

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

**Monday 12 April 2010
At Springwell Gardens Community Centre**

Present:

Peter Collins (Director)	PC
Derek Corkell (Director)	DC
Andrew Roddison (Director)	AR
Linda Sales (Director)	LS
Ann Hitchens (Director)	AH
Mary Jacques (Director)	MJ
Val Baldwin (Director)	VB
Romney Bell (Director)	RB
Philip Clarke (Director)	PC
Stuart Mayo (Director)	SM
Lilian Shears (Director)	LSh

Officers:

Steve Ruffle (RotherFed)	SR
Joyce Chatterton (RotherFed)	JC
Julie Sanders (RotherFed)	JS
Christine Staniforth (2010 Rotherham)	CS

Kevin Taylor	KT
Norman Taylor	NT
David Dobbs	DD
Liz Booth	LB

		Action
025:10	CRB Statement SR reminded Board members that only those people who had CRB checks undertaken could stand for Chair.	
026:10	Nomination of Chair SR asked for nominations for the Chair of RotherFed. DC nominated Peter Collins, LS seconded, the Board agreed the nomination and Peter Collins was duly elected.	
027:10	Introductions and Apologies PC thanked everyone for attending and welcomed visitors to the meeting. Apologies were received from Harry Tooley, Jane Davies-Haire, Collette Williams, Sneh Soni and Jayne Holbrook.	
028:10	Officer Nominations The following people were proposed and nominated: Vice Chair – Derek Corkell Company Secretary – Andrew Roddison Treasurer – Jayne Holbrook	

<p>029:10</p>	<p>Co-option of Board Members Philip Clarke was nominated and accepted as a Board member for Rother Valley South AHP.</p> <p>There had been no nomination for Wentworth North due to illness, it will hopefully be resolved in the near future. SR to meet with the AHP.</p> <p>AR asked for the ratification of switching off mobile phones or a charge of £5 will be made which will be donated to charity.</p>	<p>SR</p>
<p>030:10</p>	<p>Review of Subcommittees</p> <p>Finance Present members are JH, AR, PC, SR and JC with professional support by Alan Murphy. It was agreed to continue with the same members.</p> <p>Events Present members are LS, AH, JH, VB, DW & SM. This is an important committee with an increasing workload. It was agreed for it to continue with a report to be written on how to manage the workload. VB said she wished to step down from the committee but would be willing to help when required. SM has also resigned due to work commitments. PC to contact SM to ask if he could help on an ad hoc basis.</p> <p>Estate Management Present members are LSh, AH, SM, LS, MJ & SR. There had been no meetings recently as it had been decided that it was not sustainable to buy or lease Springwell Gardens. It was agreed for the committee to fold.</p> <p>AR thought that we would need to review our requirements at a later date to see whether the present premises are still fit for purpose. SR recommended commissioning a report to be done by an outside agency. It was agreed that this would take place in September to report to the October board.</p> <p>BME Present members are DC, SM, BV and SR. Has not met since June 2009. DC thought that it could not be abandoned but ideas were needed on how to take it forward.</p> <p>AR asked if we could host another Multi-Cultural Day, maybe not on the scale of 2009. CS said that 2010 Rotherham would be happy to support this. SR, DC and CS to meet to discuss this.</p> <p>Associate Membership Present members are AR, LSh, PC, JJ and AG. This committee has not yet met. AR said that with good advice from Doncaster Federation RotherFed could support tenant groups and asked if the</p>	

