

NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 27 January 2011 at 5.00pm in the Billiard Room, Kelham Hall.

Present: Mrs G Hughes (Chair)
Mr R Tracy (Vice Chair)
Cllr Mrs NA Armstrong
Mrs L Clayton
Mr A Fell
Mr E Lowe
Miss S Miles
Cllr D Nixon
Mr D Roebuck
Cllr Mrs C Rose
Mrs J Solder
Mr K Sutton

Officers in

Attendance: Mrs R Rance (Chief Executive)
Mr A Dewberry (Asset Management & Investment Manager)
Ms M Jenkins (HR & Communications Manager)
Miss S Williamson (Finance Manager)

The Chair welcomed Ed Lowe to the Board.

21. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Mrs B Brooks, Mrs J Clark and Cllr S Wallace.

22. **MINUTES OF THE BOARD MEETING HELD ON 25 NOVEMBER 2010**

AGREED (unanimously) that:

the Minutes of the meeting held on 25 November 2010 were accepted as a correct record of events and signed by the Chair.

23. **CONFIDENTIAL ITEM – Minutes of the Board Meeting held on 25 November 2010**

The Chair introduced the confidential minutes.

24. **MINUTES FROM COMMITTEES**

a) Audit Committee held on 13 December 2010

The Chair introduced the minutes for the Boards information and consideration.

(Sarah Miles joined the meeting at this point)

CONFIDENTIAL ITEM –
Audit Committee held on 13 December 2010

The Chair introduced the confidential minutes.

b) Human Resources Committee held on 15 December 2010

The Chair introduced the minutes for the Boards information and consideration.

CONFIDENTIAL ITEM –
Human Resources Committee held on 15 December 2010

The Chair introduced the confidential minutes.

25. **DISTRICT TENANT COMPACT 2011 TO 2012**

(Richard Tracy declared a conflict of interest as a Tenants' and Residents' Association member. As this was not a personal interest he was able to participate freely in the item)

The Chair introduced the report to consider the revised District Tenant Compact at Appendix A.

The report explained that the District Tenant Compact is an agreement between Newark and Sherwood Homes, the Newark and Sherwood Federation of Tenants and Residents Association and Newark and Sherwood District Council, demonstrating the commitment between each partner.

The Board in discussion of the District Tenant Compact acknowledged the work and time of the Federation of Tenants' and Residents' Association and tenants which had been given on a volunteer basis to produce the document. The following amendments to the Introduction page, last sentence, 'would' is repeated and 'who will be able to assist them' replace with 'where a person will be able to assist them' were identified.

Approval of the District Tenant Compact 2011 to 2012 is through Newark and Sherwood Homes and the final decision is taken by the Newark and Sherwood Federation of Tenants and Residents Association.

AGREED (unanimously) that:

a) the District Tenant Compact 2011 to 2012 be approved as amended.

26. **REVISION OF THE RESIDENT INVOLVEMENT STRATEGY**

The Chair introduced the report to consider the proposed changes to the Resident Involvement Strategy at Appendix A.

The report explained that after the Resident Involvement Strategy was implemented in 2008, a review would take place every two years.

The Board discussed the review of the Resident Involvement Strategy and how it ensures that the Company continues to improve on the levels of involvement for tenants and leaseholders in shaping, deciding and scrutinising service delivery.

Clarification was sought during discussion on the level of funding paid to the Federation this year, which was confirmed as £27,000. Further, what amount was budgeted for next. The budget was confirmed at £27,000 and that the allocation would be based on a bid for funding from the Federation.

Discussion highlighted that the tenants' regulatory role was implicit within the strategy and emphasised through the Tenant Panel; the role of which was to scrutinise Newark and Sherwood Homes' service performance and undertake the Third Stage of the complaints process.

AGREED (unanimously) that:

- a) **the revised Resident Involvement Strategy be approved and implemented.**

27. **LOCAL SERVICE STANDARDS**

The Chair introduced the report to consider the Local Service Standards which will meet the requirement of the Tenant Services Authority for all landlords to have local offers agreed, adopted and operational by April 2011.

The report outlined the considerable work that had taken place by tenants and Newark and Sherwood Homes staff to put together and agree local offers, locally called 'Local Service Standards'. The document is of high level and has been signed off by the Tenant Services Authority Steering Group.

The Board discussed that they felt the approach of integrating Local and National aspects into the one Local Offers document, known as Local Service Standards, was a great approach. They thought it would be useful to hold a document showing the local and national targets separately, which would be useful for the regulators to show clarity of delivery of requirements. This will be formulated and circulated to the Board for information.

Directors made comment that they considered the Local Service Standards (Local Offers) read really well, they were accessible and easy to read.

