

THE BOARD

MINUTES of the **Public Meeting** held on **25 MARCH 2010** at 14 Hounds Gate from 5:32 pm to 7.40 pm.

Board Members:

Ade Aderogba MBE
Tim Bell
Dave Bennett-Bull (left at 7:00 pm during agenda item 12)
Merlita Bryan
Kevin Butt
Suhail Hashmi
Peter Linford (left at 7:00 pm during agenda item 12)
Margaret Pugsley
Paul Rowe
Valerie Schneider
Janet Storar (Chair)
Malcolm Wood

Also in Attendance:

Julie Crook	Director of Finance, ICT & Governance
Janet Glass	Head of Business Improvement & Development
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
Michael Guest	Michael Guest Associates – Observer
Amanda Schofield	Director of Strategy & Partnership

09/45 WELCOME, INTRODUCTIONS & CHAIR'S ANNOUNCEMENTS

The Chair opened the meeting and asked the attendees to introduce themselves for the benefit of Michael Guest.

09/46 APOLOGIES FOR ABSENCE

None received.

09/47 DECLARATIONS OF INTEREST

None.

**09/48 CONFIRMATION OF MINUTES OF THE MEETING HELD ON
27 JANUARY 2010**

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

09/49 MATTERS ARISING FROM BOARD MINUTES

09/49 .1 **Minute 09/36.2** Ade Aderogba reminded the Chief Executive (CEX) that the organisational chart was still to be circulated to Board Members.

09/50 COMPANY SECRETARY'S REPORT

The Company Secretary & Solicitor (CSS) presented the report.

09/50.1 Board Succession Planning

The Board was informed that four Board Member vacancies would arise in the year 2010 due to the retirement provisions with the Company's Articles of Association and the stepping down of the Casual Board Member in October 2010. The Board was reminded of the requirement to annually review the Co-opted Members.

A recruitment plan and timetable would be available for consideration at the next meeting of the Board.

09/50.2 Retirement Provisions

The Board was informed that the three longest serving Board Members, Valerie Schneider a Tenant Board Member, Tim Bell, and Peter Linford, Independent Board Members will be required to step down from office at the next Annual General Meeting (AGM). The Board was reminded that all three Board Members would be eligible to re-stand.

09/50.3 Tenant Board Member Recruitment 2010

The Board was asked to consider whether a change in policy in relation to the recruitment of the Tenant Board Members was required in order that diversity and geographical under representation could be redressed.

Malcolm Wood raised a point of the rationalisation of the housing offices and the reduced ability to widely advertise the vacancies. In response the CSS assured the Board that steps would be taken to ensure widespread advertising.

Margaret Pugsley suggested that in order to encourage and enable tenants and leaseholders; who are already involved with the Company; to become Board Members training be provided to assist them with the transition from being a Tenant representative to a Board Member.

The CEX advised the Board that there was a need for a clear longer term strategy to encourage and enable tenants and leaseholders to take part. This had been one of the reasons that the Tenant & Leaseholder Involvement Team had been moved to the Strategy & Partnership Directorate to give help and support to those people who wanted to be more involved.

Following discussion the Board agreed that a review of the process was required to include a clear strategy and a consultation process.

09/50.4 Independent Board Member Recruitment 2010

The Board was reminded of the recruitment process and that two Independent Members would be required to retire from office at the AGM.

09/50.5 Co-opted Board Member Appointments

The CSS confirmed that the Board had the ability to have a maximum of two Co-opted Board members. Suhail Hashmi, who has a financial background, had been appointed one position. The Board was asked to consider whether the second appointment should be filled at the next Board Meeting or to wait until the AGM in line with the Independent Board Member Recruitment process.

The Board agreed to wait until the AGM.

09/50.6 Board Appraisals

The Board had recently appointed Michael Guest to assist the Chair with the Board Member appraisals. Four dates had been identified to undertake the individual appraisals and the first was scheduled for 13 April 2010.

