

NOTTINGHAM CITY HOMES

PROPERTY SERVICES COMMITTEE

MINUTES of the **Public Meeting** held on **24 MAY 2010** at 14 Hounds Gate 5:05 pm to 6:50 pm

Present

Committee Members:

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)

Pete Smith Head of Procurement

Gary Whittaker Assistant Director – Commercial Delivery

09/44 WELCOME, INTRODUCTIONS & ANNOUNCEMENTS

The Chair welcomed the attendees.

09/45 APOLOGIES FOR ABSENCE

An apology for absence was received from Hassan Ahmed and Dave Bennett-Bull.

09/46 DECLARATIONS OF INTEREST BY BOARD MEMBERS AND OFFICERS

None declared.

09/47 MINUTES OF MEETING HELD ON 22 MARCH 2010

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

09/48 DECENT HOMES UPDATE

The Assistant Director of Asset Management (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 informed the delivery of the programme for the financial year 2009 – 2010 had finished on target and within budget. The overall customer satisfaction score was just over eight (8) out of a score of ten (10). The programme had delivered a KPI within the upper quartile.

The Committee was advised there were a number of posts being recruited to within the Project Team on fixed term contracts.

The Property Services Committee noted the report.

09/49 PRESENTATION ON SUSTAINABILITY – ‘CLIMATE CHANGE & FUEL POVERTY’

The ADAM gave a presentation. The Committee was advised that a copy of the slides would be forwarded to the Committee Members for information.

The Committee was informed that Eaga were interested in investing in a pilot scheme Nottingham, this was mainly due to the Company’s experience in large scale project delivery. There would be funding for one thousand properties situated in a poorer area of the city and which had a south facing aspect. Properties in the Aspley area had been identified.

The Committee was concerned that the decision to identify properties in the Aspley area would appear to be unfair and the Company should give serious thought how this would impact on other tenants in the City. The Committee was informed that the decision lay with Nottingham City Council (NCC).

The Director of Property Services (DPS) praised the ADAM for keeping Eaga interested in Nottingham.

The Property Services Committee noted the presentation.

09/50 BETTER PRACTICE REVIEW

The Assistant Director of Commercial Delivery (ADCD) updated the Committee of the progress made to date on the two remaining strands of the review being hand held technology and the payment scheme.

The Committee was advised that extensive tests have been undertaken with the hand helds and reported that they were now working as required. Five operatives had been issued with the hand held equipment. The Operatives had been positive so far.

Margaret Pugsley queried whether the whole workforce had been aware of the fact and was there any opposition. In response the Committee was advised that there was not so much opposition but concern about what affects there would be on pay.

The Committee was advised that the remainder of the hand held equipment would be rolled out in approximately four (4) weeks time.

The Director of Property Services informed the Committee that before the Company could enter the formal process of ninety day notice legal advice was being sought from Shoosmiths Solicitors and all of the relevant documentation needs to be complete.

The Property Services Committee noted the report.

09/51 END OF YEAR FINANCIAL REPORT

The DPS presented the end of year financial report and advised that a more detailed financial report would be presented to the Board.

The Committee sought clarification in relation to the financial position of the division. The DPS advised that the original budget from NCC had been over-spent by seven hundred thousand pounds (£700k) which had been based on the demand for responsive repairs. There were other factors to be taken in account.

It was agreed that the style of the report had made it difficult to understand the information presented.

The Property Services Committee noted the report.

09/52 RISK REGISTER (ASSET RELATED RISKS)

The DPS presented the report which set out the five areas of risk and mitigating actions to be taken.

The Head of Health & Safety (HHS) gave an update on the high-rise issues, including the planned rescue from Clifford Court and the fire at Highhurst Court on the same day.

The Committee was informed that the funding of the related cost was provided by NCCs capital programme.

The Committee advised that a serious accident had taken place in a lift in the Victoria Centre, the Company took immediate action to ensure all other lifts were safely operating and the Health & Safety Executive had been notified of the incident and was currently investigating the matter. The Company was unable to report on the health of the resident due to Data Protection. The Committee was informed that NCC had a contract to service the lifts but had disbanded the Lift Team and the Company picked up the contract work with the existence of a formal Service Level Agreement. NCC have been duly informed and NCC legal team are looking into the matter. It was noted that the Company was not happy with the existing lift contract with OTIS. The ADAM confirmed that the paperwork and process were in place.

The Property Services Committee noted the report.

09/53 HEALTH & SAFETY

The HHS presented a report which updated the Committee about health and safety and fire safety developments within the division for the period April and May 2010.

The HHS advised that for the two month period there were thirteen injuries and one ill health reported, which resulted in four of the injuries being reported to Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) and a loss of nine working days. The Committee was informed that the main cause of injury was still manual handling.

The Committee was concerned about the level of sickness following accidents and sought clarity in relation to paid sickness absences. The Committee was advised that all employees are paid. The DPS confirmed that steps were being taken to change the culture and re-assured the Committee that procedures were in place to manage sickness.

The Property Services Committee noted the report.

09/54 EFFICIENCY EAST MIDLANDS

The DPS presented the report which sought the Committee's support for the formation of the Efficiency East Midlands. The DPS confirmed that the report would also be submitted to the Board for approval.

The Head of Procurement informed the Committee that the formation of EEM was an exciting opportunity for the Company and explained the background to its formation. In March 2010 took up the challenge to secure two hundred and sixty thousand pounds (£260k) of funding to top create the formation of the consortium in the East Midlands.

The Committee was concerned about the amount of time the HD had spent promoting EEM and sought clarification on the benefits NCH would see, it was confirmed that NCH would benefit through value for money, volume procurement and all related costs charged to EEM.

RESOLUTIONS:

The Property Services Committee:

- 1. Noted the report;**
- 2. supported the formation of Efficiency East midlands supporting further cashable and non cashable savings; and**
- 3. make a recommendation to the Board for approval.**

09/55 AUDIT REPORTS & AUDIT REGISTER

The DPS informed the Committee that three audits had been completed. The Committee confirmed its satisfaction with the actions.

RESOLUTION:

The Property Services Committee:

- 1. Noted the content of the audit reports, notably the levels of controls assurance provided;**
- 2. confirmed its satisfaction that actions agreed in response to specific audit recommendations are adequate and appropriate;**
- 3. reviewed the Property Services Audit Register and confirmed its satisfaction with both current status of, progress with and the implementation of previously agreed management actions.**

09/56 FORWARD PLAN REVIEW

The DPS circulated a copy of the Forward Plan for agreement.

RESOLUTION:

The Property Services Committee agreed the Forward Plan.

09/57 ANY OTHER BUSINESS

None.

09/58 DATE OF THE NEXT MEETING

The Property Services Committee agreed that the date of the next meeting is scheduled for 19 July 2010, in the Board Room 14 Hounds Gate, Nottingham, NG1 7BA.

The meeting closed at 6:50pm.

Signed Date