

## NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Wednesday 14 March 2007 at 5.00pm in the Lady Chapel, Kelham Hall.

**Present:** Miss M Butler (Chair)  
Mr R Ainger  
Mrs J Clark  
Mrs L Clayton  
Mr A Fell  
Councillor K Fletcher  
Mrs G Hughes  
Mr R Mann  
Mr GT Parkinson  
Councillor Mrs C Rose  
Mrs P Taylor

### **Officers in**

**Attendance:** Mrs R Rance (Chief Executive)  
Mr A Treweek (Technical Director)  
Mrs S Whitling (Finance Director)  
Mr P Stead (Interim Housing Director)  
Mrs S Parker (Asst Business Services Director)

The Chair welcomed Mrs Clayton to her first Board meeting and advised the Board that as requested a Glossary could be found in the Board member meeting packs as a reference.

### 23. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs NA Armstrong, Councillor Mrs B Brooks, and Mrs K Chaffe.

### 24. **MINUTES OF THE BOARD MEETING HELD ON 11 JANUARY 2007**

AGREED (unanimously):

that the Minutes of the meeting held on 11 January 2007 were accepted as a correct record of events and signed by the Chair.

### 25. **CHAIR'S ANNOUNCEMENTS AND URGENT ITEMS**

#### a) Additional Board Meeting

The Chair introduced the report to advise the Board to consider an additional Board meeting above the previously agreed programme.

The Board discussed having the additional Board meeting on 18 July 2007 at 12.15pm in order for the Company accounts to be considered. It was advised that this is the earliest opportunity for fully finalised accounts to be available.

AGREED (unanimously) that:

- a) the additional Board meeting of 18 July 2007 be approved.
- b) any non attendance by a Director of the Board would be granted an exception in accordance with the Company meeting procedure.

26. **MINUTES FROM COMMITTEE MEETINGS**

a) Finance & Probity Committee Meeting held on 31 January 2007

The Chair of the Finance & Probity Committee, Mrs P Taylor, introduced the minutes. The Chair informed the Board that amongst the items discussed by the Committee was an item on External Audit.

b) Service & Performance Committee Meeting held on 6 February 2007

The Chairman of the Service & Performance Committee, Mr R Ainger, introduced the minutes. The Chair informed the Board that Right to Buy and Leaseholder Services was debated by the Committee and brought forward to discuss at the Board meeting.

AGREED (unanimously) that:

the Minutes of the Finance & Probity Committee Meeting held on 31 January 2007 and Service & Performance Committee Meeting held on 6 February 2007 be noted.

27. **VALUE FOR MONEY STRATEGY**

The Chair introduced the report to advise Directors of the Board of the work undertaken to review the Company's approach to value for money and present a Value for Money Strategy.

The report included an amendment to page 12 Appendix A, 7.1 which was handed out at the meeting. It was outlined to the Board that the slides included after Appendix A in the report were to challenge thoughts on Value for Money. Newark and Sherwood Homes is the smallest organisation in the comparative group. This is a challenge for the Company to find out why there are differences as well as to the delivery of the Strategy. The Strategy sets out clearly a Company statement on value for money.

AGREED (unanimously) that:

- a) the Value for Money Strategy be approved.
- b) the Value for Money Strategy be reviewed annually.
- c) the Finance & Probity Committee be given delegated authority to monitor and review the Strategy.

- d) the Annual Efficiency Statement (AES) forward and backward looking be presented to the Board annually.

28. **FINANCE POLICY FOR CAPITALISATION AND DEPRECIATION OF IT HARDWARE AND SYSTEMS**

The Chair introduced the report which explained the principles behind establishing the accounting policy for the capitalisation and depreciation of IT hardware and systems.

The report explained the Company's need to determine its depreciation policy for IT Hardware and Systems. The Board discussed the example at Appendix A of depreciation of a car and two methods of budgeting using either straight line or reduced balance. Straight line depreciation was agreed to be the best method of depreciating IT hardware and systems.

AGREED (unanimously) that:

- a) IT equipment and software will be depreciated at the rate of 20% - 33.3% per annum, and will be charged monthly from date when the items come into service.

29. **CORPORATE DEBT AND INCOME MANAGEMENT POLICY**

The Chair introduced the report to consider the Newark and Sherwood Homes Corporate Debt and Income Management Policy.

The policy was discussed and the Board deleted bullet point 6 from 11.1 on page 10. The Finance & Probity Committee had previously discussed the policy and resolved it should be user friendly.

