



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

24th March 2010

Present: Agnes Bradley (Chair), Linda Baldry, Anthony McKeown, John Pritchard, Awaad Rashed, Simon Rogers, Mike Watson, Chris Webster, Linda Leather, Graham Fox

In Attendance: Mark Ford, Mike Coppock, Jason Hawkes, John Moss, Louise Pearce, Christine Hughes (Minutes).

Apologies – John Ardern, Peter Glover

Expressions of Interest

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

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

The minutes from the meeting held on 24th February 2010 were proposed by Awaad Rashed, seconded by Mike Watson and agreed by the Board to be a true and accurate account of the meeting.

The confidential minutes from the meeting held on 24th February 2010 were proposed by Mike Watson, seconded by Simon Rogers and agreed by the Board to be a true and accurate account of the meeting.

Matters Arising

VFM Sub Group - Request for health check report to be emailed out.

Review of Chief Executive - a question was asked who would be doing this review. The chair stated dates were still to be confirmed.

Follow up Actions

No comments were raised.

Chair's Update

The Chair informed the Board that Linda Downings had resigned from the Board due to ill health.

She said that she felt it was important to bring to Members attention the poor attendance of some Board Members at meetings. The Chief Executive said a letter had been sent to Roger Wilkinson to voice his concerns about poor attendance. Linda Leather said she had had a problem attending some of the meetings because of her job but hoped that this would resolve itself as she had changed her working pattern, however she would be happy to stand down if the Board wanted her to. The Chair said she hoped this would not be necessary.

A Member raised concern about the poor attendance of the Vice Chair and suggested that perhaps someone else be chosen if he cannot attend.

It was stated that in the future there may be less Board Meetings so this should help resolve the problems that some Members have in attending.

Confidential Items

5. 30 year modelling of HRA Financing Plan.

6. Approval of Budgets.

The minutes for this part of the meeting can be found under separate cover.

7. High Level Business Summary

The financial report had been dealt with under item 6.

The Head of Asset Management stated that the Capital Programme was progressing well, a follow up report on the Whaley Bridge contract is on the agenda.

Staff satisfaction figures were questioned due to the return rate of 42% of staff had completed them. It was noted that 42% is a statistically significant sample. A further survey will be carried out at the staff conference to be held later this year.

In answer to a question about the number of staff presently employed, it was stated that there were 160 staff at present and 130 FTE.

Members noted the report.

8. Equality and Diversity

The Head of Business Services presented the report and said this was a briefing of what the Governance Improvement Group had requested regarding Equality and Diversity, as part of the knowledge briefing for on-going training of Board Members.

A Member commented about the 3 consecutive 3 year term before election as Council Members have to serve only 1 year before election this could cause problems if they were not re-elected, it was agreed to amend the wording to make this point clear.

It was also agreed that the wording should be amended to read members could not serve any longer than 9 years to avoid confusion.

It was suggested that perhaps the Council should be requested not to swap and change which Councillors sit on the Board as we could lose the skills gained by being a Board Member.

Board noted the report

Board approved the draft Board Recruitment Policy subject to amendments

9. Update on Whaley Bridge Kitchen contract

The Head of Asset Management presented the report and updated the Board on the problems experienced with the contractors on the Whaley Bridge Kitchen contract.

He informed the Board that work had stopped on site due to problems with ROK and that using the framework such as Fusion 21 we are currently looking for a replacement contractor to complete the work.

Concern was expressed that using frameworks such as Fusion 21 may result in local companies not being able to tender for this work.

Board noted the report

10. Update on Governance Improvement Group Work

The Board were updated on the work carried out by the Governance Improvement Group which consists of Agnes Bradley, Anthony McKeown, Linda Baldry, Mark Ford, Emma Copsy and Linda McAlinden. The Chief Executive stated that the new structure mirrored the Exec Team.

Changes to the sub group structure was discussed and agreed as follows:

- VFM should be in Audit & Resources
- H&S to be under Quality & Performance.
- It was stated that Members would be asked to say which sub group they would like to sit on with regard to the skills they could provide.

Changes to the meeting cycles were agreed as follows:

- Audit & Resources meeting to take place only in March not April.

- Suggestion that the Board Away Day take place in September not July and possibly on a Saturday or Sunday.

Board approved changes to the subgroup structure subject to the amendments.

Board approved the changes to meeting cycles subject to the amendments.

11.Minutes from Audit & Resources sub group (verbal update)

The Chair proposed that Awaad Rashed be appointed to the Chair of the Audit & Resources sub group and this was unanimously agreed.

The Chair of Audit & Resources stated that it problems had been caused by postponing this meeting 3 times and that the cycle of meetings should be amended by moving the December to November.

Date of next meeting:	28 April 2010
Time:	6.00pm
Venue:	Head Office, Municipal Buildings, Glossop

Signed: _____

Date: _____