

Company Number 05564649  
A Company Limited by Guarantee  
Registered in England

## **St Leger Homes of Doncaster Limited**

### **WEST AREA BOARD MEETING MONDAY 12 MARCH 2007 at 3:30 PM**

#### **Present**

Cllr Mrs Ros Jones (Chair), Mrs Lyn Ralph, Cllr Mrs Elsie Butler, Cllr Mrs Doreen Woodhouse, Cllr Mrs Beryl Roberts, Mr Frank Protheroe, Mr George Jackson, Mrs Linda Teasdale, Mrs Dorothy Chamberlain, Dr Rory Perrett, Mrs Betty Clayton, Mr Ian Gardner.

#### **In Attendance**

Judith Jones (Director of Customer Services), Linda Milan (Company Secretary), Paul Elliott (Asst Director for Capital Programmes), Rob Chapple, Margaret Butler, Colleen Thompson, Aileen Tutgun, Maxine Newton.

	<b>ACTION</b>
<b>1. Apologies and Quorum</b>	
1.1 Apologies were received from Cllr Mrs Margaret Ward, Cllr Maureen Edgar and Mr Sid Hall.	
1.2 It was noted that a quorum was present. The meeting was chaired by Cllr Ros Jones.	
<b>2. Declarations of Interest by Area Board Members</b>	
2.1 Mrs Lyn Ralph declared an interest by virtue of her daughter (Ms S Adam) being the Assistant Director for Empty Homes and Services.	
<b>3. Minutes of meeting held on 12 February 2007</b>	
3.1 The minutes of the West Area Board Meeting held on 12 February 2007 were approved as a correct record with the following amendment:-  <b>Minute 4.3</b> 'refuge' to be changed to 'refuse'.	
<b>4. Matters arising</b>	
4.1 There were not matters arising.	
<b>5. Performance Monitoring Information</b>	

5.1 The purpose of this report was to present to the Area Board the performance monitoring information for December 2006 and January 2007.

5.2 The Chair enquired whether any questions had been received in advance of the meeting and reminded members that this process had previously been agreed in order that presenting Officers could come fully prepared with answers. It was confirmed that there had been no questions received in advance of the meeting.

5.3 **The Area Board noted and agreed the contents of the report.**

## **6. Monitor Allocations to DMBC Properties**

6.1 The Director of Customer Services asked the Area Board to consider what information they would like brought to future meetings for information and discussion.

She confirmed that negotiations were still continuing with DMBC to ensure that all agreed nomination rights from RSL's are utilised. Once this has been agreed SLHD will operate the system.

It was agreed that in the future the number of allocations made to persons because of the various regeneration projects should also be reported.

Area Board Members requested that the information previously regarding the estimated number of points required for different property types in all areas, which is available on the web site, should be provided in hard copy to all Area Board members.

**LM**

6.2 **It was agreed that the following information would be brought and discussed at future meetings on a bi-monthly basis:-**

**JJ**

1. Full list of all properties let in the area; together with how long they have been empty.

2. The number of points required to achieve the allocation.

6.3 The Chair granted Collen Thompson and Margaret Butler permission to leave the meeting.

## **7. R&M – Monitoring Project Management**

7.1 The Assistant Director for Capital Programmes presented this report to the Area Board, the purpose was to update members of the Capital Works being undertaken for the period 1<sup>st</sup> April 2006 to 31<sup>st</sup> January 2007.

7.2 Apologies were offered to members as the title of the report would have been more accurately titled 'Performance for the Capital

Investment Works’.

- 7.3 Members attention was drawn to Appendix A that detailed Capital Projects for the West and Borough wide and members were given an overview of each project.

Members were informed that the Exterior Painting and Associated Repairs project had ceased on 23 October 2006, the main issue is that the majority of the outstanding properties have been prepared and not completed. A review of this programme to ensure maximum efficiency and customer satisfaction is currently being undertaken.

