

NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 5 January 2006 at 5.00pm in the Lady Chapel, Kelham Hall.

Present: Miss M Butler (Chairman)
Councillor Mrs G Dawn (Vice-Chairman)

Mr R Ainger
Councillor Mrs N A Armstrong
Councillor J Benson
Mrs K Chaffe
Mr A Fell
Councillor Mr K Fletcher
Mr D Green
Councillor Mrs C Rose
Mrs P Taylor

Officers in Attendance:

Mrs R Rance (Chief Executive)
Mr A Treweek (Technical Director)
Mrs S Whitling (Finance & Corporate Services Director)

The Chair opened the meeting by wishing everyone Best Wishes for the New Year.

13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Geoff Parkinson and Mrs Ginette Hughes.

(Councillor Mrs Rose joined the meeting)

14. MINUTES OF THE MEETING HELD ON 10 NOVEMBER 2005

With reference to Minute No.10, resolution (c), a query was raised regarding the outstanding casual vacancy for a tenant Director of the Board. The Chief Executive confirmed that the Federation of Tenants & Residents Associations had been tasked with recruiting and nominating a tenant as a Director of the Board, and that this process was ongoing.

AGREED (unanimously):

that the Minutes of the meeting held on 10 November 2005 be accepted as a correct record and signed by the Chairman.

15. CHAIRMAN'S ANNOUNCEMENTS AND URGENT ITEMS

The Chair welcomed Derek Green to the Board of Newark and Sherwood Homes, and to his first Board meeting.

16. **MINUTES FROM COMMITTEE MEETINGS**

a) **Human Resources Committee Meeting held on 25 November 2005**

The Chair of the Human Resources Committee, Miss M Butler, introduced the minutes of the meeting by reading out a précis of the items considered at the Committee Meeting on 25 November 2005. It was confirmed that following a ring-fenced selection process, with an external independent Panel Member, that Martinette Proud has been appointed as the Business Services Director. The implementation of the remainder of the changes will be by April 2006 and Directors of the Board will be updated as they occur.

b) **Finance & Probity Committee Meeting held on 30 November 2005**

The Chairman of the Finance & Probity Committee, Mrs P Taylor, gave a summation of the discussions and decisions made at the last Committee meeting. She reported very positive feedback following a review of the performance of the investment programme.

c) **Service & Performance Committee Meeting held on 6 December 2005**

The Chairman of the Service & Performance Committee, Mr R Ainger, summarised the issues raised at the Committee meeting. He outlined Directors of the Board's satisfaction with general service performance, and that following matters raised over rent arrears performance, further information had been sought.

AGREED (unanimously) that:

the Minutes of all the above Committee Meetings be noted.

17. **DRAFT BUDGET 2006/2007 AND REVISED BUDGET 2005/2006**

The Board considered the report of the Finance & Corporate Services Director outlining the main projected variances between the current year's initial budget and the forecast. She confirmed that the forecast for 2005/2006 was a surplus of £32,000. As a result of the Job Evaluation Process, staff costs had had an impact on a budget which had initially been set 13 months ago. The Finance & Corporate Services Director outlined that changes may occur in the next two months in the run up to the year end. These would be advised through the Finance & Probity Committee and to the Board, to keep them informed. The greatest risk to change was income. She advised that the greatest risk to the Company for 2005/2006 was that the income generated through management of the Capital Programme may be less than expected in 2005/2006. This was because the speed and volume of the programme delivery, which made it difficult to predict the exact position as at 31 March 2006. However, income not generated in 2005/2006 would be additional income to 2006/2007 and would not be lost to the Company overall. .

A query was raised over liability for Corporation Tax, the Board were advised that indications were that Newark and Sherwood Homes would be deemed post a test as not trading and not liable for Corporation Tax.

AGREED (unanimously):

- a) the forecast for 2005/2006 detailed in Appendix B be approved.
- b) the approach being taken, adjusting the planned budget for changes that are anticipated to affect expected future costs for the Budget for 2006/2007 be noted.

18. **HOUSING HEALTH & SAFETY RATING SYSTEM – IMPLICATIONS FOR NEWARK AND SHERWOOD HOMES**

The Board considered the report of the Technical Director which sets out changes that are to be made to the fitness standards applicable to all housing in England and Wales. It was reported that the standards are worthy of particular note to Newark and Sherwood Homes because of the impact that they have on the Decent Homes Standard, and the day-to-day maintenance of the housing stock.

The Technical Director further explained that the Housing Health & Safety Rating System (HH&SRS) means that tenants from certain vulnerable groups are to be additionally risk-assessed against certain criteria. It should be noted, however, following assessment of the HH&SRS in relation to tenants within accommodation, that Newark and Sherwood Homes fares significantly better than the national statistics, and that overall the HH&SRS does not seem to pose a significant impact to the Decent Homes Standard.

Following a query raised, the Technical Director confirmed that we do hold detailed data on all properties and that work was currently underway to explore electronic links to our main systems. Directors of the Board also asked about the cost of implementation, the Technical Director advised this had been planned for in the longer term and that the short term impact was to be managed.

AGREED (unanimously) that:

The introduction of the Housing Health & Safety Rating System, and the implications on the Decent Homes Standard, be noted.

19. **CORRESPONDENCE – FORMER DIRECTOR OF THE BOARD**

The Board considered the report of the Chief Executive, outlining the receipt of a letter of thanks and best wishes from former Director of the Board, Ron Rontree.

The Board felt that the dialogue used at Ron Rontree's presentation should be formally recorded:

“Presented to Ron Rontree in appreciation of his dedication and commitment as an inaugural Director of the Board of Newark and Sherwood Homes - November 2005”.

AGREED (unanimously) that:

The correspondence from Mr Ron Rontree be noted.

20. **BOARD MEETING DATES**

The Chair introduced the report of the Chief Executive outlining the meeting cycle already agreed by the Board and showing the events which would impact on the cycle during 2006. Proposals were made to amend the cycle slightly to take into account other events during the year and to enable a Summer Recess. Directors of the Board's views were sought on this, and the matter debated.

AGREED (unanimously) that:

- (a) the Board meeting in June 2006 be held on the 29th, in the second week of the meeting cycle.
- (b) the meeting cycle of the Board and Committees be set annually with August as a recess where no formal meetings will be held.

21. **CONFIDENTIAL ITEM – EXCLUSION OF PRESS AND PUBLIC**

AGREED (unanimously) that:

the press and public be excluded from the meeting during the consideration of the following items of business in accordance with Principle 6 of the Meetings Principles – Access by the public to meetings (paragraph 6.3) because it was likely that such consideration would result in the disclosure of confidential information.

22. **CONFIDENTIAL ITEM – DIRECTOR OF THE BOARD – EXCEPTIONAL CIRCUMSTANCES**

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

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The meeting closed at 17.49

Chairman