

Company Number 05564649  
A Company Limited by Guarantee  
Registered in England

**St Leger Homes of Doncaster Limited**

**JOINT AREA BOARD MEETING  
MONDAY 12th FEBRUARY 2007**

**Present**

Mrs Lyn Ralph, Cllr Mrs Ros Jones , Cllr Mrs Doreen Woodhouse, Mr Frank Protheroe, Mr George Jackson, Mrs Linda Teasdale, Dorothy Chamberlain, Dr Rory Perrett, Mr Ian Gardner, Mr Rodger Haldenby (Chair), Mr Charles Wyatt, Ms Lin Myers, Mr B Naughton, Councillor Joe Blackham, Cllr Mr Ken Keegan, Councillor Mrs. Moira Hood, Mr Steve Kimber, Dr Robert Allen, Mrs Beryl Roberts

**In Attendance**

Judith Jones, Paul Hopkinson, Linda Milan, Shauna Brady, Aileen Tutgun, Maxine Newton, Gaile Peacock, Jane Davies, Dean Rothwell.

	<b>ACTION</b>
<b>1. Apologies and Quorum</b>	
1.1 Apologies were recorded from Cllr Mrs Margaret Ward, Cllr Elsie Butler, Cllr Mrs Maureen Edgar, Mrs Betty Clayton, Mr James Parkin, Mr V Lowe, Mr Philip Jackson	
1.2 It was noted that a quorum was present. The meeting was chaired by Roger Haldenby.	
<b>2. Minutes of previous meeting</b>	
2.1 The minutes of the joint meeting held on 8 January 2007 were approved as a correct record.	
2.2 It was raised that Jim Parkin's presence was not recorded in the January Area Board meeting minutes.	
<b>January Area Board minutes to be amended to reflect this.</b>	<b>MN</b>
<b>2.3 Matters arising from previous minutes</b>	
2.3.1 <b>Minute 7.1</b> – by way of show of hands members agreed to keep the West Area Board meeting time at 3.30pm prior to the Joint Area Board meeting.	
<b>3. Overview presentation – Service Level Agreements (SLA's)</b>	
3.1 Jane Davies delivered a presentation to give the Joint Area Board an overview of the 34 Service Level Agreements in place between the	

company and DMBC, the work undertaken pre ALMO and what had been achieved over the last 12 months. This detailed the efficiency savings, a review of service specifications and the prioritisation methodology employed.

3.2 Board were advised of the tasks outstanding and informed members she was putting forward a proposal to include Area Board members in the monitoring arrangements, giving the Grounds Maintenance SLA as an example.

3.3 **One member asked for a list of the SLA's together with their monitory value to be distributed to all Area Board Members.** JD  
**DECISION**

3.4 Jane Davies asked permission from the Chair and left the meeting.

#### **4. Service Standards Review**

4.1 Members were informed of the process through which SLHD has reviewed its service standards.

4.2 The Board were informed that the original 140 service standards were launched on 1 October 2005. It became apparent that not all of these standards could be measured and therefore a review commenced in April 2006. The process has involved consultations with customers, staff and the ACE Teams. Following the review we have now adopted 64 service standards.

4.3 Copies of the new Standards are now available at all SLHD receptions, on notice Boards and on the web site. Area Board Members were each provided with a set of Service Standard documents.

4.4 Dr R Allen joined the meeting.

4.5 Area Board Members and Paul Hopkinson expressed their thanks to Gaile Peacock and her team for the large amount of work which had been involved in this task.

4.6 **The Board noted the contents of the report.**

4.7 Gail Peacock and Lyn Ralph asked permission from the Chair and left the meeting.

#### **5. Capital Monitoring Statement to 31/12/06**

5.1 This report gave the Joint Area Board details of the projected outturn for 2006/07 based on actual expenditure and commitments as at 31<sup>st</sup> December 2006. He advised that Revenue and Capital reporting would be brought to the Joint Area Board alternatively at the monthly

meetings.

