

## **BROADACRES HOUSING ASSOCIATION LTD**

### **MINUTES OF THE MEETING OF THE BOARD OF MANAGEMENT**

Held on Monday 12 May 2008 at Broadacres House, Standard Way, Northallerton.

#### **PRESENT:**

Rev B Mayne	-	Chairman
Mr J Usher	-	Board Member
Mr A E Twiggs	-	Board Member
Mr A McNamara	-	Board Member
Ms A Atherley	-	Board Member
Mr P J Burke	-	Board Member
Mrs S Reed	-	Board Member

#### **IN ATTENDANCE:**

Mr S Towers	-	Managing Director
Ms G Haigh	-	Director of Housing Services
Mrs A Grainger	-	Director of Finance
Mrs M Tweddle	-	Minute Secretary

Prior to the commencement of the meeting, the Chairman announced that Mr Terry Oxendale had tendered his resignation from the Board of Management. The Chairman expressed his gratitude to Mr Oxendale for his hard work and commitment during his term of office.

#### **BOM 843 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor N Huxtable, Councillor B Phillips, Mrs B Cox and Ms L Elliott.

#### **BOM 844 MINUTES OF THE MEETING HELD ON 17 March 2008**

The minutes were agreed and signed by the Chairman.

#### **BOM 845 MATTERS ARISING FROM THE MINUTES**

BOM 837 – It was noted that Durham Aircon had investigated the fault with the heating system at Broadacres House and we were awaiting their report.

#### **BOM 846 SERVICE REVIEW PROGRESS REPORT**

Report GH/BHA 23/08 gave details of the outcome of the repairs and cleaning service reviews undertaken by the Service Review Panel in 2007/08 and those being undertaken in 2008/09.

**It was resolved:**

That the report be noted.

**BOM 847**     **ANNUAL REPORT ON COMPLAINTS**

Report GH/BHA 24/08 gave details of the complaints received in 2007/08.

**It was resolved:**

That the report be noted.

**BOM 848**     **GENDER EQUALITY SCHEME**

Report GN/BHA 25/08 appraised the Board of a requirement of the Housing Corporation for housing associations to develop a gender equality action plan and provided the Association's draft Gender Equality Scheme for Board Members' approval.

**It was resolved:**

- i) That the draft Gender Equality Scheme be approved;
- ii) That authorisation be given to consult with our customers, staff and identified gender groups with the objective of developing a gender equality action plan, which will be referred back to this Board;
- iii) That the remainder of the report be noted.

**BOM 849**     **REVIEW OF COMPLIANCE WITH REGULATORY CODE**

Report ST/BHA 26/08 set out the requirements of the Housing Corporation's Regulatory Code and its related guidance together with a position statement as far as Broadacres' compliance was concerned.

The Chairman thanked staff for their efforts in completing the document.

**It was resolved:**

- i) That the report be noted;
- ii) That the Chairman be authorised to sign the Regulatory Code as a statement of Broadacres' compliance with it.

**BOM 850**     **VALUE FOR MONEY ACTION PLAN**

Report AG/BHA 27/08 provided Board Members with an update of the Association's Value for Money Action Plan.

**It was resolved:**

That the report be noted.

**BOM 851 HOUSING CORPORATION'S ANNUAL RETURN**

Report GH/BHA 28/08 presented the Association's Regulatory and Statistical Return (RSR) to the Housing Corporation for 2008 and Board Members were appraised of three minor updates.

**It was resolved:**

That the Association's Regulatory and Statistical Return be confirmed and signed by the Chairman on behalf of the Board of Management.

**BOM 852 CONTRACTS PROGRESS REPORT**

Report ST/BHA 29/08 advised Board Members of progress in respect of the Association's 2007/08 major works programme and the 2008/2009 major works programme and gave an overview of the maintenance procurement exercise and progress to date.

**It was resolved:**

That the report be noted.

**BOM 853 DEVELOPMENT PROGRESS REPORT**

Report ST/BHA 30/08 advised Board Members of the progress of the Association's development and major refurbishment schemes and further development opportunities.

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**It was resolved:**

- i) \*\*\*\*\*
- ii) \*\*\*\*\*
- iii) \*\*\*\*\*

BOM 854 \*\*\*\*\*

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**It was resolved:**

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BOM 855 **MANAGEMENT AGREEMENT WITH FOUNDATION HOUSING**

Report GH/BHA 32/08 provided details of a request from Foundation Housing for the Association to assist them in providing a support and accommodation service for vulnerable, young, homeless people in Harrogate and Scarborough.

**It was resolved:**

That approval be given to the Association entering into a management agreement with Foundation Housing for a twelve month trial period.

BOM 856 \*\*\*\*\*

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**It was resolved:**

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BOM 857 **SUMMARY FINANCIAL REPORT TO 31 MARCH 2008**

Report AG/BHA 34/08 presented the summary financial information for the year to 31 March 2008 and a brief progress report on refinancing the Association's loan facilities.

**It was resolved:**

That the report be noted.

BOM 858 **ANY OTHER BUSINESS**

Broadacres' Rules –

It was noted that the Association's rules have been approved by the Housing Corporation and the Financial Services Authority. The size of the Board of Management, therefore, had reduced from 15 to 12 and the two nominees from Hambleton District Council had been confirmed as Councillor Neville Huxtable and Councillor Brian Phillips.

**It was resolved:**

That this be noted.

Respect Standard for Housing Management –

It was noted that the Association had officially signed up to the Government’s Respect Standard for Housing Management. It was proposed to set up a focus group on anti social behaviour and Board Members were invited to join the group.

**It was resolved:**

That this be noted and Board Members wishing to be involved to notify Mel Tweddle.

Review of Staff Salaries –

It was agreed that a Remuneration Panel should be set up to undertake a review of staff salaries.

**It was resolved:**

That the Remuneration Panel would comprise the following:

- James Usher
- Sallyanne Reed
- Aylia Atherley
- Linda Elliott
- Brian Phillips

and they would undertake to report the results of the review to the next Board meeting.

Care Services –

The Chairman made reference to the Prime Minister’s recent announcement of a review of Care Services and noted that Broadacres has, for some time, subsidised the care service which it provides. Following discussion, it was agreed that we should review the direct costs of Care Services to Broadacres with a report to the next Board of Management.

**It was resolved:**

That this be noted.

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There being no further business to conduct, the Chairman closed the meeting.

**Chairman:**..... **Date:**.....