

Company Number 05564649
A Company Limited by Guarantee
Registered in England

St Leger Homes of Doncaster Limited

**JOINT AREA BOARD MEETING
MONDAY 12 NOVEMBER 2007**

Present

Andrew Bosmans, Cllr Beryl Roberts, Betty Clayton, Cllr Doreen Woodhouse, Cllr Elsie Butler, Godwin Mudzimu, Ian Gardner, Lyn Ralph, Cllr Pat Haith, Rory Perrett, Sid Hall, Cllr Bill Mordue, David Nevett, James Parkin, Cllr Moira Hood, Robert Allen, Rodger Haldenby, Verdun Lowe.

In Attendance

Paul Hopkinson (Director of Property Services), Judith Jones (Director of Customers Services), John Brayshaw (Procurement Manager), Sharon Adam (Asst Director for Empty Homes & Services), Janet Clarke (Asst Director of Housing Management), Aileen Tutgun (PA), Shauna Brady (PA), Maxine Newton (Board Support Officer).

	ACTION
1. Apologies and Quorum	
1.1 Apologies were recorded from George Jackson, Cllr Sandra Holland, Lin Myers and Linda Milan.	
1.2 It was noted that a quorum was present. The meeting was chaired by Rodger Haldenby.	
2. Minutes of previous meeting held on 10 September 2007	
2.1 The minutes of the joint meeting held on 10 September 2007 were approved as a correct record.	
2.2 Matters arising from previous minutes held on 10 September 2007	
2.3 From item 3.3 & 3.4 & 3.7– Revenue Monitoring – it was confirmed that Cllr Ros Jones had been contacted with the information she had requested and it was agreed to distribute the response to all members.	SB
2.4 From item 8 – Environmental Improvement Works – members were advised that DMBC had approved proposals as per the recommendations from the Area Boards.	
2.5 Members agreed that a letter of thanks should be sent to Cllr Ros Jones on behalf of the East and West Area Boards thanking her for	LM

her hard work and commitment to the Area Boards.

3. Ensure Effective Operation of Building Services

3.1 The Assistant Director for Empty Homes and Services presented this report that updated Area Boards of the operation of Building Services in relation to responsive repairs, empty homes and gas servicing.

3.2 She presented the charts at the back of the report.

4.1 Average time to complete voids – she commented that there had been a slight increase since April however, Property Services were still managing to maintain under 10 days to complete voids against a target of 19 days.

4.2 Average call waiting time (contact centre) – she advised that the average trend was just coming in under 30 seconds against a target of 25 seconds.

4.3 Percentage of jobs completed within timescale – pointing to the dip in performance she informed members that this corresponded with the floods in June.

6.2 Average cost per empty home – this was an additional graph to the report. One member enquired if there were any attempts to recoup costs for damaged properties. They were advised that this was the case and that the company pursued every possible recharge.

3.3 Another member enquired if there were any initiatives in place to install carbon monoxide monitors. They were advised that there were no schemes at the moment. SLHD delivered a policy on behalf of DMBC for the installation of smoke detectors and also the cleaning of solid fuel fires and gas fires to help mitigate circumstances of carbon monoxide.

Members were assured that a lettable standard had been agreed with DMBC and every property is relet within the standard, gas/electric/water checks are carried out.

3.4 **The Joint Area Board noted the report.**

4. Monitor Nominations to Housing Associations

4.1 The Assistant Director of Housing Management presented this report that gave the Area Boards an analysis of nominations made to Registered Social Landlords (RSL's) between 1 April 2007 and 30 June 2007.

4.2 She reminded members that DMBC currently had agreements with 13 Housing Associations which are monitored and administered by

SLHD. Drawing members attention to Appendix A of the report she said that it was disappointing to see that SLHD had not received all of the 50% nomination rights. Only the following Housing Associations had met the requirements: Sanctuary, South Yorkshire and Yorkshire Metropolitan.

- 4.4 She said that there were two issues that needed to be addressed; one was to decide what to do with the RSL's that aren't giving nomination rights and the other, how to verify the information coming in.

The Director of Customer Services reminded members that an annual return had to be completed and submitted by each RSL.

- 4.5 A member enquired how nominations worked in correlation with Choice Based Lettings (CBL). They were advised that on completion of the application form customers were asked if they would like to be considered for RSL's. Also, SLHD received a number of telephone calls from customers interested in specific housing developments. It was confirmed that customer's names are given to RSL's in priority order.

- 4.6 **The Joint Area Board noted the contents of the report.**

5. Appointment of Chairs/Vice Chairs

- 5.1 The Chair raised that the normal rotational requirement of the Chair and Vice Chairs is March each year. He asked members to consider whether they would like to apply for any of the positions. Early next year nominations forms would be made available to members in time for the Chair and Vice Chairs to be in place by March 2008.

Confidential Item

EXCLUSION OF PUBLIC AND PRESS

RESOLVED that the public and press be excluded from the meeting for the following item of business in accordance with Section 100A(4) of the Local Government Act 1972, as amended, on the grounds that exempt information as amended defined in paragraph 3 of Schedule A to the Act is likely to be disclosed.

6. Overview of Procedures for Contractor Tender and Selection

- 6.1 The Procurement Manager presented this report that updated the Area Boards in regard to contracts awarded with a value in excess of £50k from 10 September 2007.
- 6.2 Details such as costs, contractor name, type and scope of contract

were given for contracts that had been awarded for:

- Digital Television Infrastructure
- Decency Environmental Work
- Gas Spares

It was confirmed that in respect of the Decency Environmental Work that was due to take place in Skellow, Bentley and Askern no works would take place on the inside of properties it was all external works.

A list was also provided in the report of current tenders that are work in progress.

6.3 The Joint Area Board noted the contents of the report.

7. Minutes of the previous Board meeting 6 June 2007

7.1 Members noted the minutes of the Board meeting on 6 June 2007.

10. Date and Time of next meeting

10.1 Monday 14 January 2008

The meeting ended at 5.40 pm