

**THE BOARD**

**MINUTES** of the **Public Meeting** held on **28 JUNE 2007** at 14 Hounds Gate from 5.30pm to 8.00pm.

**Board Members:**

Ade Aderogba MBE	Independent Board Member
Tim Bell	Independent Board Member
Georgina Culley	Council Board Member
Anne Dean (Vice Chair)	Tenant Board Member
Roger Hursthouse	Independent Board Member
Martyn Kingsford	Co-opted Independent Board Member
Peter Linford	Independent Board Member
Margaret Pugsley	Tenant Board Member
Valerie Schneider	Tenant Board Member
Janet Storar	Tenant Board Member
Tony Sutton	Council Board Member (left at 6.40pm)
Paul Wisher	Independent Board Member
Malcolm Wood	Council Board Member

**Also in Attendance:**

David Angus	Interim Director of Property Services
Julie Hadfield	Head of Finance
Tim Harris	Interim Director of Housing Operations
Chris Langstaff	Chief Executive
Gill Moy	Director of Housing Operations (designate)
Janet Locker	Governance Team Leader
Simon Sweetinburgh	Interim Company Secretary
Jo Wileman	Director of Organisational Development
Gemma Atkinson	Governance Officer
David Lewis	Baker Tilly LLP

**140 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Paul Rowe and Paul Wisher.

Anne Dean assumed the chair in the absence of Paul Rowe.

The Chair welcomed Gill Moy the newly appointed Director of Housing to the meeting.

**141 DECLARATIONS OF INTEREST BY BOARD MEMBERS & OFFICERS**

No declarations were received.

**142 CONFIRMATION OF MINUTES OF THE MEETING HELD ON  
17 MAY 2007**

The Board adopted the minutes as a true and accurate record of the meeting.

**143 MATTERS ARISING FROM BOARD MINUTES**

The Interim Director of Housing Operations informed the Board that the lettings plan which the Board approved last month is currently with NCC awaiting feedback.

The Board raised the concern that there had been complaints made in regard to the performance of Choice Base Letting. The Board were informed that a review of this service would be undertaken shortly and that the Chief Executive should talk to Councillors directly on this matter.

The Board asked for an update on note 129 within the minutes. The Board was informed that there was an important meeting later on that evening which should lead to the issue of Council nominees to the Nottingham City Homes being resolved.

#### **144 COMPANY SECRETARY'S REPORT**

Consideration was given to the report of the Acting Company Secretary.

#### **RESOLUTIONS - THE BOARD:**

- 1. Noted the death of Tenant Board Member John Harris and vended their appreciation for his contribution to the Company.**
- 2. Agreed that the vacancy should not be filled until after the companies AGM to allow full consultation with the Tenant and Leaseholder Congress on the process for tenant elections to the Board. The process will then be send to Board for agreement.**
- 3. Noted the arrangements for the company's 2007 AGM**

#### **145 CHIEF EXECUTIVE REPORT**

The Chief Executive presented a report and advised the Board of the progress made against a number of key areas since the last meeting of the Board.

The Chief Executive formally registered his thanks to the Board and to the tenants who have been involved with the KLOE workshops.

The Interim Director of Housing Operations informed the Board that a seminar for the newly elected Councillors has been organised for 9 July 2007 at 3.45pm. The Board were encouraged to attend.

The Board agreed that the information collated by KWEST shall be fed into the newly established Area Panels.

**The Board noted the report.**

#### **146 DRAFT ANNUAL FINANCIAL STATEMENTS TO 31 MARCH 2007**

The Head of Finance advised the Board that some minor amendments had been made to the financial statement after the papers for the Board meeting had been circulated. These were mainly narrative changes and did not impact on the figures report and previously circulated.

The Board discussed the following:

- The presence of FRS17 on the accounts. Work has been done to reduce the deficit from the previous year but the issue still dominate the figures.

- The fact that the balance sheet is much clearer than the previous years accounts.
- FRS17 makes it difficult to interpret the company's financial performance which would have been a much higher surplus if extra costs included; - assessment and training and consultants fees had not been incurred.
- The company have endured extra cost thought the year including Development Centres and the use of HouseMark/ Pinnacle which have impacted upon the accounts. Without these large costs the company would have had a surplus of 2 million.

Baker Tilly advised the Board that they can move into the 07/08 financial year with no known significant hinders to service delivery. The company have been, and will continue to make progress on controlling costs to ensure they keep dropping.