The Board was reminded to return the completed self assessment forms as quickly as possible.

The CSS informed the Board about the forthcoming training events. Concern was raised by the Board in relation to the Appeals training and that should a Member be involved on an appeal it would expose them at tribunals. The Director of Organisational Development (DOD) advised the Board that the process is to be reviewed and the Boards concerns had been noted.

09/50.7 Declarations of Interest

The Board was reminded of the requirement to return the completed declaration of interest form and that the matter is monitored by the Finance & Audit Committee.

09/50.8 Board Member Attendance

The Board was reminded that attendance at the Board and Committee meetings was monitored and individual attendance records would be sent out on a quarterly basis.

09/50.9 Board Members Expenses

The CSS updated the Board on the expenses paid on travel and other subsistence expenses during the financial 2009 – 2010. The Board was advised that the expenses policy would be reviewed as part of the Standing Order: Part 1 – Governance.

09/50.10 Review of the Company Standing Orders

The Board was informed that following the review of the Standing Order: Part 3 – Financial Regulations, Parts 2 and 3 were now under review and expected to be submitted to the Board for approval in June 2010.

09/50.11 Housing Management Services Committee – Terms of Reference

The Board was asked to consider the amended Terms of Reference for the Housing Management Services Committee following transfer of the Tenant & Leaseholder Involvement Team from the Housing Directorate to the Strategy & Partnership Directorate, the Terms of Reference and Delegated Powers had been amended.

The Board approved the Terms of References.

RESOLUTION:

The Board:

- 1. Considered and agreed the preparations for the Board Successions Planning to include:**
 - (i) the retirement provisions in accordance with the Company's Articles of Association;**
 - (ii) a review of the Tenant Board Member Recruitment process;**
 - (iii) noted the Independent Board Member Recruitment process;**
 - (iv) noted the requirement to annually review the Co-opted Board Member appointments;**
 - (v) noted the Board appraisal and training programme;**
 - (vi) noted the Board and Committee Attendance requirements;**
 - (vii) noted the Audit recommendations of the timely submission of the Declarations of Interests;**
 - (viii) noted the Board meeting attendance requirements;**
 - (ix) noted the Board Members expenditure for the financial year 2009 – 2010;**
 - (x) noted the update of the review of the Company's Standing Orders; and**
 - (xi) approved the amendment to the Terms of Reference and Delegated Powers for the Housing Management Services Committees.**

09/51 THE CHIEF EXECUTIVE'S UPDATE REPORT

The Chief Executive (CEX) presented a report which was for information only and provided an update on the ongoing key issues for the Company.

The Board noted the award entries.

The Board requested that congratulations be passed on to the Communications & Marketing team.

The Board noted the report.

09/52 FINANCE REPORT

The Director of Finance, ICT & Governance (DFIG) presented the report which sought approval of the Nottingham City Homes (NCH) budget for 2010 – 2011. The Board was advised that Nottingham City Council had recently approved the Housing Revenue Account (HRA) budget which had included the fee for NCH and the rent and service charge increases for 2010 – 2011.

RESOLUTION:

The Board approved the Nottingham City Homes Budget for the financial year 2010 – 2011.

09/53 NOTTINGHAM CITY HOMES 2010 - 2013 BUSINESS PLAN

The Director of Strategy & Partnership presented the report which provided the Board with the final version of the Business Plan and included the Board's previous comments.

Tim Bell was of the opinion that the target for sickness absence and was not ambitious, in response the DOD informed the Board that the point would be clarified, but the target was expected to reduce to ten days over the next two to three years.

Concern was raised in relation to the post decent homes period and the CEX advised the Board that it was related to the asset management plan for Council housing stock and the Company was in the process of engaging with NCC.

