

Charnwood Neighbourhood Housing Limited

Meeting of the Board of Directors
28 October 2009, 6:00pm, Committee Room 1



Board Member Attendees: Zoe Wortley (Chair), Roger Merchant, Ian Montgomery, Marie Hannabuss (Vice Chair) (Vice Chair), Diane Horn, Kenneth Jones, Ron Jukes, Ann Watkinson, Cynthia Popley, Paul Day, Bill Cavender

Also Present: Tim Harris, Isobel Rickard, Steve Wilson, Maria Maltby, Richard Paterson

Apologies: Patrick Cole, Helen Isaac, Peter Gardner, Neville Stork

Minutes: Louise Gough

Minutes

The meeting started at 6.10pm

ITEM	Action
<p>1) Apologies for Absence</p> <p>Apologies were received and recorded from Helen Isaac, Peter Gardner, Neville Stork and Patrick Cole.</p>	
<p>2) Declarations of Interest</p> <p>There were no declarations of interest.</p>	
<p>3) Minutes of the Meeting on 22 September 2009</p> <p>RESOLVED:</p> <p>That the Minutes of the Board Meeting held on 22 September 2009 be agreed as a true and accurate record of the meeting, and duly signed.</p>	
<p>4) Matter Arising</p> <p>Page 1- AGM- RP advised that the AGM would take place prior to the Christmas period. A date was yet to be agreed with the Council.</p> <p>Company Secretary- RP requested that the Board consider the Executive Team's proposal to appoint MM as Company Secretary.</p> <p>RESOLVED:</p> <p>1) To accept the appointment of MM as Company Secretary.</p> <p>Page 2- 66b- SW advised that a target of 5.25% for performance indicator 66b had been agreed.</p> <p>Page 3- Percentage of Transfers- SW advised the Board that analysis had been undertaken on the number of transfers. He confirmed that the Council's target was</p>	

33% and the actual number of transfers was 28%. SW added that CNH were also promoting the usage of mutual exchanges rather than transfers.

SW advised the Board that tenants requiring a mutual exchange were required to leave the property in an acceptable condition and recharges were applied on qualifying repairs.

Page 3- Monthly Breakdown of Voids – SW tabled a breakdown of voids for the month of September.. The breakdown detailed the turnaround against each team, allocations, repairs and tenancy and showed the overall figure of 65 days and separately for designated 78 days and non- designated properties 55 days. A discussion took place on whether the tenancies could start on different days to Monday. IR advised that due to the tenancies and rent payment being periodic this would not be possible.

The Board expressed thanks to PF for producing the information.

Page 4- Finance Update- RP advised that the finance report would be further enhanced in coming months to contain greater information and clarity as requested by Board members.

5) Announcements by the Chair

Interim Chief Executive

ZW introduced the new interim Chief Executive for CNH, Tim Harris.

Open Board Meeting and Questions Policy

ZW advised the Board that the new Open Board Meeting and Questions Policy had been implemented and was published on the CNH website.

6) Mobile Working

The Board received a report outlining the proposals for the implementation of a mobile working system. The Board was asked to approve the implementation of the new system which would allow more capacity and great efficiency for work to be completed within the repairs team.

Discussion took place regarding affordability given the current financial situation and the saving that would be made as a result of implementing the system. SW stated that it would cost £59,059 to be implemented which would be capitalised in this financial year expenditure and therefore would cost £5000 in this year and the rest spread over 3 years. ZW added that as long as we are making an informed decision and within our financial controls she was comfortable with the spend.

RESOLVED:

1) *To fully implement the Mobile Working System subject to:*

- a. *The management agreement for restrictions regarding capital expenditure; and*
- b. *Informing the Council of CNH's intent to invest*

7) Draft Self Assessment

The Board received a report outlining the first draft of the self assessment document to be provided to the Audit Commission for the February inspection. MM requested volunteer Board members to join a review group to challenge, amend and finalise the document ready for submission to the Audit Commission on 14 December.

IM, DH and PD agreed to form the review group. RM as Chair would also be involved with this group.

RESOLVED:

- 1) ***A Board member review group to be set up to finalise the self assessment.***
- 2) ***That authority be delegated to RM, IM, DH and PD to agree and sign off the self assessment for submission to the Audit Commission.***

8) Position of Board Chair

The Board received a report detailing the results of the recent process to appoint a new Chair to the CNH Board.

ZW announced that RM had been voted as the new Chair and recommended that this take effect immediately following the meeting.

ZW recommended that she would move to a co-opted position until 31 December 2009 to ensure a full and thorough handover.

ZW added that the vacant Independent position has been advertised locally and in Inside Housing and it would be likely that interviews would take place by a Board member panel in early December.

ZW announced that MH had decided to stand down as vice chair and nominations would soon be sought for a Vice Chair following finalisation of a Job Description and Person Specification.

RESOLVED:

- 1) ***That RM will become the new Chair of the CNH Board.***
- 2) ***That ZW move to the vacant co-optee position until 31 December 2009***

CP, on behalf of the Board, thanked ZW for her hard work as Chair and wished her well for the future.

Exempt Items

9) Monthly Finance Update

10) Resource Utilisation in the Repairs Service

11) Date and Time of Next Meeting

Tuesday 17 November 2009, 6.00pm, Committee Room 1, Council Offices 3

The meeting ended at 8.30pm

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CHAIR

Signed as a true and accurate record of the meeting held on 28 October 2009