### **RESOLUTION – THE BOARD:**

- 1. Approve and adopt the final Annual Financial Statement subject to the resolution below;**
- 2. Agreed to delegate authority to the Chair of the Board and Chief Executive Officer to agree any final amendments to the financial statements**

### **147 NCH AUDIT FINDINGS**

The Head of Finance presented a report to the Board and passed over to David Lewis from Baker Tilly to present their findings.

The Board was advised that some changes had been made to the Final Audit Findings Report since the papers were sent out for the meeting.

David Lewis raised and the Board discussed a number of matters in connection to the Report, including-

- The errors made in the 05/06 Report have been written out of the books.
- Pension costs have started to decrease resulting in a reduction of £31 million to the opening pension scheme deficit.
- There is a need to be more consistent in the re-charging of tenants
- There is a need to ensure that NCH are charging NCC for services and goods received and money owed must be recovered
- It was noted that £50,000 of costs have been recovered from Nottingham City Council which related to works completed before the ALMO was established.
- NCH need to ensure that the HRA is not funding non HRA activities by challenging NCC more. It was noted that Steve Partridge, an experienced Accountant in the sector has been called in to help NCH tackle these issues in the next 2-3 months.
- The need for NCH to have its own bank account so it can accumulate interest and allow monies to be more segregated.
- The ongoing District Auditors investigation into the Allocations Policy. Baker Tilly to discuss the current position with the Company Secretary.

There was a discussion about the need for NCH to review the policy for dealing with furniture and fittings left in void properties.

## **RESOLUTION – The BOARD:**

- 1. Approved and signed the letter of representation; and**
- 2. Agreed the actions identified by management to address internal control issues and delegated responsibility for overall monitoring to the Audit Committee.**

The Board thanked Baker Tilly and the Head of Finance and her Team for their hard work.

## **148 GOVERNANCE REVIEW**

The Company Secretary presented a report and asked for the Boards agreement on the proposed Scheme of Delegation, Board Members Code of Conduct and the Board Members Handbook which were all recommended for adoption by the Board by the Governance Task Group.

The Board agreed the following amendments to the Code of Conduct;

- Section 11.2 should refer to Section 16 not 15.
- There is a need to ensure consistency in terminology of the words tenant and resident.
- The Hospitality Allowance section 8.1 should be changed to £50.00.

## **RESOLUTION – THE BOARD:**

- 1. Noted the feedback from tenant and leaseholder consultation, and requested that the GTG considers these comments in detail and reports back to the Board.**
- 2. Noted the progress of consultation with CLG over the governance proposals.**
- 3. Noted the proposals in respect of the process for the election of Board Chair, Vice-Chair, Chairs of Committees, composition of committees, to the new Board and committees of the new Board, and approved the delegation to the GTG the task of determining the election process to be undertaken.**
- 4. Approved the proposed Scheme of Delegation, and agreed that the Scheme is reviewed in 12 months time**
- 5. Approved the new Board Members Code of Conduct**
- 6. Approved the content of the new Board Members Handbook**

## **149 REPORTS BACK FROM COMMITTEES AND TASK GROUPS**

The Chair of the Performance gave the following oral report on the Performance and Regulatory Committee Meeting on 20 June 2007.

'The Committee was asked to consider the consultation proposals for the changes to the Tenancy Agreement and to nominate two of its Members to sit on a panel in October 2007.

The Committee noted the value of former tenant debt which had been written off in the financial year ending 31 March 2007.

Consideration was given to a report detailing information set around the Foundation Plan and the impact of performance to 31 May 2007.

The Committee was informed of the monitoring arrangements of allocations and lettings and viewed the results of the monitoring for the period of August 2006 to May 2007. The Committee was further informed that a Homelink newsletter is to be launched to keep applicants informed.

The Committee was advised of the dispensations of the Financial Regulation agreed to date.'

**The Board noted the report.**

**150 BOARD WORK PLAN**

**The Board noted the work plan.**

**151 ANY OTHER BUSINESS**

The Board passed their best wishes on to Paul Rowe following the death of his mother.

**152 DATE OF THE NEXT MEETING**

**The Board was advised that the date of the next meeting was scheduled for 26 JULY 2007 in the Board Room, 14 Hounds Gate, Nottingham, NG1 7BA at 6.15pm (following the AGM at 4.30pm).**

**The Meeting ended at 8.00pm.**

**SIGNED..... DATE.....**