

ST LEGER HOMES OF DONCASTER LIMITED

BOARD MEETING

Held on 6 October 2005

Present

Mrs Val Hartley, Mr James Parkin, Mrs Lyn Ralph, Mr Charles Wyatt, Councillor George Beck, Councillor Joe Blackham, Councillor Paul Coddington, Councillor Stuart Hardy, Mr Peter Chapman, Mrs Kate Radovanovic, Mr John Young.

In attendance

Mr Martin Musgrave, Mr Keith Miller, Mrs Gail Harris, Ms Janis Wong, Mr Leslie Rowston.

1. Apologies and Quorum

Apologies had been received from Gill Taylor, Margaret Ward, Sid Hall, Kay Nunns, Debbie France, Steve Proctor, Elaine Lygo, Kate Reeves and Mandy Cockburn-Powell.

1.1 It was noted that a quorum was present.

2. Declarations of Interest by Board Members

2.1 There were no interests to be declared.

3. Minutes of Meeting Held 7 September 2005

The minutes of the meeting held on 7 September 2005 were agreed as a true and accurate record.

3.1 Matters Arising From 7 September Meeting

3.2 Response to Unions

It was reported that there had been no response to date, however, the Chief Executive was in the process of arranging a meeting. There had been a solid document prepared; this would be brought to the Board.

3.3 5th Independent

The importance of progressing the recruitment of the 5th Independent Representative was noted. An advert had been drafted and would be sent to press.

3.4 It was AGREED that the original selection panel would reconvene.

3.5 Launch

The Board expressed their appreciation of the organisation and planning involved in the launch event. It was felt that the event had been well executed and should generate some good publicity.

3.6 Corporate Brochure

The Corporate brochure was currently being redesigned as it was felt that the original had not been a good representation of St Leger Homes. In addition, a staff brochure had been produced and was currently being proofed; this would also be brought to the Board at a later date.

3.7 Council Nomination for H/R Sub Committee

It was AGREED that Councillor Stuart Hardy be nominated to join the H/R Sub Committee.

4. Minutes of Meeting Held 29 September 2005

The minutes of the meeting held 29 September 2005 were AGREED as a true and accurate record.

4.1 Matters Arising From 29 September Meeting

4.2 Declarations of Interest

The Chief Executive confirmed that a register had been drawn up and would be circulated at the commencement of all future meetings.

4.3 Management Agreement

Thanks were given to Vice Chairs Lyn Ralph and Joe Blackham for signing the document. Gratitude was also extended to Janis Wong for putting the document together. The Chief Executive noted that it was a good document which would serve St Leger Homes well.

4.4 Management Fees

It was confirmed that the first payment (of £2,355,000.00) had been received from the Council, and would be received on a monthly basis.

4.5 Member Attendance at Other Meetings

The Chief Executive advised that the organisations/meetings noted in the minutes had been examples and were not an exhaustive list. Ensuring clarity around the capacity attending in and declaring any interests was paramount.

4.6 Accommodation Proposal

It should be noted that the address is 29-31 Thorne Road and not 20-30 as had been recorded in the minutes.

4.7 Press and Media Attention

The Board asked it be noted that any interest from either the press or media should be directed to either the Chair or the Chief Executive.

5. Chief Executives Report

The Chief Executive noted that over the last month, there had been some clarity of purpose, and people now understood what was required of them. Securing new accommodation; a successful launch; the introduction of new tenant initiatives; and reviews of the Homelessness and Allocation procedures, were examples of recent achievements.

- 5.1 The Board were advised that Pinnacle Consultancy had been commissioned to review policies over the immediate future to ensure that there was a robust review system in place.

6. Vision, Values and Objectives

It was agreed that a separate meeting would be needed to progress the issue; this would be captured later in a discussion around meetings and training.

