

THE BOARD

MINUTES of the **Public Meeting** held on **26 NOVEMBER 2009** at 14 Hounds Gate from 5:35 pm to 7.30 pm.

Board Members:

Ade Aderogba MBE
Tim Bell
Merlita Bryan
Dave Bennett-Bull
Peter Linford
Margaret Pugsley
Paul Rowe Arrived 5:45 pm
Valerie Schneider
Janet Storar (Chair)

Also in Attendance:

Julie Crook	Director of Finance, ICT & Governance
Mark Johnson	Director of Property Services
Chris Langstaff	Chief Executive
Janet Locker	Senior Governance Officer
Alison Mapp	Company Secretary & Solicitor
Gill Moy	Director of Housing Operations
George Pashley	Director of Organisational Development
Amanda Schofield	Director of Strategy & Partnerships

09/15 WELCOME, INTRODUCTIONS & CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting and asked the attendees to introduce themselves for the benefit of the new Board Members.

09/16 APOLOGIES FOR ABSENCE

Apologies were received from Suhail Hashmi and Malcolm Wood.

09/17 DECLARATIONS OF INTEREST

None.

**09/18 CONFIRMATION OF MINUTES OF THE MEETING HELD ON
24 SEPTEMBER 2009**

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

09/19 MATTERS ARISING FROM BOARD MINUTES

None.

09/20 COMPANY SECRETARY'S REPORT

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

09/20.1 Casual Vacancy

The Board was advised that the Tenant & Leaseholder Congress (TLC) had met the previous evening and discussed the two nominations to the Board. The TLC voted to put both nominations forward to the Board for consideration.

The Board was advised that the two nominees would submit an application form which would be assessed initially by the CSS. The Board was informed that the nominees currently held positions of the Chair of an Area Panel.

09/20.2 Terms of Reference

The Board was asked to consider the new Committees Terms of Reference who had held their first meetings. The Board was informed that the Business Development Committee was to meet on 3 December 2009 to consider their Terms of Reference and recommend ratification by the Board at the next meeting.

09/20.3 Management Agreement

The CSS advised the Board that the matter had been discussed at the meeting held in November 2008.

The Board was advised that an interview panel consisting of the CEX, CSS and a representative from Nottingham City Council had interviewed three firms of Solicitors. The panel agreed to appoint Anthony Collins Solicitors who were now working to a tight timetable. The CSS confirmed that the first draft had already been received.

The Director of Strategy & Partnerships confirmed that the matter would be discussed at the first meeting of the Business Development Committee and that Tim Bell would be the Board's representative and lead on the matter outside of the Board meeting.

The CSS would report back to the next meeting of the Board.

09/20 Compensation Payments

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

The CSS confirmed that the payments related to those made in

accordance with a tenant's right to compensation for improvements. The Board was informed that Property Services Asset Management team had confirmed the payments met the criteria under the scheme.

The Board authorised the payments.

RESOLUTION :

The Board:

- 1. noted the position regarding the Casual Board Member vacancy;**
- 2. approved the Terms of Reference and delegated powers for the Finance & Audit, Property Services and Housing Management Committees;**
- 3. noted the progress of the review of the Management Agreement between Nottingham City Council and Nottingham City Homes; and**
- 4. authorised the two compensation payments in excess of one thousand pounds (£1k).**

09/21 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 was delighted to advise the Board that the Company had received notice of the award of an ASB accreditation and that the ISO Inspectors had carried out a three day inspection and had found no non compliance to our procedures and processes.

Tim Bell raised the matter of the fire safety programme and sought confirmation in respect of the fire risk assessments, costs, how the risk would be managed and when the works would be completed.

The CEX invited the Director of Organisational Development (DOD); who is the Chair of the senior management group managing the programme; to give an update. The Board was informed that the group had identified Highcross Court as the Company's first priority and the works were due to be completed within the next five to six weeks, then works on Highurst and Clifford Courts would follow on.

