

NOTTINGHAM CITY HOMES

REPORT OF THE COMPANY SECRETARY &
SOLICITOR

THE BOARD
27 JANUARY 2010

FEEDBACK FROM COMMITTEES

1 SUMMARY

1.1 This report updates the Board of the business considered by the Committees:

2 RECOMMENDATIONS

2.1 It is recommended that the Board note the report.

3 REPORT

3.1 At the November 2009 Board meeting it was agreed that in order to improve the communication between Board and the Committees the Committee Chairs supported by the relevant Director would present information as to the issues being considered by their respective Committee. All committees had now met and this report was the first feedback report. A report providing feedback will be a standing item on the future Board Agenda.

3.2 It had been further proposed that the Chief Executive was to give consideration to holding regular joint meetings with the Chairs of the respective committees, the Chair and Vice Chair of the Board to ensure connectivity between the Board, its committees and the Executive Management Team.

3.3 The Board was also advised of the importance in keeping the Board and the Executive Management Team informed of the progress of the work of the committees. Accordingly, it was agreed that all committee papers, agendas and minutes would be available on the internet and that if paper copies were required then these could be supplied by the Governance Team on request.

4 FEEDBACK

4.1 Finance & Audit Committee

The first Finance & Audit Committee met on 11 November 2009 and Malcolm Wood was appointed as Chair of the new Committee.

The Committee scrutinised the half yearly report for NCH and reviewed the outstanding actions from previous audit reports.

The Committee reviewed the proposed new financial regulations and recommended approval by the Board. The Committee also reviewed the following final audit reports:

- Risk Management Review of the Integration Arrangements;
- Review of the Major Repairs Arrangements;
- Review of the Budgetary Control Arrangements;
- Review of the Contract Services Payroll Arrangements; and
- Half-year Internal Controls Assurance Update Report

As a confidential item the committee receives an update on the fraud register from the Company Secretary.

The Committee meets again on 8 February when it will scrutinise the third quarter financial information of the company. It will review the new reports from internal audit and outstanding actions. The internal audit plan for 2010/11 will also be presented for approval. The latest progress on the budget for 2010/11 will also be presented.

4.2 Property Services Committee

The first meeting of the Property Services Committee was held on 16 November 2009 and Paul Rowe was appointed as the Chair of the new Committee. The Committee held its second meeting on 18 January 2010 the highlights of the meeting were:

Great British Refurb

The Committee were given a presentation on the probable scenarios which will drive the future of investment in Social Housing. The key points were;

- 80% or more of our current stock will still be being used in 2050
- We need to reduce the energy use in that stock by at least 80%

Further detail was given on why this will be important to NCH and our tenants, in particular the impact upon fuel poverty and the way in which NCH is responding to this emerging agenda. The members of the management team agreed to outline an action plan to enable the non executive members to monitor the progress on this issue.

The presentation will be made available to all board members.

Decent Homes Update

The committee discussed the latest update report on Decent Homes and noted the success in receiving the full 2010/11 allocation from HCA

Better Practice Review

A wide ranging discussion took place regarding the immanent implementation of the Hand Held devices and the supporting technology on March 23rd 2010 and the discussions around the package for new payment systems which are currently taking place with a variety of stakeholders. This will be developed at the January board meeting.

Risk Register (High Level Risks)

Following the presentation of a report by the Director of Property Services on the risks associated with the management of the housing stock, a debate took place to determine how non executive board members might challenge and influence the mitigation measures put in place by the NCH Property Services management team.

It was agreed that the members of the management team would provide bulleted reports, starting with the most visible risk areas before each Committee meeting to allow an informed debate to take place.

Property Services Committee Blog

The members of the management team agreed to follow up a suggestion from the Committee to develop a blog page for all members of the meeting to enable each party to be updated with current issues.

4.3 Housing Management Services Committee

The first Housing Management Services Committee met on 17 November 2009 and Janet Storar was appointed as Chair of the new Committee.

The Committee agreed the Terms of Reference and Delegated Powers subject to ratification from the Board.

The Financial report was agreed but more detail in the report was requested for future committees.

The Committee noted that there were still some actions outstanding from Audit Register but were satisfied these were being pursued with the City.

The Committee commended the work that had been done in producing the draft Allocations Policy which has been put forward to NCC for approval. The Committee were impressed with the detailed analysis of supply and demand which had been undertaken to inform the Policy development.

The Committee was updated on the progress of the sub regional CBL bid which had been submitted. They were advised that the sub regional partners had decided not to award a contract as they were unable to fund on-going costs.

An updated position was given on voids. The Committee asked for this to be a standing item on the agenda whilst performance remained of concern.

The Chair asked for an update on garage allocations and was advised that a report suggestion a way forward had been submitted to NCC. It was agreed that the Committee would be kept updated on progress.

It was agreed that a working group would be established to work with officers and other partners to progress the sheltered housing review and the modernisation of Tenancy and Estate Management service.

The Committee received a report on performance. They noted the good progress which has been made on the in year collection of rent which

exceeded 100% . Committee were advised that more work was now being undertaken on former tenant arrears. Committee noted the report.

Committee agreed a forward plan for the coming year.

The Committee meets again on 17 February 2010.

4.4 Business Development Committee

The first Business Development Committee met on 3 December 2009 and Tim Bell was appointed as Chair of the new Committee.

The Committee considered the following items:

The development of our ten year management agreement with NCC, based on NCH being a strategic partner to the Council, positioned to undertake a broader role with the flexibility to develop new services and business opportunities.

The development of our three year Business Plan.

Activity and performance in relation to our major push on Equality & Diversity.

A position statement on NCH Partnerships, including an outline of the different types of partnerships (ranging from joint working arrangements, to constructor partners and Service Level Agreements), links with the wider agenda such as Nottingham City Council's Thirteen Challenges and the One Nottingham Strategic Themes, and the commencement of an evaluation exercise to assess the value of our partnership arrangements

The Committee meets again on 17 March 2010.

4.5 Human Resources & Remuneration Committee

The first Human Resources & Remuneration Committee met on 11 January 2010 and Janet Storar was appointed as Chair of the new Committee.

The Committee agreed its new Terms of Reference which have been submitted to the Board for approval. These now exclude responsibility for Health and Safety. Property Services and Housing Management Committees will take on responsible for health and safety in their areas while risk and strategy matters will now come under the Board.

The Committee also reviewed the Organisational Development Department risk register and agreed that an audit should be conducted of the Health and Safety function, and that Appeals training should be arranged for Board Members.

The Committee also considered the outcomes of the 2009 Employees Survey and the measures being put in place to promote management and employee development, equalities and communication. An update was also provided on the Property Services review.

Finally, it was noted that a new job evaluation scheme (the Greater London Provisional Council Scheme) was likely to be introduced in line with a decision previously made by the Company.

The Committee meets again on May 2010.

4 OTHER OPTIONS

4.1 None.

5 FINANCIAL & RISK IMPLICATIONS

5.1 None.

6 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES

6.1 Improved communications between the Board Members and the Executive Management Team ensures consistency and better understanding of issues managed by the Company.

7 VALUE FOR MONEY & EFFICIENCY ISSUES

7.1 A Board that is fully informed will be more efficient and effective

8 EQUALITY & DIVERSITY IMPLICATIONS

8.1 None.

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

9.1 None.

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