

Company Number 05564649
A Company Limited by Guarantee
Registered in England

St. Leger Homes of Doncaster Limited

BOARD MEETING

17 JANUARY 2007

Present

Mr Sidney Hall, Mr James Parkin, Mrs Lyn Ralph (Vice Chair), Mr Charles Wyatt, Councillor George Beck, Councillor Joe Blackham (Vice Chair), Councillor Mrs Margaret Ward, Councillor John Mills, Mr Peter Chapman (Chair), Mrs Kate Radovanovic, Ms Gill Taylor, Mr John Young, Councillor Paul Coddington (partial attendance).

In attendance

Mr Martin Musgrave (Chief Executive), Ms Judith Jones, Mr Paul Hopkinson, Mr Trevor Lincoln, Ms Linda Milan, Ms Maxine Newton, Ms Janet Clarke.

Also in Attendance

Mr Andrew Bish (DMBC)

	ACTION
1. Apologies and Quorum	
1.1 Lyn Ralph took the Chair.	
1.2 Apologies were received from Mrs Val Hartley.	
1.3 It was noted that a quorum was present.	
2. Declarations of Interest by the Board	
2.1 There were no declarations of interest.	
3. Minutes of meeting held on 06 December 2006 and matters arising	
3.1 The minutes of the meeting held on 6 December 2006 were agreed as a true and accurate record.	
3.2 Matters Arising	
3.2.1 There were no matters arising.	
3.2.2 Peter Chapman then took over and chaired the meeting.	

4. Chief Executives Report

- 4.1 A verbal report referring to tabled papers was provided to the Board.
- 4.2 Martin Musgrave referred to the News Release from the Department for Communities and Local Government (DCLoG) which had previously been E mailed to members. In essence this confirms that subject to attaining a 2 star rating funding of £72.6m has been confirmed. A comprehensive spending review is being undertaken and we will then receive further information. A report will be prepared for the Council re the amended programme, reverting from the whole house to an incremental approach, which will then be brought to the February Board Meeting.
- 4.3 Copies of the letter received from the Audit Commission confirming the date of the inspection and their request for the self-assessment declaration and required documents were provided to members. Information was provided on the staff briefing sessions which are taking place this week
- 4.4 Martin Musgrave informed members of the Respect Action Areas which will be announced to the press on Monday 22.01.07
- 4.5 Maxine Newton the new Board Administrator was introduced to the Board.
- 4.6 Finally the Martin Musgrave spoke about the press release received today (DCLoG) regarding the Communities England proposals and the opportunities this may offer to the company.
- 4.7 The Board debated the most appropriate time to inform tenants re the new arrangements for the Decent Homes Investment and it was agreed that this should be delayed until the Council had agreed with the, new proposed programme.

5. Equality Policy & Equality & Diversity Strategy

- 5.1 Janet Clarke presented the report and the purpose was for the Board to approve the Equality Policy and Equality Diversity Strategy.
- 5.2 Janet informed the Board that since the last update the report included a more extensive and robust action plan as a result of consultation. Also the KLOE's for Equality & Diversity had been changed which resulted in a new gap

analysis being carried out and new legislation had also been taken into account.

5.3 The Board approved the report.

6. Equality & Diversity of the Workplace.

6.1 Trevor Lincoln presented this report and the purpose was to inform the Board of current performance in relation to equality and diversity in employment information, to highlight under performance and propose actions to achieve targets at SLHD.

6.2 **Appendix B ‘% Women in SLHD’** – The Chair requested a further breakdown of this figure by areas of employment. TL

6.3 The Board noted the contents of this report.

7. Repairs and Maintenance Market Testing – Progress Report No. 2

7.1 Paul Hopkinson updated the Board on the progress with the project to Market Test the Repairs and Maintenance service.

7.2 He confirmed that the project group are meeting every 2 weeks. He also confirmed that joint consultations with Trade Unions are scheduled for the begin January/end of February. Martin Musgrave confirmed that there was already a positive drive from Trade Union Representatives in adopting improvements after starting to review some policies.

7.3 The Board noted the contents of this report.

8. Governance Issues

8.1 Trevor Lincoln introduced this report the purpose was to clarify various items of company governance and for the Board to consider each element of the report and adopt one of the options proposed in each area.

