

NOTTINGHAM CITY HOMES

REPORT OF COMPANY SECRETARY

Board
26th July 2007

COMPANY SECRETARY'S REPORT

1 SUMMARY

- 1.1 To elect the Chair of the Board, the Vice-Chair of the Board, and Chairs of the Audit Committee, Human Resources Committee, and Performance and Regulatory Committee for the coming year
- 1.2 To appoint the board membership of the Audit Committee, the Human Resources Committee and the Performance and Regulatory Committee
- 1.3 To review and agree co-options to the Board for the coming year
- 1.4 To distribute new company documents for all members of the new NCH Board at the meeting

2 RECOMMENDATIONS

- 2.1 The Board is recommended to appoint to the following positions for the coming year –
 - Chair of the Board
 - Vice-Chair of the Board
 - Chair of the Audit Committee
 - Chair of the Human Resources Committee
 - Chair of the Performance and Regulatory Committee
- 2.2 That Board is recommended to appoint the membership of its committees for the coming year –
 - Audit Committee
 - Human Resources Committee
 - Performance and Regulatory Committee
- 2.3 The Board is recommended to appoint any co-optees (up to 2) for the coming year.

3 REPORT

- 3.1 Elections - Board members of the new Board have been invited to

participate in an election process for the Board Chair, Board Vice-Chair, and the Chair positions on the 3 committees, via a postal process determined by the Governance Task Group. The results of these elections will be announced at the Board meeting.

3.2 Committee membership - Board members have also been invited to indicate their interest in membership of the 3 committees. The results of this exercise will be advised to the Board at the meeting who will then agree appointments to the 3 committees at the Board meeting.

3.3 Co-option to the Board - The Board has changed its Rules regarding co-option. The new Article states – “ Subject to a maximum limit of 2, the Board may co-opt any person onto the Board in a non-voting capacity. The Board may place any limitation on or revoke the co-option at any time. The Board shall review the appointments made under this Article annually. A person appointed under this Article shall hold the office for a maximum period of three consecutive years.”

Martyn Kingsford was appointed as a co-optee on 25th May 2006 and the Board are now required to review this appointment in accordance with the Articles, plus consider any other co-options it may wish to make.

3.4 New documents for Board members – The opportunity will be taken at this Board meeting to provide the following to all members of the new Board –

- The new Board members handbook (members will be asked to sign for receipt of this)
- The new Board members Code of Conduct as approved (subject to amendments which have since been incorporated) at the June Board meeting (members will be asked to sign 2 copies of this, hand one back to the Company Secretary and retain the other one within the Board members handbook).
- Letter outlining Board member responsibilities (members will be asked to sign 2 copies of this, hand one back to the Company Secretary and retain the other one within the Board members handbook).
- The annual Board members Declaration of Interests form (members are asked to take this away and return it completed to the Company Secretary within the next 2 weeks).

4 OTHER OPTIONS

4.1 The Board is required under its Articles to appoint a Board Chair at the first Board meeting following the AGM, and to review any co-options to the Board.

5 FINANCIAL & RISK IMPLICATIONS

5.1 Not applicable

6 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES

6.1 Not applicable

7 VALUE FOR MONEY & EFFICIENCY ISSUES

7.1 Not applicable

8 EQUALITY & DIVERSITY IMPLICATIONS

8.1 There are diversity considerations for the Board in relation to membership of committees

9 BACKGROUND MATERIAL AND PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

9.1 NCH Articles

CONTACT OFFICERS: Name: Simon Sweetinburgh

DATE: [17 July 2007]