

Company Number 05564649  
A Company Limited by Guarantee  
Registered in England

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

### **BOARD MEETING**

**9 MAY 2007**

#### **Present**

Mr Sidney Hall, Mr James Parkin, Mrs Lyn Ralph (Vice Chair), Cllr George Beck, Cllr Joe Blackham, Mr Peter Chapman (Chair), Mrs Kate Radovanovic, Ms Gill Taylor, Mr John Young, Mr Michael Hardy, Rodger Haldenby (co-optee), Betty Clayton (co-optee).

#### **In attendance**

Martin Musgrave (Chief Executive), Judith Jones (Director of Customer Services), Paul Hopkinson (Director of Property Services), Trevor Lincoln (Director of Business Planning), Linda Milan (Company Secretary), Maxine Newton (Board Support Officer), Janet Clarke (Assistant Director of Customer Services), Sue Bowie (Temp Asst Director of Customer Services).

#### **Also in Attendance**

Maureen Harkin (DMBC)

	<b>ACTION</b>
<b>1. Apologies and Quorum</b>	
1.1 Apologies were received from Cllr Paul Coddington, Cllr John Mills and Judith Jones.	
1.2 It was noted that a quorum was present. Peter Chapman chaired the meeting.	
<b>2. Declarations of Interest by the Board</b>	
2.1 Lyn Ralph declared an interest in items 6, 7 & 9.	
2.2 Rodger Haldenby declared an interest in item 10.	
<b>3. Minutes of meeting held on 4 April 2007 and Matters Arising</b>	
3.1 The minutes of the meeting held on 4 April 2007 were agreed as a true and accurate record.	
<b>3.2 Matters Arising</b>	
3.2.1 <b>Item 3 – Outcome of Decent Homes Procurement for Delivery of Internal/One Hit &amp; External Works (Confidential Item)</b>	

It was confirmed that the contracts had been let.

#### **4. Chief Executive's Report**

4.1 A written report was provided to the Board.

4.2 The Chief Executive informed the Board that after recent discussions with the Audit Commission he had received an indicative result of the inspection.

**He confirmed that he would distribute a copy of the final report to all Board members once it had been received.**

**MM**

**The Board requested that should SLHD be confirmed as being successful in obtaining 2 stars that the Boards congratulations are passed to staff as soon as possible.**

**MM**

4.3 The Chief Executive proposed that the date of the Board Conference would be 6 June and that this would incorporate the next board meeting. Venues are still being explored and will be confirmed.

Retirement gifts have been purchased for the 3 Board members that have recently resigned and the Board agreed that these should be presented at the dinner following the Board meeting on 6 June.

4.4 Kate Radovanovic gave her apologies for the 6 June meeting.

4.5 The Chief Executive informed the Board that the Craganour Tenants and Residents Association from Denaby Main have been awarded the National Federation of ALMO's (NFA) award for the 'Most Inspired Resident-led Programme' in recognition of their 'Re-cycling Bicycles' project.

A discussion took place regarding the benefits of retaining membership of the NFA and it was agreed that this should be continued for a further year.

4.6 Board members were invited to the staff conference that is scheduled to take place in early July, dates to be confirmed.

**MN**

4.7 The Chair introduced Betty Clayton and Rodger Haldenby, the Area Board Members who have been co-opted to the Board, to the other Members of the Board.

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

## **5. Business Delivery Plan**

5.1 The Director of Business Planning presented a tabled report advising Board members of progress with the review of the Business Delivery Plan 2006/11 and the proposed timetable.

5.2 The Board were requested to give SLHD officers authorisation to review the document in discussion with DMBC. Attention was drawn to point 4.4 of the report that detailed the tight timescales involved.

Members were invited to contact the Business Planning Director or any other member of the Executive Management Team should they have any questions regarding the report.

5.3 Members were asked to consider the document in preparation for detailed discussion at the June Away Day.

**All Board Members**

5.4 **The Board noted and approved the contents of the report.**

## **6. Disability Equality Scheme**

6.1 The Assistant Director of Customer Services presented this report requesting Boards approval of the Disability Equality Scheme.

