

NEWARK AND SHERWOOD HOMES

Minutes of the Meeting of **THE BOARD OF NEWARK AND SHERWOOD HOMES** held on Thursday 2nd December 2004 at 5.00pm in the Drawing Room, Kelham Hall.

Present: Miss M Butler (Chairman)

Mr R Ainger
Councillor Mrs N A Armstrong
Councillor J M Baker
Mrs K Chaffe
Councillor Mrs P M Fletcher (for part of the meeting)
Mr S Medhurst
Mr D Nixon
Mr G Parkinson
Mr R Rontree
Mrs P Taylor

Officers in

Attendance: Mrs R Rance (Chief Executive of Newark and Sherwood Homes)
Mr A Treweek (Technical Director of Newark and Sherwood Homes)
Mrs M Proud (Head of Human Resources)
Miss Caroline Meek (Housing Services Manager)

Also in

Attendance: Mr M. Elsworth (Audit Commission)

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs G E Dawn, Councillor Kevan Wakefield and Mrs G Hughes.

2. **MINUTES OF THE MEETING HELD ON 21ST OCTOBER 2004**

AGREED that the Minutes of the meeting held on 21st October 2004 be accepted as a correct record and signed by the Chairman.

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

The Chairman welcomed everyone to the first meeting of the Board of Newark and Sherwood Homes following the official launch in November. The Chairman continued by issuing the following statement:

“This Board wishes to thank all our staff for their splendid efforts, in particular Rebecca Rance, without whom we would not have achieved this beginning of Newark and Sherwood Homes. It is good to know we have such an excellent team working with us”.

4. **MINUTES FROM SUB-COMMITTEE MEETINGS**

a) Human Resources Sub-Committee 13th October 2004

Members were informed that Martinette Proud, the Head of Human Resources, had commenced her employment with Newark and Sherwood Homes on 29th November 2004.

b) Human Resources Sub-Committee 15th October 2004

The Chairman advised members that S Whitling, the new Finance and Corporate Services Director, would commence work on 7th February 2005 and F McElhinney, the new Housing Director would commence work on 6th December 2004.

AGREED that the Minutes of the Human Resources Sub-Committee held on 13th October and 15th October 2004 be noted.

5. **BEST VALUE: AN INTRODUCTION PRESENTATION BY M. ELSWORTH FROM THE AUDIT COMMISSION**

The Board received a presentation from Mark Elsworth from the Housing Inspectorate of the Audit Commission relating to the Best Value inspection process. Mr Elsworth informed the Board that he would be working closely with Newark and Sherwood Homes throughout the process and had previously carried out the inspections of the ALMOs for Hounslow and Leeds South.

The purpose of the presentation was to provide an understanding of the Best Value inspection process and to outline the principles of the inspection methodology including 'governance' considerations. Members were advised that a typical ALMO inspection would take 67 days and received details of what would be involved. Mr Elsworth pointed out that a great deal had been learned from the first ALMOs and support would be provided throughout.

The Chairman thanked Mr Elsworth for his presentation.

6. **BEST VALUE AND CONTINUOUS IMPROVEMENT**

The Board considered the report of the Chief Executive outlining the process being followed to seek to achieve the Company's objective of a 3-star inspection rating from the Audit Commission.

The report detailed the Best Value inspection process, the approach Newark and Sherwood Homes would be taking and the continuous improvement that would be required. The Chief Executive informed Members that the whole service within the responsibility of Newark and Sherwood Homes had been inspected and had received 2 stars. The inspectors had made a few recommendations and these were being addressed.

AGREED that:

- (a) the Best Value process and the action being taken be noted; and

- (b) a Best Value briefing session for the Directors of the Board be arranged

7. **TENANT BOARD MEMBER VACANCY**

The Board considered the report of the Chief Executive advising of a Tenant Board Member vacancy.

Liz Lambley, had not returned the appropriate forms required to progress to become a Director of the Board and, therefore, a casual Tenant Board Member vacancy had arisen. The Chief Executive informed the Board that a letter had been sent to the Federation of Tenants and Residents Associations seeking a nomination and the Housing Service Development Manager had been requested to assist the Federation in the process.

AGREED (unanimously) that:

- (a) Liz Lambley be removed from the Board; and
- (b) the process to appoint to the casual Tenant Board Member vacancy be noted.

8. **PERFORMANCE MONITORING**

The Board considered the Performance Monitoring timetable relating to key strategic plans, budgets, controls and actions taken to correct under-performance and achieve continuous improvement.

AGREED (unanimously) that:

- (a) the timetable for performance monitoring by the Board be approved.

Councillor Mrs P M Fletcher joined the meeting at this stage.

9. **DIRECTORS OF THE BOARD – TRAINING AND DEVELOPMENT**

The Board considered the report of the Head of Human Resources detailing the approach to be taken for their Training and Development following a questionnaire they had received seeking their needs and preferences.

The Head of Human Resources informed the Group that the inspectors would be looking at both individual and group training provided. The training would include a mix of external training and in-house training and each member of the Board would be interviewed individually to assess their particular training requirements. A list of training topics was included in the report.

AGREED (unanimously) that:

- (a) the approach to Training and Development outlined in the report be approved; and
- (b) the future Training and Development requirements be programmed and cover the areas as outlined in paragraph 3.7 of the report.

10. **WHISTLE BLOWING POLICY**

The Board considered the report of the Head of Human Resources detailing the changes that had been made to the Whistleblowing Policy.

AGREED (unanimously) that the Whistleblowing Policy be approved.

11. **JOINT PROCUREMENT**

The Board considered the report of the Technical Director setting out the evaluation procedure for the joint procurement of partnering contractors with A1 Housing, together with the need to formulate a Major Joint Investment Procurement Panel.

Councillor Mrs N A Armstrong had previously been appointed to the Major Joint Investment Procurement Panel, however, there was a need to nominate two further members to sit on the Panel.

AGREED (unanimously) that Mary Butler and Geoffrey Parkinson together with Councillor Mrs N A Armstrong form the membership of the Major Joint Investment Procurement Panel.

12. **INVESTMENT PROGRAMME**

The Board considered the report of the Technical Director advising of the programme of investment and setting out the current and projected expenditure.

The Technical Director detailed the projects that had not been progressed at the time of transfer to Newark and Sherwood Homes.

AGREED (7 for, 2 against) that:

- (a) an Investment Programme Sub-Committee be set up comprising 4 in number, a quorum of 2, and the following membership:

Robert Ainger
Kathleen Chaffe
Gill Dawn (subject to her agreement)
David Nixon

- (b) the remit of the Investment Programme Sub-Committee be as follows:

- (i) to develop and propose the future Investment Programme to the Board
- (ii) to monitor the Investment Programme and recommend action to the Board.

AGREED (unanimously) that:

- (a) A report be brought to the next Board Meeting to consider a Committee framework for the company
- (b) to agree the adopted Investment Programme.

The meeting closed at 7.10 p.m.

Chairman