- 5.2 Members were asked to note the various funding sources totalling £21.5m in the report and that there was an approximate £2m shortfall when compared with the projected expenditure of £23.4m.
- 5.3 The projection of usable capital receipts from council house sales and other receipts has been significantly overestimated by approximately £2.5m. The budgeted level of receipts was based on sales of 400 within the previous financial year. The latest projections are now forecasting 230 sales in this financial year, with the current figure to date being 203.
- 5.4 It was explained that there were still the same number of applications but as valuations had increased the numbers being sold had reduced. Also changes in legislation now require that the tenant needs to have completed 4 years as a tenant before they are able to exercise the Right to Buy and the available discounts had changed, with the maximum now either 60% or £24k.
- 5.5 Members enquired if monies could be obtain from elsewhere to cover the approximate £2m shortfall and were advised that this would be carried forward to next years accounts.

5.6 **The Board noted the contents of the report.**

5.7 Dean Rothwell asked permission from the Chair and left the meeting.

**6. Governance Issues**

6.1 The report informed Area Board Members of the decisions made by the Main Board during its consideration of a report to clarify various items of company governance when the Board had imposed the same standards of conduct on Area Board Members as those adopted for the Board.

6.2 Key areas of the report were mentioned including the opening of Area Board Meetings to the public. This would be operational from the next meeting.

Area Board Members previously given permission to undertake the checks relating to Exclusion to Register as a Company Director, Declarations of Bankruptcy and County Court Judgements will now be actioned. It is hoped that this will be complete before the March meetings.

6.3 Members were informed that a working party of Board Members had met to consider proposals re the election/selection of Tenant Board and Tenant Area Board Members. Any Area Board Member who wished to comment was asked to pass them to Linda Milan.

**Members**

**Members to pass on suggestions to Linda Milan.**

6.4 A discussion took place around the size of the venue taking into consideration meetings were now open to members of the public. An alternative venue could now be sourced now Area Board meeting times had been confirmed.

**Linda Milan/Maxine Newton to source an alternative venue.**

LM/MN

6.5 One member suggested a 7-day notice period for submission of questions was put in place due to the public's attendance.

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

6.7 Paul Hopkinson raised that a suggestion at the January Main Board meeting was for members of the Main Board and Area Boards to get together, he asked members to consider options available.

**Members to consider options.**

Members

**7. Procedures for contractor tender and selection**

7.1 This report was to give an overview of the Contract Rules under which SLHD undertake procurement for the supply of services, goods and works.

Members were then invited to consider what information and format they required to be contained in future procurement reports.

7.2 Members attention was drawn to the following areas:

- Contracts valued below £10,000
- Contracts valued over £10,000 but below £50,000
- Contracts valued at £50,000 or more
- European Union

7.3 Concerns were raised by one member at the number of contracts in place with DMBC and queried whether SLHD was receiving value for money.

**Paul Hopkins suggested that a report was produced and brought to the Joint Area Board for all contracts over £50k to demonstrate the detail and value for money.**

JB

**Judith Jones also suggested that both herself Paul Hopkinson, Ros Jones and Roger Haldenby identify a number of SLAs, carry out a cost analysis and bring the findings to the Area Board.**

JJ/PH/RS/  
RH

7.4 **The Board noted the contents of the report.**

## **8. Arrangements for future Area Board meetings**

- 8.1 Members confirmed that the West Area Board had previously agreed at the start of the meeting to keep with the 3.30pm start time on the same day as the Joint Area Board.

Members requested that car parking arrangements and access for disabled persons be considered when sourcing an alternative venue.

## **9. Minutes of previous Committee/Board meetings**

- 9.1 The Area Board received the minutes of the following meetings:

- Finance and Performance Committee meetings held on 25 October 2006 and 29 November 2006.
- Board meetings held on 18 October 2006 and 1 November 2006.
- HR Equality and Diversity Committee meetings held on 16 May 2006 and 23 August 2006.

## **10. Any Other Business**

- 10.1 Members were reminded of the forthcoming Tenants and Residents day on Saturday 10 March 2007 at the Keepmoat Stadium.

- 10.2 Members were also advised of a forthcoming Equality and Diversity training session that would be held in approximately 2 weeks. Further details were to follow.

- 10.3 A member requested if the Joint Area Board members could receive a copy of the final Self Assessment document.

**Final Self Assessment document to be sent out to all Area Board members.**

**TL/BMcH**

## **11. Date and Time of next meeting**

- 11.1 Monday 12th March 2007.