6.2 The draft Disability Equality Scheme had been approved by the Board at its meeting on 6 December 2006 when it was agreed prior to consultation. The consultation has now taken place and the scheme and action plan have been revised.

6.3 The Impact Assessments of this and other policies is being undertaken in accordance with an agreed action plan. A Board Member asked if details of the impact assessments could be given to the HR Committee.

**This was agreed.**

**JC**

6.4 Members enquired how the needs of persons with disabilities were being met in the Decent Homes investment programme. It was confirmed that a lifestyle assessment was carried out at an early stage prior and arrangements made for any required adaptations to a new kitchen or bathroom to be undertaken within the programme.

6.5 **The Board noted and approved the contents of the report.**

## **7. Tenants Compact Review**

7.1 The Assistant Director of Customer Services presented this report for the Board to consider the progress made in delivering the

Tenants Compact Action Plan and to agree follow on actions.

7.2 The Compact was formally launched on 13 May 2006 and it was agreed that reviews would be brought to the Board for consideration. Members were asked to note and agree the new targets set in Appendix A – Review of Tenants Compact.

7.3 **The Board noted and approved the contents of the report.**

## **8. Gender Equality Scheme**

8.1 The Assistant Director of Customer Services presented this report to seek Boards approval to adopt the Council's Gender Equality Scheme (GES).

8.2 There was no legal requirement for SLHD to produce a GES, however SLHD would need to ensure that it operates and provides services in a way which is consistent with the Council's GES.

8.3 A SLHD Diversity Officer had been involved in the working group that had produced the Council GES.

8.4 A discussion took place regarding how SLHD can contribute to the set targets and how appropriate SLHD targets could be set and monitored.

8.5 Members were advised that should Board approve the report the next stage would then be for SLHD to review the GES and consider how it can help DMBC achieve its targets

8.6 **The Board noted and approved the report.**

## **9. Market Testing of Repairs & Maintenance Service**

9.1 The Director of Property Services presented this report to update the Board on progress with the Market Testing of the Repairs & Maintenance Service.

9.2 He commented that the formal consultation with staff regarding the transfer of the stores function was now complete and the Council Officer Decision Record is due to be signed on 1 July 2007.

9.3 A meeting is to take place on 10 May 2007 regarding the Transport function.

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

**10. Retirement/Re-Appointment of Area Board Members**

- 10.1 The Director of Business Planning presented this report to clarify the process to be adopted for retirement/re-appointment of Area Board Members.
- 10.2 Members were asked to consider 2 options, recommendations made were to adopt Option 1.
- 10.3 **The Board noted the contents of the report and agreed to Option 1.**

**11. Any Other Business**

- 11.1 There were no items raised.

**12. Date of next Board meeting**

- 12.1 Wednesday 6 June 2007.

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.

**13. Appointment of a Cost Consultant**

- 13.1 The Director of Property Services presented this report to appoint an external consultant to provide Quantity Surveying (QS) services for the Decent Homes programme.
- 13.2 Traditionally this role has been fulfilled "in house" but in the past on two occasions SLHD have been unsuccessful in recruiting suitable applicants into the positions therefore a tender had been prepared. The two highest scoring groups were invited for interview and the successful company have the appropriate staff to undertake the duties required successfully.
- 13.3 **The Board noted and approved the contents of the report.**

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.

**14. Appointment of a Partnering Advisor**

14.1 The Director of Property Services presented this report the purpose of which was to appoint a Partnering Advisor under the PPC2000 form of contract.

14.2 He explained that tenders for the new decency contracts are being awarded on the basis of the ACA PPC2000 form of contract and one of the named roles required for the operation of the contract is that of "Partnering Advisor".

14.3 **The Board noted and approved the contents of the report.**

**15. Approved Minutes from Area Board and Committees**

15.1 The Board approved the minutes.

Meeting ended at 7.30pm.