

09/05 MATTERS ARISING FROM BOARD MINUTES

None.

09/06 COMPANY SECRETARY'S REPORT

The Company Secretary & Solicitor (CSS) presented a report and highlighted the main points.

09/06.1 Appointments to the Board

The Board was asked to consider the appointment of the Co-opted Board Member. Suhail Hashmi had been nominated by the Interview Panel following the Independent Board Member recruitment process. Suhail Hashmi left the Board Room during the discussion. The Board agreed the appointment, the term of office initially for one year and subject to review thereafter.

The CSS advised the Board that consideration the second appointment for Co-opted Board Member. It was agreed that the vacancy would be held until the outcome of the skills audit was known.

The Board was informed that the appointment to Council Board Member had now been confirmed by the Council Member and a written instrument had been received dated 24 September 2009. The Board noted the appointment of Councillor Merlita Bryan.

The CSS advised the Board of their options to fill the Casual Board Member vacancy following the retirement of the Tenant Board Member earlier in the year and gave the Board three options to consider. The Board agreed option one to seek nominations from the Tenants & Leaseholders Congress.

09/06.2 Committee Membership

The CSS confirmed the revised Committee structure and circulated an amended document to replace the structure appended to the report. The CSS also circulated the proposed committee membership and advised that in the main the committees had been populated initially by Board Members preference.

The CSS informed the Board that the Chairs of the Committees had been proposed based on their skill and experience. Peter Linford raised the matter of electing the Chair at the first meeting of the Committee. The Board was advised that the proposed named Chairs were a recommendation from the Chair and the Vice Chair of the Board. The positions would be ratified at the first meeting of each Committee.

The Board was asked to consider the proposal and should any Board Member wish to comments, they should do so within the next seven days.

The Board was advised that the lead Directors were developing the Terms of Reference and powers of delegation for each Committee and were subject to approval at the first meeting.

The dates of the first round of Committee meeting had been proposed by the CSS and the Senior Governance Officer managed the Company Diary to avoid clashes with Nottingham City Council meetings.

09/06.3 Use of the Company Seal

The Board was asked to note the use of the Company seal by the CSS and witnessed by Janet Storar in accordance with the Company's Tender and Contractual Procedure for the following contract:

- (i) Nottingham City Council, Nottingham City Homes and Yorkshire Windows Company Ltd; and
- (ii) Nottingham City Council, Nottingham City Homes and Nationwide Windows (UK) Ltd.

09/06.4 Compensation Payments

The Board was asked to retrospectively authorise the payment of two compensation claims over one thousand pounds (£1k).

The CSS confirmed that one payment was in respect of a Court Order and one was in respect of a Local Government Ombudsman determination.

RESOLUTION :

The Board:

1. **considered and approved the membership of the Committees:**

Finance & Audit Committee membership consists of Malcolm Wood, Ade Aderogba MBE, Peter Linford, Suhail Hashmi, and one vacant position to be confirmed;

Human Resources & Remuneration Committee consists of Janet Storar, Dave Bennett-Bull, Ade Aderogba MBE and Tim Bell;

Property Services Committee consists of Paul Rowe, Hassan Ahmed, Margaret Pugsley, Dave Bennett-Bull and one vacant position to be confirmed;

Housing Management Committee consists of Janet Storar, Valerie Schneider, Merlita Bryan, Tim Bell, Peter Linford and Margaret Pugsley;

Business Development Committee consists of Tim Bell, Paul Rowe, Valerie Schneider, Malcolm Wood and Janet Storar;

2. **considered and noted the remit of the Board's Committees following the revision of the Company's Governance structure;**
3. **agreed the appointment of Suhail Hashmi as a Co-opted Board Member for a one year term of office and to hold the second appointment until the outcome of the skills audit was known;**

4. noted the appointment of the Council Board Member, Merlita Bryan;
5. agreed option one to seek nominations from the Tenants & Leaseholders Congress;
6. noted the use of the Company seal in accordance with the Company's Tender and Contractual Procedure; and
7. authorised the two compensation payments in excess of one thousand pounds (£1k).

09/07 THE CHIEF EXECUTIVE'S UPDATE REPORT

The Chief Executive (CEX) presented a report which provided an update on the ongoing key issues for the Company:

The CEX asked the Director of Property Services (DPS) to update the Board on the latest issue for the Company. The DPS advised the Board that the Office of Fair Trading (OFT) had issued a briefing note which advised that on 22 September 2009 one hundred and three (103) Construction Companies had been fined for a series of one hundred and ninety-nine (199) infringements during the period 2000 – 2006 of price rigging and placing covers.

The DPS advised that the implications for the Company was that Frank Haslam Milan was involved in part of the whistle-blowing incident in 2002 and that it was likely that NCC contracts and properties were listed in the OFT findings.

The Board was advised of the list of Construction Companies involved and would be kept apprised of the matter.