The Board was advised that a priority list of the twenty-one high-rise had been produced and the cost per high-rise was expected to be within the region of one hundred and fifty thousand to two hundred thousand pounds (£150 - £200k). The DPS confirmed a two-year programme to upgrade the high-rise was being developed at a cost of four million pounds (£4m).

The CEX informed the Board that a Freedom of Information Act 2000 access to information request from the BBC had been received and responded to in relation to the fire safety issues.

Paul Rowe made reference to the gas leak incident. The DPS confirmed that the incident had been reported the HSE via RIDDOR and confirmed that sixty-seven properties of the same archetype had been identified where there was a potential for the same incident to occur. Paul Rowe advised that the sub contractor's method statement should highlight the issue as a major risk.

The Board noted the report.

09/22 FINANCE REPORT

The Director of Finance, ICT & Governance (DFIG) presented the report which contained a financial overview for the Company.

The DFIG presented the Board with the details of the current number of void properties. The Board was informed that the number of voids had increased since the budget was set last year and accounted for one of the reasons why budget estimates were not being achieved in the current financial year.

Dave Bennett-Bull raised concern about the number of voids and the amount of money spent to bring them back into use in light of the efficiency savings needed to be made over the coming years. Peter Linford supported his fellow Board Member in his concern.

The Director of Housing Operations (DHO) re-assured the Board that appropriate action had been taken which included a change of management of voids and a review of processes and any improvements will need to be sustainable.

The CEX advised that it was important for the Board to remain focussed on the issue of the void properties and confirmed that three of the Committees were monitoring the matter.

The Board noted the report.

09/23 BUDGET 2010/2011

The DFIG advised the Board that the draft determination had still not been received and explained the difficulties being experienced by the Company as a consequence.

The CEX gave re-assurance to the Board that the Company was monitoring the budgets closely to identify any potential savings.

The Board noted the update.

09/24 GOVERNANCE REVIEW – REVISED FINANCIAL REGULATIONS

The DFIG presented the report and amended Standing Orders Part 2: The Financial Regulations following the annual review. The amendments were highlighted in blue for ease of identification. The Board welcomed this.

Tim Bell suggested further amendments to the Financial Regulations mainly to Section 1.4.2 , Section 2.1.2 and Section 2.9.3 to include the recommendation of all

Board Members, will be reviewed at least annually, and the Management Letter to be sent to the whole Board.

RESOLUTION:

The Board approved the Company's revised Standing Orders Part 2: Financial Regulations subject to the minor amendments in Sections 1.4.2, 2.1.2 and 2.9.3.

09/26 MODERNISATION OF TENANCY & ESTATE MANAGEMENT SERVICES – CESSATION OF CASH COLLECTION

The Director of Housing Operations presented a report which outlined the Company's proposal to formally consult with tenants, employees and other stakeholders on the withdrawal of cash collection and the revenue collector services.

The DHO informed the Board that the cessation of cash collection had been raised at the recent TLC meeting and it was reported that they understood why the Company was proposing the change of service.

Dave Bennett-Bull remarked that the DHO had done an excellent job in keeping people informed.

Tim Bell asked that given that the Board had a full discussion in the past could the paper be re-circulated.

RESOLUTIONS

The Board agreed to the commencement of a formal consultation process with tenant, employees and other key stakeholders on the cessation of cash collection in the area offices and the withdrawal of the revenue collection service by 31 March 2010 subject to the approval from the Nottingham City Council.

09/27 FORWARD PLAN

The Board was informed that the CEX would meet with the Chair and Vice Chair to populate of the forward plan and should any Board Member wish to add further items they may do so via the Governance or the Chair.

The Board noted the Forward Plan.

09/28 ANY OTHER BUSINESS

09/28.1 The DSP informed the Board that the water issue reported by the BBC earlier that day had been resolved.

09/28.2 The Board was informed that the CEX and the DSP had the opportunity to meet the cabinet and in particularly with the Housing Minister.

09/29 DATE OF THE NEXT MEETING

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

The Meeting ended at 7:20 pm

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