

## NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 29 September 2005 at 5.00pm in the Lady Chapel, Kelham Hall.

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

Mr R Ainger  
Councillor Mrs N A Armstrong  
Councillor Mr J E Benson (*for part of the meeting*)  
Mrs K Chaffe  
Mrs G Hughes  
Mr S Medhurst  
Mr D Nixon  
Mr G Parkinson  
Mr R Rontree  
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)  
Mrs M Proud (Head of Human Resources)

**Also in Attendance:** Mr I Skipp and Mr A Bourne (KPMG External Auditors)

70. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mr K Fletcher.

71. **MINUTES OF THE MEETING HELD ON 7 JULY 2005**

AGREED (unanimously) that:

the Minutes of the meeting held on 7 July 2005 be accepted as a correct record and signed by the Chair.

72. **CHAIR'S ANNOUNCEMENT AND URGENT ITEMS**

The Chair advised that she had two announcements, one of which she would cover as a confidential item.

a) **Council's Resolution on Newark and Sherwood Homes' Success**

the Council's Cabinet at its meeting on 12 September 2005 resolved that:

- the judgement of NSH as providing a Good (2 star) service with promising prospects for improvement, be noted.

- the Cabinet expressed their thanks to all members of Newark and Sherwood Homes for all their hard work in securing the 2star rating.

b) **Confidential Item: Candidates for Election as Tenant Board Member**

73. **MINUTES FROM COMMITTEE MEETINGS**

a) **Finance & Probity Committee Meeting Held on 20 July 2005**

the Chair of the Finance & Probity Committee, Mrs P Taylor, introduced the minutes of the meeting by reading out a précis of the items considered at the Committee Meeting on 20 July 2005.

b) **Service & Performance Committee Meeting Held on 26 July 2005**

the Chairman of the Service & Performance Committee Mr R Ainger gave a summation of the discussions and decisions made at the last Committee meeting.

AGREED (unanimously) that:

the Minutes of all the above Committee Meetings be noted.

74. **HEALTH AND SAFETY POLICY**

The Board considered the report of the Technical Director outlining the Health and Safety Policy (version one), explaining that the Council's Policy has now been adapted to meet with Company standards.

It was confirmed to the Directors of the Board that the Council was Newark and Sherwood Homes' advisers and that we held the National Examinations Board in Occupational Safety and Health (NEBOSH) certificate within the Company.

AGREED (unanimously) that:

- a) the Company's Health and Safety Policy (version one) dated August 2005 be approved.

75. **INTERNAL AUDIT**

The Finance & Corporate Services Director gave the Directors of the Board an overall view of the Internal Audit Programme, advising them on the timetable and review cycle for the period 2005/2006 to 2007/2008.

The Finance & Corporate Services Director advised that the Directors of the Board would also be able to consider the outcomes of the Council's internal audit on systems which the Company jointly own.

AGREED (unanimously) that:

- a) the Internal Audit timetable for 2005 to 2008 be approved.

- b) the internal Audit timetable be reviewed annually.

76. **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 item 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

77. **CONFIDENTIAL ITEM – EXTERNAL AUDIT AND AUDIT REPORTS**

The Directors of the Board considered the exempt report of the Finance & Corporate Services Director.

*(Cllr John Benson left the meeting at this point)*

78. **CONFIDENTIAL ITEM - APPROVED LIST OF CONTRACTORS – RESPONSIVE REPAIRS**

The Directors of the Board considered the exempt report of the Technical Director.

The meeting closed at 6.30p.m.

Chairman