

**MINUTES OF THE EXECUTIVE COMMITTEE OF  
ROTHERHAM FEDERATION OF TENANTS & RESIDENTS**

**Monday 8 February 2010  
At Springwell Gardens Community Centre**

**Present:** Peter Collins (Chair) PC  
 Derek Corkell (Vice Chair) DC  
 Andrew Roddison (Company Secretary) AR  
 Jayne Holbrook (Treasurer) JH  
 Val Baldwin (Director) VB  
 Romney Bell (Director) RB  
 Christina Hammond (Director) CH  
 Ann Hitchens (Director) AH  
 Mary Jacques MJ  
 Linda Sales LS  
 Lilian Shears LSh

**Officers:** Steve Ruffle (RotherFed) SR  
 Joyce Chatterton (RotherFed) JC  
 Alan Goy (RotherFed) AG  
 Sneh Soni (2010 Rotherham) SS  
 Christine Staniforth (2010 Rotherham) CS  
 Omar Khan (2010 Rotherham) OK  
 Graham Eades (CEO 2010 Rotherham) GE  
 Sarah Wardle (Key Choices) SW  
 Phil Syrat (Key Choices) PS  
 Sarah Gregory (Radio Nightingale) SG  
  
 Pat Cahill PCh  
 Norman Taylor NT  
 David Dobbs DD

		<b>Action</b>
<b>001:10</b>	<p><b>Introduction and Apologies</b></p> <p>PC thanked everyone for attending and welcomed visitors to the meeting. He wished everyone a Happy New Year. Apologies were received from Stuart Mayo, Jean Jones, Kevin Sanderson and Liz Booth.</p> <p>Sarah Gregory, a volunteer working for Radio Nightingale has been transcribing the executive minutes onto a CD for Board Member Stuart Mayo who due to visual impairment was unable to read the paper copy. After a series of operations he now no longer requires the service. Steve introduced Sarah and thanked her for all her hard work. PC presented her with a thank you card and gift.</p>	

<p><b>002:10</b></p>	<p><b>Minutes from 8 December 2009</b> PC proposed and AR seconded the minutes as a true record.</p> <p><b>Matters Arising</b> SR and AH had helped Barnsley Federation with judging their TARA awards. AH attended the Awards night and reported that it was a good night. She said that she was impressed on how all the TARAs that attended mixed with each other.</p> <p>SR said that sanctions are now in place for anyone who books a place on a training session and doesn't attend for 3 sessions. We have 1 person who is now excluded.</p> <p>AG said that one IT course has now been completed with another two taking place starting next week at Woodlands Family Centre and HVFC centre. AR asked if there was any funding available to buying laptops and having the training at Springwell Gardens. SR said it was good to have them out in the community.</p> <p>SR said that after advice from our lawyer any alterations to the Bullying and Harassment policy needs to be done through the Mem and Arts at the AGM in March or at a Special Meeting in the year. AR said that due to the time frame it would need to be done by the end of February. PC, SR, AR and DC would coordinate a time to meet as Mem and Arts Subcommittee.</p>	<p><b>SR</b></p>
<p><b>003:10</b></p>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• <b>Letter from Chris Gaynor</b>, 2010 Rotherham regarding Service Improvement Group – Empty Homes. The next meeting is planned for 12.00 – 14.00 on 15 February. He asked if 2 members of RotherFed would like to be involved. AH, MJ and LS volunteered.</li> <li>• <b>Rotherham Local Development Framework</b>. SR said that this was a very comprehensive consultation Rotherham has done on the future of Rotherham. SR has a copy and it is also on the website. SR said that it was important that RotherFed was involved. AR proposed thanking them for the work.</li> <li>• <b>Transport Strategy for South Yorkshire</b>. Event taking place at VAR on 11 February at 10am – 1pm. Anyone wishing to attend contact Sarah Kelly at VAR. VB &amp; MJ are attending.</li> <li>• <b>Take Part Workshop</b>. Taking place on 10 February at 10am – 3pm at the Unity Centre if anyone wishes to attend. SR said that SM is attending.</li> <li>• <b>LGBT</b>. Various events are taking place. SR said that RotherFed is organising a Stop Hate Crime event if anyone wishes to attend with the KGBT Working Group if anyone wishes to attend.</li> <li>• <b>Thank you letter from Social Services</b>. Thanking everyone for their help and support for the hamper and toy appeal. Also the</li> </ul>	<p><b>SR</b></p>

	events committee members in helping to make up the hampers.	
004:10	<p><b>Reports</b></p> <p><b>Development Manager's Report</b> SR's report was available.</p> <p><b>Business Plan:</b> The plan is still with Jayne Davis-Haire for a decision.</p> <p><b>Birks Holt TARA:</b> A Fun Day is being organised to take place on 27 March. RotherFed has received £5,000 from Connecting Communities with a further £1000 from Take Part Partnership. The Youth Engagement Officer, Julie Sanders is helping with the organisation.</p> <p><b>Rawmarsh Area TARA:</b> RotherFed has supported the TARA in the production of a newsletter to be distributed to all residents in the area.</p> <p><b>Business Planning Workshop:</b> This is taking place on 11 February at Silverwood Miners Welfare.</p> <p><b>Member Development Officers Report</b> AG's report was available.</p> <p>Due to the adverse weather in January numerous TARA meetings were cancelled which enable AG to do work on the TARA Showcase day which was very successful and well attended. Another letter had also been sent about the Quality Awards taking place on 23 March</p> <p>Further IT courses were now taking place.</p> <p>SR said a creche will now be available at the AGM.</p> <p><b>Company Secretary's Report</b> <b>RotherFed Elections.</b> AR said that the TARA nominations had to be returned by 12 February and AHP nominations by 19 March. Nominations are still required from Wentworth Valley, Rotherham South and Wentworth North. 2 nominations have been received from Rotherham North. AR said that Nic Marshall has done an excellent job attending meetings and chasing nominations.</p> <p><b>Environmental Group</b> DD reported that he had spoken to Neil Everest and he had informed him that this group had folded. He will inform RotherFed when another group is set up.</p>	
005:10	<p><b>Subcommittees</b></p> <p><b>Finance</b> The minutes were available.</p> <p><b>Events</b></p>	