	<p>Board members could stay behind after the meeting to discuss this.</p> <p>Memorandum and Articles Present members PC, AR, CH and SR with support from Alan Robinson, Solicitor. This group only meets when the Mem and Arts needs amending. There is to be a meeting with the solicitor in April and a Special Meeting in the Autumn.</p> <p>Complaints Present members are JH, PB with support from SR. There needs to be new members. AR said that there is no need for a complaints group as they have no powers to discipline. It was agreed to disband the group until an agreement to change the Mem and Arts is in place.</p> <p>AR thinks that we need a Publicity Subcommittee. AR to discuss this with AG and forward.</p>	
031:10	<p>Representation of External Committees</p> <p>Empty Homes Service Improvement Group Present representatives AH, LS and MJ. Agreed</p> <p>2010 Environmental Network Steering Group (presently dormant) Present representatives KS and DD. Agreed</p> <p>2010 Strategic Priority 3 Group Present representative PC. This group is now disbanded</p> <p>2010 Staff Awards Group Present representatives MJ & VB. MJ said that they had not been invited to any meetings since Graham Eades had taken over. PC and SR to raise this at a meeting with Graham</p> <p>2010 Inspection Group This group is now disbanded</p> <p>Agreement Monitoring Group Present representatives JH, RB with staff support from AG. Agreed. CS explained what the group did and said that more members would be welcome. SR and PC to raise this with Graham Eades.</p> <p>Decent Homes Partnering Board Present representative PC. Agreed.</p> <p>Decent Homes Customer Focus Group Present representative AH. Agreed</p> <p>LINK Network Present representative DC. Agreed.</p> <p>RMBC Sustainable Communities Scrutiny Present representatives AR and DC. Agreed.</p>	PC, SR

	<p>Round your Place Editorial Committee Present representative AR with staff support from AG. Agreed. AR said that they had not been invited to any meetings recently. PC and SR to raise it with Graham Eades.</p> <p>2010 Sustainable Communities LB informed that it is reconvening and would require a member from RotherFed. SR to attend the first meeting on 14 April.</p>	SR
032:10	<p>Minutes and Matters Arising PC moved and AR seconded the minutes as a true record.</p> <p>15:10 Key Choices. Amendment, members of the Board attended.</p> <p>SR and PC attended the 2010 Rotherham Board meeting and were made very welcome. SR produced a schedule of future meetings. PC and SR to continue to attend and SR will submit a report to the Board. AR asked if RMBC 'council' meeting dates could be added to Board correspondence next month.</p> <p>Fairtrade Event – it was proposed and agreed to invite Cllr Wyatt to a future Board meeting.</p>	SR
033:10	<p>Correspondence</p> <ul style="list-style-type: none"> • Key Choices Explained. • Housing Stock as at 05.11.2009 • Defend Council Housing. Council looking at proposals to move to self financing but questions still need to be asked. • Citizens Advice – opportunity for tenant groups to receive a presentation on energy saving. • Archer Housing – invite to tenants to attend open lunch to celebrate new development at Greencroft on 14th April • Rotherham Roadshow – On 20 April at Dinnington Resource Centre, 4pm to 7pm. PC and LSh to have a stall on behalf of RotherFed. • Home Adaptations for Disabled People – JC to photocopy and distribute to Board members. • Hope of Rotherham Conference for Women. 	JC
034:10	<p>Reports Development Managers Report SR's report was available. SR asked for everyone to fill in the profile form so there could be a profile of Board members and staff for the website with photos. AR said that a date could be set for photos to</p>	

	<p>be taken. SR suggested having an induction day around Board responsibilities. PC didn't think it was worth spending that amount of money just for one new Board member. AR suggested going out for a meal to socialise and network, so the new member could meet everyone. This is to be deferred to the next meeting.</p> <p>Accessible Services for All – this will take place on 23 April 10am to 1pm. This is being run in partnership with 2010 Rotherham and people are needed to attend.</p> <p>Wiltshire Farm Foods – this takes place on 21 April, no interest has been shown so this was cancelled.</p> <p>Training on Council Self Financing – this will take place at Barnsley Federation on 11th May and there are 10 places available.</p> <p>CIH Exhibition at Harrogate in June, date to be decided. It is free for all tenants. AR said we might not be invited by a partner so provision has to be made to support attendees with meals. AR suggested putting it on the Finance agenda.</p> <p>Member Development Officer's Report AG's report was available.</p> <p>TAROE AGM Report DC's report was available. SR thanked the three members for representing RotherFed at this meeting.</p> <p>Sustainable Communities Scrutiny Report DC's report was available. DC said that the lettings policy was very ad hoc at the moment but they are looking to put together a policy to support people to move.</p>	
035:10	<p>Subcommittees Finance Correction to Item 7; SR to report back to the next meeting with a job description for new post, this was subject to the Board's agreement.</p> <p>USB sticks to be handed out at the end of the meeting.</p>	
036:10	<p>AOB There was no other business</p>	
037:10	<p>Date and Time of Next Meeting Monday 10 May at 11.00am at Springwell Gardens Community Centre.</p>	

Signed Date