7. Performance Management Framework

- 7.1 The Board queried when the review of Reality Checks could be expected. In his response, the Chief Executive advised that the current system was not working and there were inconsistencies around the Borough. A meeting would be held with the SJC and a report given to the Board at the December meeting.

- 7.2 Piloting estate walkabouts was underway, and it was agreed there would be value in involving Elected Ward Members in these. The pilots were also developing robust systems of conveying information gathered and in converting this into action. It was suggested that the estate walkabouts could be well placed under the remit of the Area Boards.

- 7.3 It was AGREED that:

a) Key Areas of Performance be reported on a monthly basis;
and

b) Full summaries be reported on a quarterly basis

- 7.4 It was further AGREED that a preliminary draft would be submitted to the Board at the next meeting, however, it must be noted that the information would not have been validated by that stage, and would be for illustration only.

The report was APPROVED.

8. Accommodation Report

- 8.1 The Board was advised that following Board approval at the previous meeting, Property Services had now been instructed to commence negotiations on Enterprise House. With regard to Thorne Road, it was advised that an asbestos survey would be conducted in line with standard practice. Cost issues arising from this would then need to be

given consideration. It was anticipated that relocation would be finalised prior to the end of the current financial year.

Progress made since the last meeting was noted; the report was APPROVED.

9. Realignment Report

- 9.1 It was anticipated that advertisements for the Directors posts would be placed during the following week; these would be in the Guardian, Inside Housing and on the Public Job Website.
- 9.2 Staff affected under the realignment would be meeting with the Chief Executive and the Acting Director of Housing in the coming week. Following which, the 30 day consultation notice would be served.
- 9.3 It was AGREED that:
- a) The H/R sub-committee assume responsibility for appointments;
and
 - b) Members of the committee receive appropriate training prior to commencement of the appointments process

The recommendations were APPROVED.

10. Policies

- 10.1 The Board was asked to note the detail of the following policy documents prior to review:
- a) Rent Setting Policy
The policy was NOTED.
 - b) Rent Collection Policy
The report highlighted the move from Standing Orders to Direct Debit.
The policy was NOTED.
 - c) The Learning and Development Policy
The policy was NOTED.
 - d) Empty Properties Policy
It was acknowledged that it was necessary to provide the tenant with more information prior to allocation. In addition, the Tenancy Pack should include practical information, doctors, schools, maps etc.
The policy was NOTED.
 - e) Anti Social Behaviour Policy

It was agreed that the development of a Mediation Policy would have a positive effect on the level of ASB and the development of this should be given priority.

An urgent review of the ASB policy would be undertaken following the completion of the first tranche.

The ASB policy was NOTED.

- f) Direct Debit Report
The report illustrated the changes from the current Standing Order system of payments and of the options and associated financial implications.

- 10.2 The Board questioned the validity of some of the figures in options 1 and 2. With regard to the figure quoted for staffing costs, it was stated that this was a reflection of the minimal maintenance of the system following the initial set up. The Chief Executive agreed to investigate the discrepancies in the reported transaction costs.

The Board APPROVED the implementation of Option 2.

11. Carried Forward Items

- 11.1 There were no items carried forward.

12. Any Other Business

12.1 Public Access

The Board was asked to consider the options around granting public access to future Board meetings. Janis Wong agreed to check the Memorandum and Articles for guidance and to report the findings at the next meeting.

12.2 Meetings and Training

It was recommended that a rolling programme be developed to address Board Members training requirements.

- 12.3 It was AGREED that:

- a) The 2nd Wednesday of each month be designated as a training day, and that start times alternate between 4pm and 6pm;
- b) The first session be held 9 November at 4pm to cover Risk Management (venue to be advised); and
- c) A list of all dates and times be sent to members

Post Meeting Note

As an initial arrangement, The Board would appreciate reminders being sent a few days before each training event

13. Date of Next Meeting

The next meeting would be held on Wednesday 2 November at Castle Park Rugby Club Armthorpe at 4:00pm.