



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

24 November 2010

Present: Agnes Bradley (Chair), Peter Glover (Vice Chair), Chris Webster (Vice Chair) Linda Baldry, Graham Fox, Jason Good, Linda Leather, Kerry Martin, Anthony McKeown, Margaret Neild, John Pritchard, Awaad Rashed, Simon Rogers, Mike Watson.

In Attendance: Mark Ford, Mike Coppock, John Moss, Louise Pearce, Linda McAlinden (Minutes).

- 1. Apologies – Jason Hawkes**
- 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 –** as no nominations had been received to stand as Chair the current Chair was asked to continue in the post for a further year. Agnes Bradley **agreed** and the whole board thanked her for her continued hard work for the company.
- 4. Appointment of new tenant board members –** the Company Secretary asked the board to accept the appointment of Jason Good and Margaret Neild as two tenant board members. They have both been through the appropriate selection process. The Board **accepted** their appointments and welcomed them.

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

The minutes of the last meeting were proposed by Graham Fox and seconded by Kerry Martin as a true and accurate account of the meeting held on 27 October 2010.

Matters Arising

In response to a query it was stated that 2 letters written regarding the funding for Supporting People had as yet received no reply. This is on the agenda for the Homes and Communities sub group in December and will be reported back on as soon as any information is received.

With regards to Peveril House it was reported that the Head of Asset management has met with an architect and this will be incorporated into the appraisal being done by HPBC.

The Chair of the Audit and Resources sub group stated they had not received any volunteers to be part of the group. The new tenant board member for the North of the Borough (Margaret Nield) stated that she would attend the meetings.

The board noted that the target for gas servicing has now been set at 100% and were informed that at this time it was actually 100%. Congratulations were expressed by the board to the team involved. It was recommended that the company do a general review on all processes which involved gas safety in view of the incident in Salford and that this should also include external auditing. It was noted that this has already been requested by the Asset Management sub group and will be requested by the Audit and Resources group at their December meeting.

Follow up Actions

All completed.

6. Chair's Update

The Chair reported that, along with the Chief Executive, she had attended an ALMO event in London. It had been a useful exercise.

Confidential item

- 7. a Update on Shared Services**
- b Update on Capital Programme**

These Items are confidential, the minutes may be found under separate cover.

8. High Level Performance Summary

a Company Overview

b Management Accounts

The Head of Finance stated that the forecast was for a small surplus at the end of the year. There might be some issues around the commissioning costs on capital works. In the past 10% has been taken, but from now on the Council will have to work to international standards of accounting which will make the calculation more difficult. This will have an impact on the risk register.

Board were asked to note that there had been an error on the budgeting of the salaries for the year and that they have been understated by £127k. Work was being carried out and a meeting has been held with the Chair of the Audit and Resources group to explain some of the issues and to assure him that this was being investigated. Some salaries had been missed and clearly some of the calculations and carrying forward from last year have not been accurately completed.

The Board expressed their deep concerns as to how this could have happened and how the error had not been identified before. They were also very concerned that this might not be the only area of the business in which this might have happened. It was also noted that any efficiencies which the company had made would now be lost in trying to cover this error. Concerns were also expressed that this might affect front line services.

Following a heated discussion board were assured that a full investigation was being carried out and that a full report was being taken to the Audit and Resources sub group meeting in December. Board were also assured that reserves would not be required to cover the understatement. Some of the problem may have been caused by the HR system not being implemented correctly when installed, and certainly had the financial system been running smoothly this error would have been picked up at the quarterly run as opposed to the half yearly.

It was agreed that the investigation would find out what happened, what can be done to ensure that this does not happen again, how will the company recoup without affecting front line services. There will also be more in depth scrutiny and proper reconciliation by the end of April.

With regard to the Financial system, Integra, it was reported that independent software consultants were being interviewed in order to facilitate the use of the installed system. The switch over had proved to be far more problematical than could have been foreseen and there had been little support from the suppliers. There is very little back up data which makes accounting difficult.

Again it was agreed that the finding of the investigation would be brought back to the board via the Audit and Resources sub group.

c Performance

There were no questions for the Head of Business Services with regards to the performance figures.

d Business Area overview

It was noted that ROK had gone into liquidation. They had finished all but 1 kitchen for the company and this had been contracted out to another company by way of Fusion 21.

A board member asked that Thanks be communicated to the staff involved in the community bonfire nights and the skip drops. The events had been well received and much appreciated throughout the neighbourhoods.

Board members discussed and noted the reports

9. Discussion Paper on the implications of the Comprehensive Spending Review

The Chief Executive stated that following the Comprehensive Spending Review there were lots of reports explaining how this would impact on various areas of the business. He handed a sheet which captured some of the main elements as they pertained to Housing.

The Board discussed the implications of the Comprehensive Spending Review in order to shape the future strategic thinking and to update the strategic risk map. The Board agreed that:

- any responses required would be best done in partnership with at least HPBC and / or the Alliance, and after consultation with tenants.
- Need to ensure that HPCH voice their opinions if they differ from the Council's
- A date for a workshop to include the Head of strategic housing at the Alliance to be set up to which a small group of the board would be invited
- Pick which questions to be answered – allocations and tenancy are the ones most pertinent to HPCH business.

10. Draft Business Plan

This was presented by the Head of Business services who stated that this draft aimed to incorporate all the board's comments from the Away Day, and be reflective of the aspirations of the Board. It was explained that, in line with the terms of the management agreement, a Business and Delivery Plan has to be submitted to High Peak Borough Council by the end of the calendar year. However, it is accepted that, without the clear financial basis this plan summarizes what the Board wishes to deliver, but without the absolute guarantee that the resources will be available. At this stage, we have not had the indication from High Peak Borough Council regarding the exact management fee for the coming year, and this may not be received until after the

submission date stipulated in the management agreement.

This was debated by the Board who felt that it was better to submit this plan as a starting point showing the aspiration of the Board but requested that when the plan was submitted there was a caveat that this was subject to financial ability to achieve.

The board approved the Business plan and Delivery plan – subject to the financial ability to achieve.

11. Draft HR Strategy

This report was presented by the Head of Business Services who stated that since completing the draft the Investors in People have read it and suggested that in the conclusion there is an addition of:

Strategy to be monitored by an annual report into full board.

She asked that with the addition of this the board approve the strategy.

Board members approved the strategy.

There being no further business the meeting closed at 8.25pm.

Date of next meeting:	23 February 2011
Time:	6.00pm
Venue:	Head Office, Furness Vale

Signed: _____

Date: _____