

NOTTINGHAM CITY HOMES

REPORT OF THE COMPANY SECRETARY & SOLICITOR

THE BOARD
27 JANUARY 2010

COMPANY SECRETARY'S REPORT

1 SUMMARY

- 1.1 This report sets out the current administrative and governance issues requiring consideration by the Board.

2 RECOMMENDATIONS

It is recommended that the Board:

- 2.1 approve the appointment of Kevin Butt as a Casual Board Member for a term of office until the next Annual General Meeting;
- 2.2 approve the terms of reference and powers delegated to the Business Development Committee and Human Resources & Remuneration Committee; and
- 2.3 approve the reviewed forthcoming meeting dates for the Board and its Committees

3 REPORT

3.1 Casual Vacancy

At the meeting in November 2009, the Board was informed that two formal nominations had been received for consideration; following the meeting one of the candidates withdrew their interest leaving Kevin Butt the only candidate. Kevin Butt subsequently completed and submitted an application form.

Kevin Butt's application was assessed by a recruitment panel the Chair, Vice Chair and the Company Secretary on the 11 January 2010 to ensure that he had attained at least base level competency in the skills required of a board member.

The recruitment panel recommend the appointment of Kevin Butt to the Board as the Casual Board Member for a term of office until the next Annual General Meeting scheduled on 7 October 2010.

3.3 Revised Governance Structure – Terms of Reference

Following the Board's formal approval of the revised governance arrangements, all committees have now met to determine their proposed terms of reference and delegated powers, subject to approval by the Board.

The terms of reference for the Business Development Committee and the Human Resource & Remuneration Committee are attached to this report at Appendix A and B respectively for comments and approval of the contents.

3.4 Meeting Planner 2010 and 2011

At the November 2009 Board meeting, the Chief Executive proposed that the Board and Committee meetings dates be reviewed in that the Board would move to quarterly meetings, the Finance & Audit and the Business Development Committees would continue to meet quarterly and the two service Committees (Property Services and Housing Management Services) would move to meet bi-monthly meetings.

The Board will note that the dates for the Human Resources & Remuneration Committee are not identified in the meeting planner the Committee will continue to meet as and when necessary.

The proposed Meeting Planner for 2010 and 2011 is attached to this report at Appendix C for the Boards comments and approval.

4 OTHER OPTIONS

4.1 None.

5 FINANCIAL & RISK IMPLICATIONS

5.1 Board succession planning, training and development costs are included within the current budgetary provision.

6 IMPLICATIONS FOR NOTTINGHAM CITY HOMES OBJECTIVES

6.1 Ensuring that the Board is working towards appropriate levels of diversity and a range of experience and skills within its own composition is considered to be a crucial for the achievement of NCH objectives.

7 VALUE FOR MONEY & EFFICIENCY ISSUES

7.1 An appropriately skilled Board will be more efficient and effective

8 EQUALITY & DIVERSITY IMPLICATIONS

8.1 Effective governance arrangements and a diverse Board will ensure that equality and diversity issues remain a continued focus for the Company.

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

9.1 Memorandum and Articles of Association and Standing Orders

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