- 7.4 Specific areas highlighted were the delays in gas connections being installed by Transco. The average delay peaked at 20 weeks and although this has been reduced it is still in excess of 12 weeks.

- 7.5 A member stated that some properties in the past had gas connections and queried if these connections could be reused to help with the 12 week waiting period. They were informed that even in these particular cases the work would still take 12 weeks to complete. However inconvenience was being kept to a minimum by ordering this work well in advance.

- 7.6 A member raised that following on from Asbestos ‘Reality Checks’ concerns had been raised that tenants were not being informed of the results from the checks. Members were advised that following their earlier comments letters were now being sent to all tenants advising them of the outcomes.

- 7.7 The Chair enquired as to whether the cost effectiveness of providing plastic soffits had been considered. She was advised that this had begun but was not yet at a stage to give the outcome.

- 7.8 **The Board noted the contents of the report.**

## **8. Members Attendance**

- 8.1 The Company Secretary presented this report that confirmed the register of the West Area Board Members attendance.

- 8.2 The Governance report had been considered by the Board on 17 January and at that time the Board had agreed that Members of the Area Boards would adopt the same standards as required of Board members in respect of attendance at board meetings and training sessions.

- 8.3 Members comments were invited on the first attendance register that had been produced for the West Area Board. In future the

register would be presented every six months for discussion and approval.

- 8.4 It was agreed that the register would indicate the time from which the Council Members joined the Area Boards. **AT**
- 8.5 It was also agreed that if an Area Board Member was requested to attend a training session where they considered themselves to be competent in the topic, by virtue of previous training or qualifications they would be able to register none attendance for this reason. Area Board Members should inform SLHD in advance of the meeting with details.
- 8.6 A member raised concerns regarding the timing of training sessions held over the winter months as this often meant leaving after dusk. It was agreed that any Area Board Member who experienced travel difficulties should contact SLHD and arrangements would be made to ensure the persons safety.
- 8.7 A member raised that she had given her apologies from 6 Feb 07 for one month due to holiday commitments and that the register did not reflect this.

**It was agreed to update the register.**

**AT**

- 8.8 **The Board noted the contents of the report.**
- 8.9 Paul Elliott asked permission from the Chair and left the meeting.

## **9. Estate Improvement Fund**

- 9.1 The Director of Customer Services presented to members an updated Estate Improvement Fund document commenting that the budget for 06/07 had now been spent and the management imposed by the sub-committee had worked well and achieved their objectives.
- 9.2 She suggested to members to carry out a review of how the EIF had been managed and raised it would be prudent to plan early and advise Tenants and Residents of next years funding.
- 9.3 An Area Board Member suggested that the meetings of the Sub Group be minuted. A discussion took place regarding asking that this be undertaken by a less experienced member of the support team as this would provide a useful learning experience. **JW**

- Board members agreed to this suggestion.
- 9.4 The parking bays at Wellingtonia Drive in Campsall were not yet complete and some concerns were expressed that the contractor

appeared to be making little progress.

**Agreed that the Director of Customer Services would investigate the reasons for the delay in completion.** JJ

- 9.5 It was suggested that the EIP could be linked with the 'Improvement Ideas' and was agreed that after the inspection a tour of the estates should be undertaken and suggestions given to the sub-committee for consideration.

It was agreed that an early decisions on projects would allow the Area Board to request other agencies such as schools to take part in the improvements.

## **10. Any Other Business**

- 10.1 Members discussed the success of the Tenants and Residents Day on Saturday 10 March that had attracted over 1,000 people. Comments were made on the hard work carried out by members of the Doncaster Federation of Tenants and Residents Associations, SJC as well as SLHD staff.

- 10.2 A member raised that he had recently visited the Repairs Call Centre at Stanley House and found the visit both impressive and informative. He encouraged members to do the same and contact Tom Cunningham for further information.

The meeting ended at 4.20pm.

## **11. Date and Time of Next Meeting**

Monday 16<sup>th</sup> April 2007.