

**THE BOARD**

**MINUTES** of the **Public Meeting** held on **15 MAY 2008** at 14 Hounds Gate from 5.35pm to 7.58pm.

**Board Members:**

Tim Bell  
Anne Dean  
Harry Everington  
Peter Linford  
Martyn Kingsford  
David Liversidge  
Margaret Pugsley  
Paul Rowe (Chair)  
Valerie Schneider  
Janet Storar  
Malcolm Wood

**Also in Attendance:**

Robert Allen	Head of ICT (left 6:45)
Julie Crook	Director of Finance, ICT & Governance
Steve Everson	Interim Director of Finance
Mark Johnson	Assistant Director of Property Services
Chris Langstaff	Chief Executive
Janet Locker	Senior Governance Officer
Alison Mapp	Company Secretary & Solicitor
Amanda Schofield	Director of Strategy & Partnerships
Martin Valentine	Head of Marketing & Communications (left 5.50pm)
Jennie Grieve	Tenant
David Joseph	Leaseholder (left 6:30)
Sue Stevenson	Tenant
Graham Ward	Leaseholder

**07/68 WELCOME, INTRODUCTIONS & CHAIR'S ANNOUNCEMENTS**

- 07/68.1 The Chair welcomed Jennie Grieve, David Joseph, Sue Stevenson, Graham Ward, and Alison Mapp the Company Secretary & Solicitor to the meeting.
- 07/68.2 The Chair announced that Valerie Schneider had been awarded the National Federation of ALMO's (NFA) Board Member of the Year Award, the Board congratulated Valerie.
- 07/68.3 The Chair informed the Board that this was the second year in succession that a tenant had won a NFA award.
- 07/68.4 The Board paid their respects to the person that resided in the Lenton flats who lost their life.

## **07/69 APOLOGIES FOR ABSENCE**

Apologies were received from Ade Aderogba and Graham Chapman.

## **07/70 DECLARATIONS OF INTEREST**

None declared.

## **07/71 CONFIRMATION OF MINUTES OF THE MEETING HELD ON 13 MARCH 2008**

The Board adopted the minutes as a true and accurate record of the meeting; subject to the amendment to **Minute 07/62 and RESOLUTION 3.** to replace the word "Recruitment" with the word "Selection".

## **07/72 MATTERS ARISING FROM BOARD MINUTES**

07/72.1 **Minute 07/66.1** made reference to and undertaking by the Chief Executive (CEX) to provide a progress report in relation to the Audit Action Register. The Director of Finance, ICT & Governance (DFIG) gave a position statement and confirmed that Officers had been asked to set realistic targets and Officers would be in attendance at the Audit Committee should actions not be completed.

07/72.2 **Minute 07/66.2** The Chair asked for an update. The Board was advised that a report had been discussed at the Performance & Regulatory (P&R) Committee on 13 May 2008. Malcolm Wood stated that the P&R Committee had been encouraged by the progress made; he reported that the Ombudsman complaints had been reduced to one or two. Work was being undertaken to arrange the training.

## **07/73 CHIEF EXECUTIVE'S REPORT**

Consideration was given to a report of the Chief Executive (CEX) which briefed the Board on some of the ongoing key matters.

The CEX reported that he had introduced a report earlier to Nottingham City Council's (NCC) Overview & Scrutiny Panel relating to the HomeLink service. Martyn Kingsford had also been in attendance at the meeting as a Board Observer.

The CEX gave an update to the Board on the financial outturn and confirmed that the Company was in discussion with NCC regarding the Housing Revenue Account outturn. The Board was advised that the HRA outturn was significantly better than had been calculated, and it was a matter for NCC to consider how to use the additional funds.

It was reported that the Capital Programme had been affected by the number of receipts received which were below what had been anticipated, the number of homes sold under the Right to Buy Scheme had fallen to less than half that was needed to fund the programme.

