

NOTTINGHAM CITY HOMES

PROPERTY SERVICES COMMITTEE

MINUTES of the **Public Meeting** held on **22 MARCH 2010** at 14 Hounds Gate 5:05 pm to 6:50 pm

Present

Committee Members:

Dave Bennett Bull

Suhail Hashmi

Paul Rowe (Chair) Arrived at 6:35 pm

Margaret Pugsley

Also in Attendance

Steve Hale Assistant Director – Asset Management

Mark Johnson Director of Property Services

Jan Locker Senior Governance Officer (Minute Taker)

Gary Whittaker Assistant Director – Commercial Delivery

09/30 WELCOME, INTRODUCTIONS & ANNOUNCEMENTS

The Director of Property Services (DPS) informed the Committee that the Chair had been delayed and had asked that the DPS to chair the meeting until the Chair's arrival.

09/31 APOLOGIES FOR ABSENCE

An apology for absence was received from Hassan Ahmed.

09/32 DECLARATIONS OF INTEREST BY BOARD MEMBERS AND OFFICERS

None declared.

09/33 MINUTES OF MEETING HELD ON 18 JANUARY 2010

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

09/34 MATTERS ARISING

Minute 09/25 - Confirmation was sought by Margaret Pugsley on the status of 53 Brindley Road. The Assistant Director of Asset Management (ADAM) informed the Committee that the property had been let but had been returned to stock due to personal

circumstances of the proposed new tenant. The property and had now been re-advertised for let.

09/35 DECENT HOMES UPDATE

The ADAM gave an update to the Committee on the current progress and budget status of the Decent Homes programme (Secure, Warm, Modern). The Committee was advised that the Company had now entered in to a period of intense activity.

The Committee was informed that had been short-listed for a number of industry awards, Housing Heroes Award and National Federation of ALMOs Award for procurement and apprentices respectively.

The Property Services Committee noted the report.

09/36 WARM HOMES – GREENER HOMES

The (ADAM) informed the Committee that the Governments Strategy for Household Energy Management (SHEM) would be the blue print for the next Asset Management Strategy. The ADAM highlighted the main elements of the strategy.

Suhail Hashmi raised a point about the new energy company obligation in providing assistance to those least able to pay and suggested that a better understanding of what was meant by those least able to pay as the Company had a lot of vulnerable tenants.

The Property Services Committee noted the report.

09/37 FINANCIAL REPORT

The DPS gave an oral update on the Property Services financial position and confirmed that a more detailed financial report would be presented to the Board

The Committee was informed that Property Services have an annual spend of forty million pounds (£40m) of which around thirty five million pounds was spent on day to day repairs. The DPS reported that Property Services had been forecast to overspend the budget by approximately one million, six hundred thousand pounds (£1.6m) based on period eleven.

The overspend had placed the Company in an adverse position in relation to the Repairs Contract, which had been due to the cut in the original budget allocation and that productivity had been lower than assumed in the contract.

The Property Services Committee noted the report.

09/38 RISK REGISTER (ASSET RELATED RISKS)

The DPS presented the report which set out the four areas of risk for consideration by the Committee.

The Committee agreed that communication was important and that information should be circulated to the tenants.

RESOLUTIONS:

The Property Services Committee:

- 1 noted the report; and
- 2 agreed that the Asset Management Risks report should form the basis of a new approach to be formulated in to the Nottingham City Homes Asset Management Strategy.

09/39 HEALTH & SAFETY

09/39.1 Incidents

The Assistant Director Commercial Delivery informed the Committee that for the period January and February 2010 there were eleven incidents of which five incidents were reported to RIDDOR. In total forty working days absence had been lost to accidents at work.

The Committee was advised that manual handling was still a cause of concern and that a review of the training had been undertaken and changes implemented and monitored by the Health & Safety team.

The Committee was informed that regular updates were available on the Company's intranet.

09/39.2 Work at Height

The Committee was informed that since the last update that consideration was being given to work at heights certification for some specific teams in each trade.

09/39.3 Health & Safety Committee

The Committee was informed that a Health & Safety Committee group had been set up. The aim of the Committee was to involve everyone and to be more focused groups. It was noted that the Trade Unions had welcomed the approach.

09/39.4 Fire Safety

As previously reported by the ADAM improvement work continues on the high rise and good progress was had been made.

09/39.5 Health & Safety Training

The Committee was advised that employees would continue to receive training on asbestos and Legionella on a rolling programme.

Dave Bennett-Bull stated that all Board Members have responsibility for Health and Safety and should have knowledge of the management of health and safety systems. The Committee was informed that the training for the Board Members would take place in the summer.

The Property Services Committee noted the report.

09/40 PROPERTY SERVICES BLOG

The DPS confirmed that steps were being taken to develop a Property Services Blog and information would be circulated prior to the next meeting of the Committee.

The Property Services Committee noted the update.

09/41 FORWARD PLAN REVIEW

The DPS confirmed that the Forward Plan would be circulated prior to the next meeting of the Committee.

The Property Services Committee noted the update.

Paul Rowe arrived at 6:35 pm and resumed the Chair from Agenda item 13.

09/42 ANY OTHER BUSINESS

The Chair had agreed to take the following item under Any Other Business:

09/42.1 Audit Reports & Audit Register of Outstanding Actions

The DPS apologised to the Committee for omitting the report from the agenda. The Committee was advised that there were three outstanding recommendations, one priority two and two priority three. It was agreed that the target date for recommendation ref PS2, Review of Contract Services – Services Delivery Arrangements would be extended to May 2010.

RESOLUTIONS

The Property Services Committee:

- 1. were satisfied with both the current status of, and progress with, the implementation of actions agreed by management; and**
- 2. agreed to extend the target date for recommendation PS2 until May 2010.**

09/43 DATE OF THE NEXT MEETING

The Property Services Committee agreed that the date of the next meeting is scheduled for 24 May 2010, in the Board Room 14 Hounds Gate, Nottingham, NG1 7BA.

The meeting closed at 7:10pm.

Signed Date