The CEX advised the Board that Tribal was undertaking a piece of work modelling the Housing Revenue Account figures on behalf of NCC and NCH and was also assisting with the response to the consultation paper by 27 October 2009. It was proposed that authority be delegated to an Officer with reference to the Chairs of the Board and Audit & Finance Committee prior to dispatch.

The CEX confirmed the new approach to the provision of the Financial Health of the Company at future meetings.

The CEX informed the Board that the Fire Authority had issued an Enforcement Notice on the Company in relation to one of the high-rise blocks. The matter was to be published by Inside Housing on 25 September 2009. The CEX confirmed that there had been positive engagement with the Fire Authority.

The CEX informed the Board that the results from the Staff Survey would be considered in detail by the Human Resources & Remuneration Committee.

The CEX gave a brief update on the accommodation plan and that negotiations were still ongoing.

The CEX congratulated the Director of Housing Operations and the team for the work involved in the review of the Allocations Policy, a draft copy of the Policy is available to the Board Members.

The Board was advised that NCC and NCH had been allocated funding to build eight (8) new homes on a former garage site at Clifton.

The CEX gave a brief update on the Company's response to the TSA consultation paper.

The Board was advised that the Company had been invited to submit a tender for a sub-regional choice based lettings scheme for three neighbouring borough councils (Gedling, Broxtowe & Rushcliffe). A bid was submitted on 24 September 2009. The CEX outlined the costs to the Board.

Ade Aderogba MBE referred to the apprenticeship scheme and ethnicity of the apprentices. The CEX advised that the apprentices recruited all reside within the City boundary and represented the community. Paul Rowe suggested that the apprentices be invited to attend the next Board Meeting to meet with the Board.

The Board noted the report.

09/08 COMMITTEE CHAIRS ANNUAL REPORT

09/08.1 Audit Committee

The Board noted the Annual Report.

09/08.2 Human Resources Committee

The Board noted the Annual Report.

09/08.3 Performance & Regulatory Committee

The Board noted the Annual Report.

09/09 BUSINESS PLAN

The Director of Strategy & Partnership (DSP) presented a report which updated the Board on the proposed planning timetable for the development of the Company's 2010-2013 Business Plan. The DSP informed the Board that it had been agreed with NCC.

The DSP highlighted key consultation dates one of which was 12 October 2009 for consultation on the self assessment. The DSP confirmed that the results of which will be fed back to the Board at the Away Day on afternoon of 15 October and the morning of 16 October 2009. The Board was asked to inform the Company Secretary of their attendance at the Away Day.

The CEX informed the Board that there had been a significant increase in customer satisfaction, there had been a year on year improvement recorded. The CEX asked the Board to consider rewarding the organisation for the achievement with an extra day's leave for all employees at Christmas. The CEX proposed the extra day be a "one off" and given on Christmas Eve to keep staff motivation high. The Board agreed to the extra day. The CEX advised that an announcement would be made at the staff conference in November. It was suggested that a commemorative diary from the Board be issued, it was agreed that the Chair would consider this.

The Board noted the report.

09/10 TENANCY & ESTATE MANAGEMENT MODERNISATION PLAN

The Director of Housing Operations presented a report which outlined the Company's plans for the modernisation of the tenancy and estate management.

The DHO informed the Board that the consultation process had commenced with NCC and staff and progress to be reported to the Housing Management Committee (HMC).

The DHO made reference to the accommodation strategy, the housing office network, and that the STATUS survey results had highlighted that approximately eighty per cent (80%) of the tenants prefer to make contact by telephone or more modern methods.

Malcolm Wood made the Board aware of the Neighbourhood Transformation strategy and raised concern about the provision of a housing base in the west area of the City. A discussion followed about the service in the Bilborough area. The DHO advised the Board that the matter would be for consideration by the HMC.

RESOLUTIONS

The Board

- 1. noted the direction of travel as outlined; and**
- 2. delegated the development of the proposals to the Housing Management Committee**

09/11 LETTABLE VOID REDUCTION

The DHO presented a report which outlined the recovery actions in place to reduce the lettable voids to three hundred (300) by March 2010.

The DHO confirmed the current level of voids as four hundred and eighty-four (484) and confirmed that the Company was already on target for the reduction. The Board was advised that the amount spent on each void was significantly lower than other organisations were achieving.

The Board discussed the specification of works and that the Company needed to be mindful about how neighbouring tenants view the level of works undertaken on each void property.

It was agreed that the matter crossed over the Housing Management and the Property Services Committees and it was likely that the matter would be discussed at both over time.

RESOLUTION:

The Board noted the actions being implemented to recover the lettable void reduction for the year end.

09/12 FORWARD PLAN

The Board noted the Forward Plan.

09/13 ANY OTHER BUSINESS

None.

09/14 DATE OF THE NEXT MEETING

The Board agreed that the date of the next meeting is scheduled for 26 November 2009 in the Board Room, 14 Hounds Gate, Nottingham, NG1 7BA.

The Meeting ended at 7:30 pm

SIGNED..... DATE.....