Housing Director)
Miss S Williamson (Finance Manager)

62. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr R Ainger, Cllr Mrs NA Armstrong, Mrs L Clayton and Mrs G Hughes.

63. **MINUTES OF THE BOARD MEETING HELD ON 18 JULY 2007**

AGREED (unanimously):

that the Minutes of the meeting held on 18 July 2007 were accepted as a correct record of events and signed by the Chair.

64. **CHAIR'S ANNOUNCEMENTS AND URGENT ITEMS**

a) **CHAIR'S ANNOUNCEMENT – ROY MANN NOT STANDING FOR RE-ELECTION**

The Chair announced that Roy Mann would not be standing for re-election at the forthcoming Annual General Meeting. On behalf of the Board, the Chair thanked Roy for his time, efforts and contribution whilst serving as a Director of the Board of Newark and Sherwood Homes.

b) **CHAIR'S ANNOUNCEMENT – 2007 TENANT ELECTIONS**

The Chair made Directors of the Board aware that through "Home from Homes", nominations had been sought for tenants wishing to be elected as a Director of the Board. The Chair confirmed a handful of respondents had been received, which was very positive. The next stage is to confirm eligibility in accordance with the constitution.

65. **MINUTES FROM COMMITTEE MEETINGS**a) Human Resources Committee Meeting held on 12 July 2007

The Chair of the Human Resources Committee, Miss M Butler, introduced the minutes, highlighted key points and asked for questions.

b) CONFIDENTIAL ITEM –
Human Resources Committee Meeting held on 12 July 2007

The Chair of the Human Resources Committee, Miss M Butler, introduced the exempt minutes.

c) Finance & Probity Committee Meeting held on 18 July 2007

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

(Mr GT Parkinson joined the meeting at this point)

d) Service & Performance Committee Meeting held on 24 July 2007

The Vice-Chairman of the Service & Performance Committee, Mr G Parkinson, introduced the minutes, highlighted key areas and asked for questions.

AGREED (unanimously) that:

the Minutes of the Human Resources Committee held on 12 July 2007, Finance & Probity Committee Meeting held on 18 July 2007 and Service & Performance Committee Meeting held on 24 July 2007 be noted.

66. **ACTION PLANNING TO ACHIEVE THREE-STAR STATUS**

The Chair introduced the report to advise the Board of the Corporate Action Plan formulated to achieve the Company's objective of a three-star inspection rating and the process being taken to focus on improvement within the service.

The report outlined the process the Company has gone through to set out an action plan to achieve their 3 star objective and work to identify changes is still ongoing. Part of this process involved a robust external challenge involving tenants at its core.

AGREED (unanimously) that:

- a) the corporate three-star service delivery Action Plan be approved.
- b) the 'value for money' benefits of achieving a three-star inspection rating, be noted.
- c) the Board be updated at each formal meeting of progress with a proposal for rectification of any areas not expected to deliver to plan be approved.

67. **ANNUAL STRATEGIC RISK REVIEW 2007**

The Chair introduced the report to consider the outcomes of the Annual Strategic Risk Review.

The report outlined the annual process undertaken to review the Company's Strategic Risks and the outcome of a new Risk Register and associated action plans.

AGREED (unanimously) that:

- a) the Strategic Risk Register 2007 be approved.
- b) the Risk Management Action Plans be noted.

68. **REVIEW OF SERVICE LEVEL AGREEMENTS: FINANCE, INTERNAL AUDIT AND INFORMATION TECHNOLOGY**

The Chair introduced the report to advise the Board of the completion of the Service Level Agreement (SLA) reviews as scheduled.

The report outlined the summary outcomes of the review of three Service Level Agreements with the Council: Finance, Internal Audit and Information Technology, and explained that this was a Corporate Key Task for the Company during 2007/2008.

The Board discussed in detail the importance of ensuring effective Information Services. Recognising the importance to consider all options from delivering the service in house through to outsourcing through tender. It was identified that further consideration of the strategic importance of Information Services would be through the Improvement Planning Process and the next pre-programmed Service Level Agreement Review.

AGREED (unanimously) that:

- a) the completion of the Service Level Agreement reviews for Finance, Internal Audit and Information Technology, and their outcomes, be noted.

69. **CHAIR'S CHARITY – HOMELESS INTERNATIONAL**

The Chair introduced the report to advise the Board of the progress made in support of a member of staff undertaking the Mount Kenya Trek in support of Homeless International.

(Mrs K Chaffe left the meeting at this point)

The report explained that the Company had agreed to support one tenant and one member of staff to undertake the challenge to raise money for Homeless International. Andrew Ceriati is the member of staff who will be undertaking this physical challenge. Karen Adams the tenant representative had to withdraw due to ill health.

The report informed the Board of the Company's success in providing fundraising; also details of the support received from local businesses, contractors and the Federation of Tenants and Residents Association. The amount raised so far is £3397.38.

A short DVD was shown to show why so much effort has been put in and what Andrew will be trekking for.

AGREED (unanimously) that:

- a) the achievement of the Company's fund raising efforts to support a member of staff to undertake the Mount Kenya 'Trek 2007' on behalf of Homeless International be noted.
- b) the Board wish to express its thanks to everybody who had contributed to the fund raising efforts, including all companies listed in the report, the Federation of Tenants and Residents Association and all staff of Newark and Sherwood Homes.

70. **CONFIDENTIAL ITEM**

URGENT DECISION: SENIOR MANAGEMENT TEAM REVIEW

The Directors of the Board considered the exempt report of the Chief Executive.

The meeting closed at 18.45

Chairman