



**HIGH PEAK COMMUNITY HOUSING LIMITED
COMPANY NUMBER 4983817
BOARD MEETING**

25 November 2009

Present: Agnes Bradley (Chair), John Arden (Vice Chair), Graham Fox, Anthony McKeown, John Pritchard, Awaad Rashed, Chris Webster, Peter Glover, Simon Rogers, Roger Wilkinson

In Attendance: Mark Ford, Mike Coppock, Jason Hawkes, John Moss, Louise Pearce, Sandra Webster, Teresa Bellamy, Anne Shaw, David Adderley, Linda Levin, Christine Hughes (Minutes).

1. **Apologies** – Linda Baldry, Linda Downings, Linda Leather, Kerry Martin, Mike Watson

2. **Expressions of Interest**

Other than that which might reasonably be expected from tenants and Council nominees, no Expressions of Interest were declared.

3. **Election of Chair**

The election of the Chair took place; Agnes Bradley was proposed by John Arden and duly elected.

4. **Hand Over of Meeting from Company Secretary to Chair**

The meeting was then handed over to the Chair by the Company Secretary.

5. **Election of Vice Chair**

The Election of the Vice Chair took place; John Arden was proposed by John Pritchard and duly elected.

6. Minutes of last meeting / Matters Arising / Follow-Up Action Summary

The minutes of the last meeting were proposed by John Ardern and seconded by Graham Fox as a true and accurate account of the meeting held on 28th October 2009.

Follow Up actions

Mark Ford apologised that the finalized structure charts were still not available for circulation and confirmed that they will be ready for the next meeting.

7. Chair's Update

- The Chair said that she thought the Express Yourself Tour had been a fantastic effort by everyone that took part and they should all be thanked by the Board.
- The Chair had attended the AGM at Derby Homes which had lasted for 3 ½ hrs.
- The Chair and John Jennings a Tenants Forum Member have been shortlisted to go forward to sit on the National Tenants Voice Panel.
- The Chief Executive announced that he had received some sad news that Robert Gill one of our ex Board Members had died suddenly, as soon as the funeral arrangements are known they would be circulated to everyone.

Matters for Discussion and Decision

8. Tenants Scrutiny

Teresa Bellamy from the Tenants Forum then presented a report on behalf of the Forum to Board.

The Board were informed that this was a summary of the new role of the Forum and approval of the Board was the next stage in moving forward with the proposed tenant scrutiny panel.

The general opinion of the Board was that this was a very positive move as the Board are accountable to the Forum. It was felt that this would be an important issue as part of the inspection process.

The Board noted the report and approved the aims and objectives of the proposed Scrutiny Panel.

9. High Level Business Summary

a. Finance

The Head of Finance informed the Board that there was an overspend on repairs during the last month, the exact reason for this was not yet known, this will be fully

investigated and reported back to the Board in January.

b. Performance

The Head of Business Services said that the performance indicators are on track. The exception being voids re lets which is due to the hard to let properties like bed sits. It was agreed that an analysis will be reported back on to the Asset Management sub group.

c. Capital Programme Update

The Head of Asset Management said that all projects are progressing well.

The Board noted the Report.

10. Business Plan

The Chief Executive presented the report and asked that the Board approve the key themes for 2010/15. He said a lot of hard work had gone into producing the plan however, the financial plan is not yet ready and further work will be done by the Finance Team at HPBC. Once approved the delivery plan will be submitted to HPBC for approval.

The Head of Business Services said following the workshop for the Board on the strategic risk map this will be included as an appendix.

A member asked what the timescale was for the submission of the business plan to HPBC. It was stated that in line with the management agreement, it must be submitted by the end of December.

The Board approved the key themes for 2010/15
The Board approved the Delivery and Performance Plan

11. Update on Express Yourself Tour

The Head of Homes & Communities presented the report he said that 52% of households (2000 + tenants) had been consulted, compared to 180 households in previous surveys. He went on to say that 61 members of staff had been involved, 13 unpaid volunteers went out on the tour with staff.

The total cost was £9301 and this included some items which would be recycled and used again in the future. The Head of Homes & Communities also explained how the information had been used so far and how it might be used in the future.

He said they had received very good feedback from other groups and as part of the evaluation process asked for comments from the Board with regard to whether they thought it had been VFM.

Members comments were:

- Excellent value VFM
- Information received was priceless could not be praised enough
- Tenants had realised that HPCH were providing landlord services, not the Council.
- The advertising on High Peak radio was praised.
- Need to advertise about this more such as articles in national magazines.
- Needs to be entered for an award.
- Must be continued with in the Future.
- Information received could be used in the future to set up tenant groups

Board Members noted the report and confirmed that they did consider the tour VFM.

12. Update on Medium Term Plan

The Head of Finance gave an update to the Board. He informed the Board that normally the Council provide us with details of the Management Fee by the end of November, however we have been informed that this was not possible this year. It would be 2/3 weeks before we receive the first version which would enable us to look at Budgets. It was hoped that figures would be available for the January Board meeting. It was suggested that this be done at a pre-board session.

13. ICT Outsourcing

The Chief Executive informed the Board about the options being looked at for the outsourcing of ICT. The options are whether to stay with the Alliance or cut loose and find our own source. Five tenders are to be considered and we can then decide on the best course of action. He suggested that a separate meeting be set up with 2 volunteers from the Board along with the Head of Finance, Martin Heale and, himself. Anthony McKeown and John Pritchard volunteered to attend. The Council's decision was expected to be mid December so a meeting is required soon.

14. Quality Policy

The Chief Executive informed the Board that the Quality Policy needed to be resigned by the current Chair and Chief Executive.

The Quality Policy was agreed and signed off by the Chairman and Chief Executive

15. Minutes from Sub Group meetings held since last Board Meeting

a. Asset Management sub group held 12th October 09.

The Chair of the sub group informed the board that they had had a very positive meeting. He requested that the board noted the minutes.

Board noted the minutes

b. Performance and Value For Money sub group held 21st October 09.

The Chair of the sub group asked that Board members note the recommendations listed on the summary sheet, namely that:

1. **Marketing Manager Role – Board *approved* that this role be made permanent.**
2. **Call Centre SLA – *requested* an interim report to be brought to the next meeting.**
3. **ICT SLA – Board *noted* the report**
4. **SLA's – Board *noted* the current situation regarding provision of services.**
5. **Board *noted* the minutes.**

c. Audit & Resources sub group held

The Chair of the sup group requested that the Board note the minutes.

Board noted the minutes

Confidential Minutes

The confidential minutes were approved by the Board and given back to the minute taker for destroying.

There being no further business the meeting closed at 7 pm

Date of next meeting:	27th January 2010
Time:	6.00 pm
Venue:	Head Office, Municipal Buildings, Glossop

Signed: _____

Date: _____