AGREED (unanimously) that:

- a) the Corporate Debt and Income Management Policy be approved, to be effective from 1 April 2007, subject to final amendment agreed in liaison with the members of the Finance & Probity Committee.
- b) monitoring of the policy be delegated to the Finance & Probity Committee.
- c) the policy be reviewed to ensure delivery of the policy objectives 18 months following implementation.

30. **IT STRATEGY**

The Chair introduced the report to consider and recommend the Newark and Sherwood Homes Information Technology Strategy.

The report explained the fundamental role of IT and its future development in meeting our vision and objectives.

The Board considered the Company's approach to delivering the business objectives and the Business Plan through the use of modern technologies delivering efficient and effective IT systems which are customer focused and enhance the provision of quality, cost effective services that demonstrate value for money. Access to services, customers care, equality and diversity were identified as essential considerations within the IT Strategy.

The Board noted that the IT Strategy was very comprehensive and congratulated all staff involved in the formulation and preparation.

AGREED (unanimously) that:

- a) the Newark and Sherwood Homes' Information Technology Strategy be approved.
- b) the Finance & Probity Committee be given delegated authority to monitor and review the Information Technology Strategy.

31. **INVESTMENT PROGRAMME ANNUAL REVIEW**

The Chair introduced the report to present to the Board the revisions and extension of the current approved Investment Programme, to cover the period 2007/8 to 2011/12, and to seek approval for the proposed Investment Programme.

The report explained that the Investment Programme Annual Review would have an impact upon two further reports later on this agenda.

*(Cllr Mrs Christine Rose left the meeting at this point)*

The programme listed at Appendix A identifies plans up to 2011/12 and include environmental works that are attributable to the Decent Homes Programme.

The Technical Director explained the amendments necessary to the proposed programme to enable the Company to demonstrate its delivery of environmental improvements through the ALMO funding stream.

AGREED (unanimously) that:

- a) the 2007/8 to 2011/12 Investment Programme provided at Appendix A be approved.

32. **BUSINESS PLAN 2007/2010**

The Chair introduced the report to enable the Board to approve the Business Plan for 2007/2010.

The report included an amendment to page 29 of the Business Plan 2007-2010 which was handed out at the meeting after approval of the Investment Programme in a previous item.

The Board were asked to refer to page 67, Appendix B, Key Task: In consultation with the Traveller community, review accessibility to housing services with NSH. A tick was inserted against Progress 2007/2008.

The Business Services Director explained that the Business Plan had been developed using the Company's Improvement Planning Process which the Board had contributed to through the Strategic Planning Days. The Business Services Director also confirmed that the format of the Business Plan would be reviewed in line with Best Practice.

The Board agreed that although it was a substantial document and it was very useful in reminding everybody of what had been achieved. The Board congratulated everyone involved in the formulation of the Business Plan.

AGREED (unanimously) that:

- a) the Business Plan 2007/2010 be approved.

33. **RIGHT TO BUY AND LEASEHOLDERS REVIEW**

The Chair introduced the report to consider the Best Value Review of the Right to Buy and Leaseholder Services.

The report outlined the Best Value Review of the Right to Buy and Leaseholder Services. The Best Value Review document was discussed including expectations of the Audit Commission and areas to improve.

AGREED (unanimously) that:

- a) the content of the Best Value Review be noted.
- b) monitoring of the Right to Buy and Leaseholder Best Value Review Action Plan be delegated to the Service & Performance Committee.

34. **DELIVERY PLAN 2006/2010**

The Chair introduced the report to enable the Board to consider the annual Delivery Plan for 2007/2008 as part of the Management Agreement with the Council.

The report included an amendment to page 3 of the Delivery Plan 2006/2010 which was handed out at the meeting after approval of the Investment Programme in a previous item. The report explained that as part of the Management Agreement the Company must produce drafts of the annual sections of the Plan to the Council by 1 July 2007 which also includes reviewing the section comprising the Capital Programme. The annual sections include: Financial, Resourcing and Performance.

AGREED (unanimously) that:

- a) the Annual Delivery Plan 2007/2008 with the business Plan as approved by the Board, as a supporting document, be approved.

- b) the Chief Executive and Business Services Director be given delegated authority to undertake any negotiations as outlined in the Management Agreement with Senior Officers of the Council to agree the Annual submission of the Delivery Plan 2007/08.

The meeting closed at 18.55

Chairman