



CHESHIRE
PEAKS & PLAINS
HOUSING TRUST

Minutes of the meeting of the Trust's Board held on 8th September 2009 at 6.30pm at Ropewalks, Macclesfield

<u>Present</u>	David Gooda	Chairman
	Roger West	Board Member
	Diana Thompson	Board Member
	John Narraway	Board Member
	Kevin Richardson	Board Member
	Jim Crockatt	Board Member
	Jan Hennessey	Board Member
	Sheila Coulson	Board Member
	David Kent	Board Member
	Mike Page	Board Member
	Don Ellis	Board Member
	Tim Pinder	Chief Executive
	Greg Bones	Director of Resources
	Nigel Bennett	Development Manager
	Pauline Gosling	Executive PA
	Kath Ainsworth	Business Support Officer

1. Introduction

The Chairman informed Board that he had attended a TSA regulatory framework event in August and hoped to get someone from the TSA to attend a Board meeting in the near future.

2. Apologies & Declarations of Interest

- .1 Apologies were received from Jacqui Sinnott-Lacey, Louise Booth, Nick Mannion and Olivia Hunter.
- .2 There were no declarations of Interest

3. Minutes of last meeting

Item 4. Performance Report – the reference to traffic lights being unnecessary was associated to the report on staff turnover only.

The Board Decided

154) The minutes of the meeting held on 18 July were agreed as a true and accurate record of the meeting and with the change of wording to item 4 will be signed off by the Chairman.

5. Performance Reports

The Director of Resources presented the performance report for June and July 2009.

Table at 1.1 shows 3 red, 6 amber and 18 green.

It has been pointed out that this summary did not agree to the monitoring table on 3.2 – it was clarified that the table at 3.2 was incorrect because the % of dwellings vacant and available to let should be red not amber in that table.

As the board had previously agreed, the board concentrated on the areas that are not achieving the targets, these were:

Repairs completion times – Routine and Emergency.

A board member had asked whether completion time targets were standard in the industry. It was explained that targets do vary between landlords but those benchmarked are broadly comparable to our own.

Analysis of emergency jobs failing to meet target reveals that the performance of subcontractors is driving performance down and management are working closely with the contractors to improve this performance. Improvements had already been seen on routine repairs performance by minimising pre-inspections and providing materials more quickly.

Former tenant arrears indicators were amber but performance was improving.

The discovery of asbestos had an impact on performance on the internals programme and this also has a cost implication. The £90k cost is not currently expected to impact on the overall cost of the internals contract.

The % of dwellings vacant and available to let was a temporary spike caused by seven lettings being ready to let just before the end of July that would be let on 3rd August.

A Board member said that it appears to be the same red and amber traffic lights each time and perhaps the commentary should state what actions will be taken to turn the lights green rather than a reason for them being red/amber.

The Chief Executive stated that commentary would be more focussed from now on.

The Board Decided:

156) To note the performance report for June and July 2009

6. **NHF Code of Excellence in Service Delivery**

The Chief Executive presented the report stating that the code sets out the key principles expected of Registered Housing Providers around partnerships, engagement and accountability. The Challenge Group had been tasked with carrying out the assessment and have produced a detailed compliance table in which the Trust demonstrates that it either meets or exceeds the code in all areas.

The Chairman said he would like to see a press release to endorse the code

The Board Decided:

157) To note the Code of Excellence in Service Delivery

8. **NHF Code of Governance**

As with the code of excellence, this is an assessment of our compliance with the code of governance. The Trust complies with the code in all areas except the following:

- The Trust has not set overall maximum terms of office for board members – the code recommends that nine years (three terms of three years) is set as a maximum.
- Trust has a board of fifteen members, where the code recommends a maximum of twelve.
- The Trust has not required board members to sign role profiles and formal agreements specifying their responsibilities.

Following discussion Board members asked to see the make up of other stock transfer Boards and it was suggested that the Members and Staffing Committee should look at what skills the Board has/needs.

The Board Decided

159.i) That a maximum of three terms be set for Board members via a minor amendment to the Board membership policy.

159.ii) That Members and Staffing Committee determine role profiles and responsibilities that Board members could sign up to in order to comply with the code.

159.iii) To approach the Council but go ahead with the Tenant board member vacancy at the AGM.

9. AGM Resolutions

The report sets out the actions that must take place before the official notices are sent out for the 2009 AGM which will be held on 20th October.

The resolutions are set out in the memorandum and articles of association. Board were informed that the adoption of the succession policy for board members means that the company members are able to vote on the election of a tenant Board member.

The Board Decided

To provide the following to the AGM in accordance with the memorandum and Articles of Association:

1. The revenue accounts and balance sheets for the last accounting period;
2. The auditor's report on those accounts and balance sheets;
3. The Board's report on the affairs of the Company;
4. The Board's statement of the values and objectives of the Company;
5. A report on the progress of the Community Empowerment Strategy

160) To reappoint Deloitte as the Trust's auditors.

10. Tenant Promises Delivery Monitoring

Board received an update on progress with the promises set out in the offer document.

The Chairman congratulated the Trust's officers on the progress made with the promises.

A Board member expressed their concern that new tenancies did not attract a rent increase in the first years stating that the Trust could be losing quite a lot of money. The chief Executive agreed to look into the matter.

The Board Decided

161) To note the progress made in complying with the promises set out in the offer document.

11. Any Other Business

The Chairman announced that he was taking part in the midnight walk this Saturday in aid of the Hospice.

The vice Chairman informed Board that although he had missed some meetings recently as a result of setting up his own business and apologised for this, he was now sure that he would be able to attend regularly in the

future.

The meeting concluded at 9pm

Signed.....

Date.....