	<p>The minutes were available</p> <p>The RotherFed Social had gone well and so had the Buffet for the 2010 Rotherham workers. SR thanked the Events Committee for all their hard work organising these events.</p> <p><b>Estate Management</b> SR suggested looking at this group after the AGM to see whether it should continue.</p> <p><b>Associate Members</b> This group had not met.</p> <p><b>Youth Steering Group</b> SR said that there would be a report at the next meeting.</p>	
<b>006:10</b>	<p><b>Outside Bodies</b></p> <p><b>Compact Monitoring Group</b> SR said that Keith Stringer had done an excellent job chairing this group but has now had to retire from this position due to ill health. There is now a vacancy. LS proposed JH, AR seconded, all agreed.</p>	
<b>007:10</b>	<p><b>New Members</b> AG said that there were no new members but that he was at the second stage with a group from Rockingham and also had a meeting with a TARA in Swinton next week.</p>	
<b>008:10</b>	<p><b>Approval of Policies</b></p> <p><b>Purchasing Policy</b> SR said that the company is improving systems so that there is fairness. Anything over £500 required 3 quotes. There was a real need to look at suppliers. RotherFed tried not to use too many consultants and keep their rate to £35 per hour. Trainers had to say what they are providing.</p> <p>Item 3, AR said that to add where practical or possible. SR said that they would need to report to the finance committee for approval. Item 5, it was agreed that there should be a pre written contract to be signed by trainers.</p> <p><b>Sick Pay Policy</b> This used to be in staff contracts but has been advised that it should be a policy so that it can be amended. This was agreed.</p> <p><b>Maternity Policy</b> This was agreed. PC asked about a Paternity Policy. SR said he would bring a draft policy to the next meeting.</p>	<b>SR</b>
<b>009.10</b>	<p><b>2010 Rotherham Update</b> PC introduced Graham Eades, Interim CEO of 2010 Rotherham Ltd.</p>	

GE said that the main item at the moment was the Repairs and Maintenance contract. It is now out to competition. There were several stages to go through. These would be more interactive with competitive dialogue to understand where they are coming from. There were also risks to bidders in asking them to do repairs at pre-ordained prices. This was bringing up innovative ways of working. Draft bids have been received for the first stage. This will need to be discussed with tenants and representatives.

There had been an event at the Silverwood Miners Welfare and SS gave a report. SS said that they were looking at setting up a steering group and invites have been issued to the 32 people who attended the event. From feedback received it was stated that more advocates were needed as there was too much work for 2 people so it has now been increased to 4. SS said that SR and RotherFed had been very supportive.

GE said that there were to be 2 separate contracts with 1 per bidder. The start date for the new service is 1 October 2010. If the bids were not reasonable and best value then RMBC might not approve and the process might need extending to 1 January 2011.

GE said that if a contract went in-house then half of the workforce would be TUPEd over to the other contractor.

The floor was opened up to questions.

DC asked if the contractors would need to see the state of the stock prior to bidding. GE said that info was available without having to see the houses.

AR asked about the cost of the process. GE said that RMBC would be paying and the cost would be approximately £1 million. AR asked why the service hadn't been benchmarked, GE said it was all due to the audit and RMBC had decided to go down this route.

Concerns were expressed about the downsizing of the workforce.

GE said that Decent Homes were in their final year and everything was on track for completion. Decent Homes staff jobs were also at risk.

OK gave a short presentation on the Customer Pathway Project. He outlined the different pathways and said that staff should be out in the community 80% of the time. He also outlined how this was to be achieved. He said that customer questionnaires needed to be completed and asked for RotherFed's assistance with this process.

AR said that this process had been done before and nothing had happened so what made this one different. OK said that this time it had to work. It had already started to change things and was

	<p>making a difference. If things don't change 2010 will not last.</p> <p>MJ said that the main issues were decent homes, environment and anti-social behaviour and thinks that the caretakers should return.</p> <p>PC thanked GE and OK for attending.</p>	
<b>010:10</b>	<p><b>Choice Based Lettings and Allocations</b></p> <p>SW gave an update on the choice based lettings process. On 1 December 2008 the allocations policy was reviewed with minor tweaks being made. There is now 20% allocations to the general group with 30% to the general plus group. In rural areas Local Connections give preference to those who wish to stay near to their families.</p> <p>SW asked if members of the board were kept informed of changes and they said no. She said that Champions need to report to the AHPs. LS asked if Local Connections could bring in families that are not welcome. SW said that they liaise with all agencies to ensure that this would not happen.</p> <p>AR said that he applauded Key Choices as it has a hard job to do but said that he preferred the original idea where everyone had the right to bid for a property. AH asked if people with larger properties wished to downsize why not make it easier for them to bid for bungalows. Filling in an assessment form if you have no health problems doesn't help.</p> <p>SW asked if any members of the board would like to visit the Key Choices Property shop to see how the process works.</p> <p>PC asked if SW would like to return at a later date and SW said she would be happy to.</p>	<b>SR</b>
<b>011:10</b>	<p><b>AOB</b></p> <p>There was no other business</p>	
<b>012:10</b>	<p><b>Date and Time of Next Meeting</b></p> <p>Monday 8 March at 11.00am at Springwell Gardens Community Centre.</p>	

Signed ..... Date .....