RESOLUTION:

The Board:

- 1. approved the Business Plan 2010 – 2013; and**
- 2. approved the Company headline performance targets for 2010 – 2013.**

**09/54 NOTTINGHAM CITY COUNCIL HOUSING REVENUE ACCOUNT (HRA)
– CAPITAL PROGRAMME ELEMENT**

The DFIG presented the report and advised that part of the report referred to the Public Sector Housing Capital Programme, a significant part of which was managed by the Company.

The DFIG reported that since the Asset Management Plan 2007 – 2013 had been produced there have been changes in the economic environment.

The Board discussed the risk of radon gas and it was confirmed that the Property Service Committee was looking into the issue and risk factors.

The CEX informed the Board that the Company had been recognised nationally in relation to procurement and had been invited by the Government to establish an East Midlands Group. The Company had been offered two hundred and sixty-five thousand pounds (£265k) to establish the group. The CEX advised that there would be obligations that could contribute significantly to the Company's new business opportunities.

The Board requested that congratulations be passed on to the DPS and the team.

RESOLUTIONS:

The Board approved the implementation of the 2010 – 2011 Capital Programme by Nottingham City Homes in line with the City Council's approved Housing Revenue Account for the same period.

09/55 HOUSING FINANCE REVIEW

The DFIG reported that the Government had issued the consultation paper in July 2009 which was concluded in October 2009 with two hundred and thirty-three (233) responses. The Company was now awaiting the next stage in the process.

The CEX shared the information that had been received earlier in the day with the Board and advised that the outcome looked favourable for the Company.

The CEX advised that the Company would work closely with NCC and the tenants and consultation events would be organised.

The CEX stated that this would be the biggest decision that Nottingham would make in terms of housing finance and therefore there was a need to spend more time on this matter.

The Board noted the update.

09/56 MANAGEMENT AGREEMENT

The CEX advised that the Company was unable to share the report with the Board at this point.

Tim Bell, as lead Board Member, was invited to update the Board. Tim Bell advised that the Business Development Committee had been tracking one or two issues on behalf of the Board which had not progressed as well as expected.

The CEX reported that NCC was planning to take a report to the Executive Board on 1 April 2010, but the report remained in draft. Negotiations on key issues were still ongoing.

The Board was of the opinion that it should be involved in working up of the Management Agreement drafts and considered whether the Board should call an urgent meeting. It was agreed that should the report be available notice would be issued to call the meeting.

RESOLUTIONS:

The Board:

- 1. noted the update; and**
- 2. agreed to call an urgent meeting at short notice should the report from Nottingham City Council be available.**

09/57 MODERNISATION OF TENANCY & ESTATE MANAGEMENT SERVICE, INCLUDING THE CASH COLLECTION

The CEX presented the report.

The Chair confirmed that the Housing Management Services Committee had debated the matter rigorously and the matter was now before the Board for ratification.

RESOLUTIONS:

The Board:

- 1. approved; subject to consultation with staff and Trade Unions; the closure of payment desks in the Aspley, Bestwood, Bilborough, Lenton and St Anns offices to achieve savings of two hundred and fifty thousand pounds (£250k) and to mitigate the risk of cash on Company premises. Closures should be phased during the period May to July 2010;**
- 2. approved; subject to consultation with staff and Trade Unions; the cessation of the Rent Collection service, currently delivered to four hundred and fifty-four (454) vulnerable tenants. Whilst this will achieve savings of thirty-eight thousand pounds (£38k), the**

primary consideration is the health and safety of the 1.6 full time equivalent (FTE) collectors who are carrying significant amounts of cash on their person. The service should be stopped as soon as is practicable following one to one support provided to each collector service customer; and

- 3. noted the progress made in the wider modernisation plans for the Tenancy and Estate Management service.**

09/58 ANY OTHER BUSINESS

None.

09/59 DATE OF THE MEETING

The Board agreed that the date of the next meeting is scheduled for 10 June 2010 in the Board Room, 14 Hounds Gate, Nottingham, NG1 7BA.

The Meeting ended at 7:40 pm

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