AGREED (unanimously) that:

- a) **Newark and Sherwood Homes Local Service Standards be approved.**

28. **AIDS AND ADAPTATIONS POLICY**

(Richard Tracy declared a conflict of interest as a Tenants' and Residents' Association member. As this was not a personal interest he was able to participate freely in the item)

The Chair introduced the report to consider the Aids and Adaptations Policy.

The report outlined that the Aids and Adaptations Policy explained how the Company will meet its responsibilities to deliver adaptations to tenants' homes, sustaining tenancies and promoting independent living. It is a key service provided by Newark and Sherwood Homes.

The Board discussed the policy and the flexibility required, as every case is different. The policy will allow a mechanism to ensure the Company identify the most effective solutions to deliver the necessary support to tenants in the future who require an adapted property to meet their needs.

AGREED (unanimously) that:

a) the Aids and Adaptations Policy at Appendix A be approved.

29. **BUSINESS PLAN, BUDGET, COMPANY CAPITAL PROGRAMME, PROPERTY INVESTMENT PROGRAMME AND ANNUAL DELIVERY PLAN**

The Chair introduced the report which considered the Business Plan for 2011/2016, the Budget for 2011/12 and Company Capital Programme for 2010/2012.

The report further considered the Annual Delivery Plan and Property Investment Programme proposals for 2011/2012 to be forwarded to Newark and Sherwood District Council for agreement.

Directors of the Board have contributed in the development of the Business Plan through the Improvement Planning Process and specifically at the Strategic Planning Events.

The Board considered in detail the elements informing the Board's future Business Plan. The Board were pleased to note the forecast at 9.13 reference the future financial stability of the Company; particularly as this was the outcome of year on year strategic planning and decision making to deliver efficiency. The work to build Inward Investment was recognised as excellent, with demonstrable results as detailed at 7.8, 7.9 and 7.11 of the report delivering to the Board's focused strategic direction.

The Board queried the Stock Make Up figures in respect to the new properties. It was advised that Appendix C to the Business Plan would be rechecked and any amendments circulated.

The Board in discussion of the Business Plan requested the following amendments which were highlighted as: page 28 Newark and Sherwood Homes – SWOT Analysis at 10 January 2011 – Weaknesses, remove the first bullet point 'Total Board collective responsibility must be accepted by all Directors of the Board => this challenge is likely to increase with period of high change and pressure' and page 12 of the Company Capital Programme – column Capital Spend 2011/12, Total 41,7000 should be 41,700.

AGREED (unanimously) that:

a) the Business Plan 2011/2016 as amended be approved.

- b) a 2011/12 revenue contribution of £500,000 be approved to fund the additional Photovoltaic Scheme within the 2011/12 Council's Capital Programme.
- c) the Budget 2011/2012 be approved.
- d) the Company Capital Programme 2010/12 as amended be approved.
- e) the Property Investment Programme for 2011/12 be approved for submission to the Council
- f) the Annual Delivery Plan 2011/12 be approved for submission to the Council.

30. **PUBLISHING FINANCIAL INFORMATION**

The Chair introduced the report to consider the proposals to publish Company financial information from April 2011.

(Ken Sutton left the meeting at this point)

The report explained how the Company will respond to the Publication Scheme and how information can be processed whilst adhering to the Data Protection Act. The scope of expenditure within the publication requirements includes publishing of individual invoices, grant payments, expense payments or other such transactions that are over £500.00.

(Ken Sutton rejoined the meeting at this point)

An example of the standard format of the information was circulated at the meeting and the Board discussed how the information would be circulated through the website.

The Board welcomed the transparency and identified this could have an impact on Freedom of Information.

AGREED (unanimously) that:

- a) financial information be published as detailed in the report from April 2011.

31. **URGENT ITEM: CHANGE TO SCHEDULED DATE OF ANNUAL TOUR OF THE DISTRICT**

The Chair introduced the report to consider a change to the date of the Annual Tour of the District; to change the scheduled date to 18 May 2011.

The report outlined the benefits of putting back the scheduled tour due to forthcoming local elections and to change the date of the Annual Tour of the District to 18 May 2011, allowing newly elected Council Members the opportunity to take part in the tour.

AGREED (unanimously) that:

- a) the date of the Annual Tour of the District from the Governance Calendar 2011/12 be changed to 18 May 2011.

In compliance with Principle 6 of the Company's Meeting Procedure, the public observing the meeting were asked to leave at this point as confidential information would be discussed.

32. **CONFIDENTIAL ITEM – URGENT DECISION NOTIFICATION:
PROVISION OF THIRD PARTY SERVICES**

The Directors of the Board considered the urgent decision notification.

The meeting closed at 18.53

Chair