

Company Number 05564649  
A Company Limited by Guarantee  
Registered in England

## St Leger Homes of Doncaster Limited

### EAST AREA BOARD MEETING MONDAY 10 SEPTEMBER 2007

#### Present

Brian Naughton, Cllr Bill Mordue, Cllr Ken Keegan, Lin Myers, Phillip Jackson, Robert Allen, Rodger Haldenby (Chair), Steve Kimber, Verdun Lowe.

#### In Attendance

Paul Hopkinson (Director of Property Services), Linda Milan (Company Secretary), Janet Clarke (Asst Director for Housing Management), Paul Elliott (Assistant Director for Capital Programmes), Margaret Butler (Performance Monitoring Officer), Shauna Brady (PA), Maxine Newton (Board Support Officer).

|           |  | <b>ACTION</b> |
|-----------|--|---------------|
| <b>1.</b> | <b>Apologies and Quorum</b>  |               |
| 1.1       | Apologies were received from Jim Parkin and Cllr Moira Hood.   |               |
| 1.2       | It was noted that a quorum was present. The meeting was chaired by Roger Haldenby.   |               |
| <b>2.</b> | <b>Declarations of interest by Area Board members</b>  |               |
| 2.1       | There were no declarations of interest.  |               |
| <b>3.</b> | <b>Minutes of previous meeting held on 9 July 2007</b>   |               |
| 3.1       | The minutes of the East Area Board meeting held on 9 July 2007 were agreed as a correct record.  |               |
| <b>4.</b> | <b>Matters arising from previous minutes held on 9 July 2007</b>   |               |
| 4.1       | <b>Minute 7.4</b> – a member asked for an update on the audit trail, they were informed that the work was still being carried out as part of CBL and that a report would be brought to the next meeting. | <b>JC</b>     |
| <b>5.</b> | <b>Performance Monitoring Information</b>  |               |
| 5.1       | This report was to present the East Area Board with performance information for June and July.   |               |
| 5.2       | Two questions had been received in advance of the meeting from an Area Board Member:   |               |

**Q1. Current Rent Arrears** – in both the North East and South East there is an upward trend in the percentage against annual debt. What are the reasons for this?

Following a discussion it was agreed that a more detailed information be brought to the next meeting to explain the trend.

JC

**Q2. Anti Social Behaviour (ASB) Complaints** – what is being done to address the large number of complaints received and outstanding?

Two main contributory factors were identified

- Training on the new computer system is continuing. Monitoring identified that many resolved cases had not been closed and therefore a data cleansing exercise is taking place. This will be reflected in the next performance information.
- Due to sickness within the CBL implementation team some staff have been temporarily seconded to work within this team.

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

- 6.1 The Assistant Director of Property Services presented this report that updated the Area Board of the current Capital Works Programme.
- 6.2 He commented that there will be a marked increase in the works being undertaken within the Decent Homes programme.
- 6.3 Final contracts with Anglian Windows and Kiar Construction have not yet been officially signed. Anglian Windows were considering introducing a new risk register and the Kiar contract had been delayed within the company's headquarters.
- 6.4 A member raised that the wording of 4.1 could be seen as confusing as 'when the main programme commences this will increase to approximately 400-500 property completions per week' could be seen as referring to the full completion of all decency work and not of particular elements.
- 6.5 Another member raised concerns that some tenants had been told that Decent Homes work (including a new kitchen and bathroom) would be carried out in their property and had subsequently received a letter from SLHD informing them that they were not going to have any works carried out.

The Director of Property Services asked for specific examples and suggested that if Board Members would like a presentation on the

Decent Homes programme to eliminate ambiguity about what works was carried out this could be arranged.

**6.6 The Area Board noted the contents of the report.**

6.7 The Assistant Director of Capital Programmes asked permission from the Chair and left the meeting.

**7. Monitor Allocations to DMBC properties**

7.1 The Assistant Director of Housing Management introduced this report that provided the Area Board with allocations made by SLHD between 1 June 2007 and 31 July 2007.

7.2 She explained to the Area Board that accommodation was needed as temporary licences for tenant flood victims. Allocations had been suspended from the end of June to the end of July, this had affected the discrepancies in the total number of allocations and properties available to let.

**7.3 The Area Board noted the contents of the report.**

**8. Members Attendance**

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

8.2 Questions were invited from the Area Board. Members queried how many absent meetings qualified a member to be eligible for removal. The Company Secretary confirmed that it was 3 consecutive meetings being absent without permission.

**8.3 The Area Board noted the contents of the report.**

**9. Receive reports on evictions**

9.1 The purpose of this report was to update the Area Board on findings from an analysis of evictions carried out between 1 April 2007 and 31 July 2007.

9.2 The Assistant Director of Housing Management presented the report inviting questions. No questions were raised.

**9.3 The Area Board noted the contents of the report.**

**10. Estate Improvement Fund**

10.1 The Chair advised the Area Board that the EIF sub-committee had met to review the 84 applications. Of the 84 applications 4 were short listed. There had been a lot of applications for the same or

similar ideas ie fencing. All 4 projects were being costed. He sought members approval to proceed with the projects.

In respect of the tarmacing of clothes drying areas at Cantley, one member suggested that a tarmacing material that didn't weep be used in this situation.

10.2 **The Area Board agreed to the sub-committee progressing with all 4 projects.** RH

11. **Any Other Business**

11.1 The Company Secretary raised that 2 persons had applied for the 4 Tenant Area Board vacancies (2 East, 2 West). Therefore a further advertisement was being published in Septembers Houseproud magazine. She suggested that Area Board members may wish to consider asking Mr Rodger Haldenby to be co-opted onto the Area Board for the next meeting as the recruitment process was unlikely to have been completed by that date. Mr Rodger Haldenby confirmed that he was willing to accept the position.

**The Area Board agreed to co-opt Mr Haldenby onto the Area Board for the November meeting.**

11.2 Independent Board and Area Board interviews were taking place this week. Steve Kimber and Phillip Jackson were due to resign. The Chair thanked both for their hard work and commitment to the Area Board, commenting that they had made a major contribution to the work of the Area Boards.

11.3 The Chair advised of a recent incident when a tenant had suffered due to a leak in a leaseholder flat. The leaseholder had been difficult to contact and this had resulted in delays. Members sought clarification on the procedure for entering leaseholder properties.

**Members were advised that a procedure would be produced and brought back to the Area Boards.** PH

12. **Date and Time of Next Meeting**

Monday 12 November 2007

The meeting ended at 7.50 pm