4.6 – Selection & Retirement of Tenant, Independent and Area Board Members – a working group is established to include Tenant Board Members to produce a report to bring back to the Board in May with recommendations. TL

8.2 **The Board approved the following:**

Quorum 4.1.6.1

Board Meeting and Distribution of Board Papers 4.3.5.1-4.3.5.5 (inclusive)

Conduct of Board and Area Board

4.4.4.1 – Further clarification to be sought from the Standards Board re implications for Councillor members required

Area Boards 4.5.8.1- 4.5.8.6 (inclusive)

Selection and Retirement of Tenant and Independent Board and Area Board Members 4.6.9

Co-option of Member to Board and Area Board – 4.8.1 – 4.8.2 (inclusive)

TL

8.3 Paul Coddington left the meeting.

9. Black Minority Ethnic Board Representation

9.1 Judith Jones presented the report the purpose was to address the issue of under representation of Black Minority Ethnic (BME) representatives on the Main, East and West Boards.

9.2 The report gave an opportunity to adopt a process that established a true representation of the community. Mahroof Hussain was proactive in making local contacts using the network when recruiting, advertisements would capture a wider area.

9.3 The Board noted and approved the contents of the report.

10. Race Equality Scheme & BME Housing Strategy

10.1 Janet Clarke presented the report the purpose was to approve the Race Equality Scheme and BME Housing Strategy.

10.2 Members reviewed the BME Housing Strategy and commented on the high level of gypsy and traveller community in Doncaster. Andrew Bish confirmed that Doncaster had the largest proportion of any Borough. Janet Clarke emphasised to the Board that DMBC had done a lot of work for the Gypsy and Traveller community and that it was important that SLHD supported this work.

10.3 The Chair made a request that in future any changes to strategic document that had previously been presented to the Board in Draft form should be highlighted to allow them to track the changes.

ALL

10.4 Kate Radovanovic requested future board reports to be formatted in one document where possible, rather than a separate front sheet, report and appendix.

MN

- 10.5 The Board noted and approved the contents of the report.**
- 11. Participation Strategy**
- 11.1 Judith Jones presented this report the purpose of which was to approve the 2006/2007 Participation Strategy.
- 11.2 Members attention was drawn to page 8 of the strategy which illustrated the ways in which tenants can choose to be involved and the training which had been undertaken to embed this within the company. Martin Musgrave added that participation was improving and that in some cases T.A.R.A.'s, which had been disbanded, were being re-established.
- 11.3 Lyn Ralph formally thanked the team for their hard work and efforts in producing and implementing the strategy. **JJ**
- 11.4 The Board approved the report.**
- 12. Self Assessment**
- 12.1 Trevor Lincoln presented the report the purpose was to present the self-assessment document for comment.
- 12.2 The Project Plan Key Dates table confirming to Members now has some additional time for the submission of the assessment.
- 12.3 The Board to read Appendix A directing any questions to the EMT. He emphasised the document encompassed what the company had achieved, what it was currently doing, and the plans to continue service improvements.
- 12.4 Martin Musgrave highlighted that this was a working document and that Members would receive a final version after sign off from The Chair.
- 12.4 The Board approved the report and agreed officers should be allowed to make any necessary changes up to the time of submission.** **MM**
- 13. Risk Management**
- 13.1 Trevor Lincoln presented the report, the purpose of the report was to set out the proposed risk assessment and management strategy for SLHD.
- 13.2 Trevor confirmed that this was a working document and **TL**

updates would be brought to the Board. He drew Members attention to the hierarchy of roles and responsibilities within strategy and the risk register that included risks identified by Members during the session with Zurich.

13.3 The Board approved the report.

14. Minutes from Area Boards and Committees

14.1 The Board approved the minutes.

15. Any Other Business

15.1 Lyn Ralph raised her disappointment that the Council had accepted the masterplan for the Windhill area of Mexborough as it would appear that the redevelopment area would consist of homes for owner occupation and shared ownership.

A discussion was held regarding the finality of this decision, the opportunities offered by the phasing of the work and the inclusion of this project within the SLHD/Council liaison meetings.

Mrs Radovanovic informed the Board that she is expecting a baby and was congratulated by all Board Members.

The meeting ended at 7:50pm.