Martyn Kingsford informed the Board that he had attended the NCC overview & Scrutiny Panel meeting. He reported that the CEX's presentation to the Councillors

was received positively and the Councillors were in support of the Company. NCCs Acting CEX was reported to have said that she would expect NCC departments to work to support NCH in the coming inspection. The Board welcomed the news.

The CEX updated the Board in relation to the road traffic incident which involved a Company vehicle towing a trailer. The trailer had overturned and the matter was being investigated. The Company had taken the view to report the incident to the HSE (RIDDOR).

The Board was concerned about the legal costs that may be incurred by the Company whilst pursuing cases. Martyn Kingsford informed the Board that the Company Secretary could give advice independent to that given by the CE and worked on behalf of the Board.

The Company Secretary confirmed that the Company would pursue legal costs and would be informed of all legal cases and involved in all pre-trial and after trial discussions with Barristers so the Company could learn about what went wrong.

**The Board noted the report.**

#### **07/74 TENANT BOARD MEMBER RECRUITMENT & SELECTION PROCESS**

The Board noted the progress made in relation to the recruitment of the two Tenant Board Members.

**The Board noted the report.**

#### **07/75 CORPORATE MANSLAUGHTER ACT 2007**

The Company Secretary presented the report to update the Board on the main provisions of the Corporate Manslaughter Act 2007.

#### **RESOLUTIONS:**

**The Board agreed that:**

- 1. the Company's health and safety processes and procedures are reviewed and kept under review;**
- 2. adequate training and awareness of the Act be provided;**
- 3. an assessment of the risk be undertaken; and**
- 4. training and risk be kept under constant and periodical review.**

#### **07/76 COMMUNICATION & MARKETING STRATEGY 2008-2011**

The Director of Strategy & Partnerships presented the new three year communications and marketing strategy based on best practice from a number of 3\* ALMOs and analysis of Audit Commission reports.

**The Board endorsed the Communications and Marketing Strategy.**

## **07/77 RISK MANAGEMENT FRAMEWORK**

The Interim Director of Finance presented the Company's Risk Management Framework for approval and formal adoption.

### **RESOLUTION:**

**The Board approved the Nottingham City Homes Risk Management Framework.**

## **07/78 5 YEAR DECENT HOMES PLAN – MAY 08**

The Director of Property Services gave a presentation on the 5 Year Decent Homes Plan. The Board was advised that the programme was affordable.

**The Board noted the presentation.**

## **07/79 REVIEW OF THE COMPANY'S STANDING ORDERS & FINANCIAL REGULATIONS**

Interim Director of Finance (IDF) introduced the report and confirmed that the Company's Standing Orders had been reviewed in line with the Board's requirement for an annual review.

The Board asked for the Governance Standing Order be amended:

1. Functions of the Board, core responsibilities, to include reference to the maintenance of the Company's Risk Registers; and
2. Responsibilities of Board Members, to include reference to the Companies Act 2006.

### **RESOLUTIONS:**

**The Board approved:**

1. **the Company's revised Standing Orders, subject to the amendments; and**
2. **the amended Scheme of Delegation.**

## **07/80 INFORMATION SYSTEMS STRATEGY REVIEW**

The Head of ICT presented a report which outlined the Company's Information Systems Strategy document and review outcomes.

The Board was asked to acknowledge the strategy document which formed the baseline for business and technology strategies.

The Board was advised that a full copy of the strategy was available on the Company's website.

**RESOLUTION:**

The Board approved:

1. the Information Systems Strategy;
2. that the Information Systems and ICT Review Report document are adopted as the official baseline for business and technology strategies relating to information management with Nottingham City Homes; and
3. the documents be used to provide a working framework for future IS and ICT planning subject to IS Strategy Group governance and detailed budgeting.

**07/81 DATE OF THE NEXT MEETING**

The Board agreed that the date of the next meeting is scheduled for 24 July 2008 in the Board Room, 14 Hounds Gate, Nottingham, NG1 7BA at 5.30pm.

The Meeting ended at 7:58pm.

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