

## NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 14 April 2005 at 5.00pm in the Drawing Room, Kelham Hall.

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

Mr R Ainger  
Councillor Mrs N A Armstrong  
Mrs I Brown  
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)  
Mr F McElhinney (Housing Director)  
Mrs S Whitling (Finance & Corporate Services Director)  
Mrs M Proud (Head of Human Resources)  
Mrs S Y Parker (Housing Service Development Manager)

The Chairman opened the meeting by welcoming Councillor Mrs Christine Rose as the new Council representative member.

41. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from: Councillor Mrs P Fletcher and Councillor J Clark.

42. **MINUTES OF THE MEETING HELD ON 3 MARCH 2005**

AGREED (unanimously) that:

the Minutes of the meeting held on 3 March 2005 be accepted as a correct record and signed by the Chairman

43. **CHAIRMAN'S ANNOUNCEMENTS AND URGENT ITEMS**

None.

44. **MINUTES FROM COMMITTEE MEETINGS**

**FINANCE & PROBITY COMMITTEE MEETING HELD ON 15 MARCH 2005**

The Chairman of the Finance & Probity Committee, Mrs P Taylor, read out a précis of the items considered at the Committee Meeting.

**HUMAN RESOURCES COMMITTEE MEETING HELD ON 17 MARCH 2005**

The Chairman of the Human Resources Committee, Miss M Butler, read out a summary of the discussions held at the last Committee meeting.

**SERVICE & PERFORMANCE COMMITTEE MEETING HELD ON 18 MARCH 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 of the above Committees be noted.

45. **RESIGNATION OF DIRECTOR OF THE BOARD**

The Chair expressed her thanks to Councillor Kevan Wakefield for his contribution whilst serving as a Director of the Board.

AGREED (unanimously) that:

Kevan Wakefield's resignation as a Director of the Board on 9 March 2005, be noted.

46 **COMMITTEE MEMBERSHIP**

The Board considered the Chief Executive's report. In relation to the Human Resources Committee, membership was considered and the current structure was debated. Two Directors of the Board were nominated and seconded to stand for the fourth member of the Committee and by majority vote, Mrs Ginette Hughes was elected to serve on the Human Resources Committee.

AGREED (unanimously) that:

- a) Irene Brown and Christine Rose be appointed as members of the Service & Performance Committee.
- b) John Clark be appointed as a member of the Finance & Probity Committee.
- c) The membership of the Human Resources Committee consist of four

Directors of the Board and that Mrs Ginette Hughes be appointed as the fourth member.

47. **RISK MANAGEMENT STRATEGY**

The Board considered the report of the Technical Director which outlined the areas deliberated by the Finance & Probity Committee; and the Chair of the Finance & Probity Committee, Mrs P Taylor, outlined the considerations of the Committee at their last meeting.

AGREED (unanimously) that:

- a) the Newark and Sherwood Homes Risk Management Strategy be approved.
- b) the monitoring of the Risk Management Strategy and identified high-level risks be delegated to the Finance & Probity Committee.

48. **INVESTMENT PROGRAMME 2005/06**

The Chair of the Finance & Probity Committee, Mrs P Taylor, reported on the decisions made by the Committee and drew the Committee's attention to the new Community Initiatives Fund and additional resources for targeted funding. The Board considered the report of the Technical Director that outlined the Committee's recommendations.

Queries arose on the fine detail of the programme which were answered by the Technical Director.

AGREED (unanimously) that:

- a) the Investment Programme for 2005/06 be noted.

49. **SERVICE LEVEL AGREEMENT REVIEW TIMETABLE**

The Board considered the report and supporting information of the Finance & Corporate Services Director.

AGREED (unanimously) that:

- the timetable for the implementation of the Service Level Agreement Review is agreed.

50. **THE LODGE ACCOMMODATION**

A visit to The Lodge was made available to all Directors of the Board, and this was undertaken with the Technical Director, Chief Executive and Senior Managers immediately prior to the Board meeting.

Following extensive debate on the potential use of the facility as a Board Resource

Centre, new proposals were put forward: (a) whether a facility was required, (b) whether authority be given to the Senior Management Team to investigate use of The Lodge in more depth, and (c) whether the Chief Executive be given delegated authority to negotiate alternative accommodation for Directors of the Board.

The above new proposals were considered and the following resolutions made:

AGREED that:

- a) (unanimously) separate accommodation for Directors of the Board was required.
- b) (by majority vote) further investigation of the use of The Lodge by the Senior Management Team was not sought
- c) (unanimously) the Chief Executive have delegated authority to negotiate alternative accommodation for the use of Directors of the Board.

51. **PROCUREMENT STRATEGY**

The Board considered the joint report of the Technical Director and the Finance & Corporate Services Director. Directors praised the strategy for being both robust and very clear.

AGREED (unanimously) that:

- a) the Procurement Strategy be approved.

52. **DIRECTORS OF THE BOARD DEVELOPMENT REVIEW OUTCOMES**

The Chair thanked the Directors of the Board for the time committed to individual reviews and the self-assessment process. She stated that Newark and Sherwood Homes has a high calibre Board. As a result of the process, further training has now been identified. The areas for development are: Team Building, Networking and Communication Skills.

The Head of Human Resources confirmed that additional training sessions were being arranged for Directors of the Board who were unable to attend the initial programme and other sessions could be arranged if required.

The Chair also thanked Miss Jayne Wood, Personal Assistant to the Chief Executive, and Mrs Sharon Preston, Personal Assistant to the Senior Management Team for all their hard work during both the development of the Company, and the training arrangements for all Directors of the Board.

AGREED (unanimously) that:

- (a) the feedback from the Directors of the Board's Self Assessment Review be noted.

- (b) Team building, Networking and Communication Skills be included in the Directors of the Board's Training Programme.

The meeting closed at 6.25p.m.

Chairman