



NORTH LINCOLNSHIRE HOMES BOARD MEETING

**Held on Wednesday 21 July 2010
5.30pm, Training Room, Meridian House**

MINUTES

Attendance:

Members:

Mark Harland (Chair)
Colin Boyce
Edna Kenyon
Richard Leach
Gordon Rowlands
Roni Wilson
Gill Shaw
Cheryl Leaning
Cherrill Page
Rob Waltham
Liz Redfern
Edgar Patchett

NLH:

Andy Orrey – Chief Executive
Steve Wardrope – Director of Corporate Services
Pete Stones – Assistant Director – Regeneration/Investment
Martin Woodward – Head of Finance
Steve Evans – Head of Housing Management
Fiona Ruddick – Governance Officer (Minutes)

Apologies:

Tony Lightfoot
Sandra Bainbridge
Len Foster

Observers:

Mary Southgate – Tenant (Community Voice)
Bill Drinkeld – Tenant (Community Voice)
Terry Chatwin – Tenant (Community Voice)
Vicky Martin – NLH

693 Declarations of Interest

There were no declarations of interest made.

694 Training Item – ASB Presentation

Claire Coyle and Fran Rhodes from the ASB Team delivered a presentation outlining a typical day in the life of an ASB officer. Board thoroughly enjoyed the presentation and thanked the officers for it.

695 Minutes and Matters Arising

The minutes of the meeting held on 2 June 2010 were agreed as a true record.

The Tenant Board member Recruitment process, as approved at the last Board meeting, had commenced. As a result of the initial interviews, Community Voice (the interviewing panel) deemed that Colin Boyce was the only applicant suitable to be a Board Member. Therefore Colin Boyce would be reconfirmed at the AGM in September as a Tenant Board member unopposed. The Board congratulated Colin.

696 Chairs Actions

A report was presented which outlined urgent actions the Chair had taken since the last Board meeting. This report would become a standing issue on the agenda to keep Board informed.

Noted: Board noted the report.

697 Chief Executive's Report on Current Issues

Andy Orrey presented the report to the Board. A fresh Staff Survey is taking place later this year to give managers and the Board a clear indication of staff feelings on a number of issues. The Survey will be designed by the Working Group which oversaw the production of the 2008 Survey and the implementation of the Action Plan that came from it. The Board showed a considerable interest in the earlier Survey, and there is an opportunity for Board Members to be involved in the new Survey from the beginning by becoming members of the Working Group.

Approved: The Board approved Colin Boyce, Edna Kenyon, Gill Shaw and Cherrill Page to join the Staff Survey Working Group.

Noted: The Board noted the remainder of the report.

698 Approval of 2009/10 Accounts

The accounts had received a final amendment prior to the meeting and therefore a revised appendix was handed to members. The main changes were highlighted by Martin Woodward. On the page relating to changes in directorship, for Gordon Rowlands it should say re-appointed on 16 September 2009. After discussion the Board felt the Chair of Audit and Risk should be included as a sign off to the accounts.

Edgar Patchett took the opportunity to offer his services to provide some financial training for Board members regarding the accounts. Anybody interested in receiving this training was asked to put their name forward to Fiona Ruddick.

Approved: The Board authorised the Company Secretary, Chair of the Board and Chair of the Audit and Risk Committee to sign the Statutory Accounts for the financial year ending 31 March 2010 as 'True and Fair'.

699 Single Equalities Scheme

Regarding the survey staff had been asked to complete, 13% of staff responded which relates to about 36 people. A briefing note on the Equalities Act has been prepared and will be circulated to Board in the next Information Pack. There are two Board Champions, one staff champion and staff representatives from all departments who attend the Diversity Working Group.

Action 04/10: Circulate Single Equalities Scheme in Board Information Pack.

Approved: Board approved the Single Equality Scheme.

700 Vulnerable Persons Strategy

The vulnerable persons strategy was presented to Board. A member commented that this had improved greatly since he had seen an earlier draft and extended his gratitude to the author – Vicky Martin had been the main contributor.

Approved: Board approved the Vulnerable Persons Strategy.

701 Caretaking Review

The report was presented to the Board along with the proposals for the future. In the last 18 months there have only been 10 estate caretakers. A member mentioned areas that are supposed to be cleaned by the Council which he claims are not. That member was asked to notify those sites to Andy Orrey. Liz Redfern would also like to be informed of the sites.

Approved: Board approved the recommendations made in section 5 of the report.

702 Annual Report

The draft annual report was presented to the Board. This was the first annual report that had been produced in consultation with a working group of tenants.

Approved: Board approved the draft Annual Report content with no amendments and agreed for the final to be signed off by the Chief Executive and Chair.

703 Audit Commission Inspection Action Plan

Steve Wardrope presented the action plan and quarterly progress report to the Board for consideration and approval. It was explained this report outlined the position in July 2010 some six months after the Audit Commission report was published. The Board noted the draft minutes of the special Community Voice meeting held on 12 July and considered this represented an accurate position statement. Members were informed that the majority of actions in the plan had either been completed or were on target. Discussion took place on the outstanding actions notably the Customer Profile Survey and the work associated with development NLH Service Standards.

Approved: It was agreed that further progress reports would be presented to the Board in October 2010 and January 2011.

704 RSR 2010 Self Assessment

The 2010 self assessment had already been submitted to the TSA as the submission deadline was prior to the meeting.

Approved: Board gave approval for the Chair to sign the Return given in Appendix 1 on behalf of North Lincolnshire Homes

705 Balanced Scorecard

The balanced scorecard for June was handed out at the meeting. Apologies were given for the late circulation of the information but this was the first time QL had been used to extract the performance data.

Noted: Board noted the Balanced Scorecard Performance Report for the period ending June 2010.

706 Sub-Committee Minutes

Board noted the minutes from the Resources Committee and Governance and Regulation Working Group.

707 Action List

A report was circulated to Board that had recently been discussed at the Governance and Regulation Working Group. The report had been prepared as a result of action 001 of 14 April 2010. A recommendation was made to amend standing orders to clarify the position on discussion of sub-committee minutes.

Approved: Board approved the amendments to Standing Orders as outlined in paragraph 3.3 of the report.

Action 05/10: Amendments to be made to standing orders.

708 Attendance Register

The attendance register was noted.

709 Any Other Urgent Business

A member asked that when an officer submits a report where there is a financial implication, they state whether this is catered for in the business plan or not.

Agreed: It was agreed that this information could be included in the VFM Section

With no further business, the meeting concluded at 7.25pm.