

NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 10 May 2007 at 5.00pm in the Lady Chapel, Kelham Hall.

Present: Miss M Butler (Chair)
Cllr Mrs NA Armstrong
Cllr Mrs B Brooks
Mrs K Chaffe
Mrs J Clark
Mrs L Clayton
Mr A Fell
Cllr K Fletcher
Mr R Mann

Officers in Attendance: Mrs R Rance (Chief Executive)
Mrs M Proud (Business Services Director)
Mr A Treweek (Technical Director)
Mrs S Whitling (Finance Director)

The Chair announced that Cllr Mr Ken Fletcher would be standing down as a Director of the Board for medical reasons.

35. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr R Ainger, Mrs G Hughes, Mr GT Parkinson, Cllr Mrs C Rose and Mrs P Taylor.

36. **MINUTES OF THE BOARD MEETING HELD ON 14 MARCH 2007**

AGREED (unanimously):

that the Minutes of the meeting held on 14 March 2007 were accepted as a correct record of events and signed by the Chair.

37. **MINUTES FROM COMMITTEE MEETINGS**

a) **Human Resources Committee Meeting held on 7 March 2007**

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

b) **Finance & Probity Committee Meeting held on 28 March 2007**

A member of the Finance & Probity Committee, Mrs K Chaffe, introduced the minutes, highlighted key areas and asked for questions.

c) Service & Performance Committee Meeting held on 3 April 2007

A member of the Service & Performance Committee, Miss M Butler, introduced the minutes, highlighted key areas and asked for questions

(Mrs Lynn Clayton joined the meeting at this point)

AGREED (unanimously) that:

the Minutes of the Human Resources Committee Meeting held on 7 March 2007, Finance & Probity Committee Meeting held on 28 March 2007 and Service & Performance Committee Meeting held on 3 April 2007 be noted.

38. **INVESTORS IN PEOPLE**

The Chair introduced the report to advise Directors of the Board of the Company's success in achieving the Investors in People standard.

The report outlined the main stages taken by the Company in working towards the Investors in People standard. It was explained that during the past year, officers had been involved in improving and delivering tasks. In response to a question raised by a Director of the Board, the Business Services Director confirmed that the Company had a great platform on which to build for the future. Focus would now be concentrated on understanding how training adds value to the business, now and in the future. The Business Services Director went on to say that staff involvement would be key in maintaining the standard.

The Chair confirmed the outcome of the assessment in March 2007 was that the Company had been successful in achieving the standard and that it reinforced the commitment to deliver the Company's vision to deliver excellent housing services. The Chief Executive had written to all staff to thank them for all their efforts in achieving the Investors in People standard.

AGREED (unanimously) that:

- a) the award of the Investors in People standard be noted.

39. **INTERNAL AUDIT PROGRAMME 2007 - 2008**

The Chair introduced the report to consider the Internal Audit Programme for 2007/8.

The report outlined both the process the Finance Director had undertaken to formulate the Internal Audit Plan and the proposed plan for 2007/8. The timescales for approving the Audit Plan are being brought forward to enable the commencement of the programme earlier during the financial year. Therefore the plan has moved from a 3 year plan to a 1 year plan. Risk assessments are carried out every year and it was explained that the risk scores can change significantly year on year.

The audit planning has consolidated the audits into a smaller numbers of audits, rather than a longer list of small audits which may reduce the administration process and produce an efficiency gain.

AGREED (unanimously) that:

- a) the Internal Audit Timetable for 2007/8 be approved.

40. **ANNUAL HEALTH AND SAFETY POLICY REVIEW 2007**

The Chair introduced the report to advise the Directors of the Board of the results of the annual review of the Company's Health and Safety Policy as affected by changes to the Health and Safety Regulations over the last year.

The report considered the annual review of the Health and Safety Policy by the Technical Director in consultation with the Company's Health and Safety Advisor who concluded that the existing version of the policy remained current and required no change.

AGREED (unanimously) that:

- a) it is noted that there are no amendments required to the Health and Safety Policy, Version II, April 2006 and that it remains current, following the 2006/7 annual review of the Health and Safety Policy.

41. **PROCUREMENT**

The Chair introduced the report to advise Directors of the Board of the Company's procurement activity in relation to the adopted strategy and procurement methodology.

The report explained that Newark and Sherwood Homes spent £4,300,000 on procuring non-capital items during 2006/7. The Company understands the importance of demonstrating Value for Money and applying good procurement practices. The report gave a progress report on Procurement activity, building on what had already been reported in June 2006. A list of creditor payments for 2006/7 was included in the report and discussed. It listed the top 44 companies Newark and Sherwood Homes had purchased from during the last year.

AGREED (unanimously) that:

- a) the procurement activity by the Company in relation to the strategy and the methodology identified in the Company's Procurement Strategy be noted.

The meeting closed at 17.45

Chairman