

## MINUTES: PLYMOUTH COMMUNITY HOMES SHADOW BOARD

### Item

### Action To Be Taken By

Present: Shadow Board Members: Peter Ebsworth (Chair), Zilpah Leahy, William Lean, Sue McDonald, Elaine Pellow, Jack Thompson, Nigel Warn, Christine Watts

Staff/Advisors : Juliette Hart, Malcolm Lindo, Belinda Pascoe, Georgina Savill, Gary Seabourne, Clive Turner, Colin Walker

Tenant Services Authority: Steve Fox

Apologies: Sue Dann, Joan Watkins

### 1 Chair's Urgent Business

Linda Macbeth had resigned from the Shadow Board. Increasing work commitments had made it difficult for Linda to support PCH in the way she would have wished and after a period of reflection Linda had decided that the most appropriate action for both parties was that she should leave the Shadow Board.

PE had written to thank Linda for her contribution to the formation of PCH.

### 2 Minutes of Meeting 5 May 2009

Agreed

### 3 Matters Arising from 5 May 2009

Agreed

### 4 Committee Minutes/Recommendations

#### HR and Staffing Committee (18 May 2009)

The Shadow Board resolved: **to endorse the recommendation from the HR and Staffing Committee that Board appraisal should take the form of an externally facilitated group appraisal.**

#### Audit and Risk/Finance (21 May 2009)

The Shadow Board noted the contents of the draft minutes.

## 5 Project Update:

In addition to the written report circulated with the Board papers, BP gave a verbal update on the latest developments.

### Registration and Negotiations with Plymouth City Council

- The 'health check' report on the DLO was due to be finalised on 3 June 2009; it was scheduled to come to the Board on 30 June 2009.
- The PCH stage one report would go to the TSA Registration Assessment Committee on 4 June 2009.
- The registration assessment visit would be based at Princess Court.
- Estimated costs for SLAs with PCC expected by the end of June 2009.

### Business Plan

- Good draft text for the Business Plan in place.

### Human Resources

- Some concern about progress on TUPE matters.
- BP and Head of HR from PCC were to meet; BP would ask if PCC could accelerate the TUPE process/provide clarity on certain issues.
- CT and PCC would issue a joint TUPE briefing note.

### Governance

- Risk Management Strategy approved on 21 May 2009.

### ICT

- The procurement of the finance system was on track.
- PCH proposed to appoint an interim IT manager; NJ would evaluate the proposals received.

### Assets

- PCH had raised concerns about the timescale of the PCC response to the supplied asset schedule.
- From 2 June 2009 onwards PCC had undertaken to supply PCH with the details of 20 plots a day that it proposed to transfer to PCH.
- 25 companies had returned the PQQ questionnaires for the kitchens and bathrooms programme.

### Accommodation

- JS was negotiating for PCH to take an additional floor at Princess Court.
- A report on accommodation would go to the PCC Corporate Impact Board on 2 June 2009.
- PCH anticipated further discussion with PCC on the sites at Prince Rock and Fort Austin.

### Communications

- The interim website was expected to go 'live' in the near future.
- The next tenants' newsletter would be in the PCH colours.

### North Prospect

- Levitt Bernstein, StuF and Savills had reported their initial findings to senior officers of PCC and PCH on 11 May 2009.
- Levitt-Bernstein had divided the estate into three areas: north, middle and south.
- The essence of their proposals was for some redevelopment in the north, refurbishment in the middle zone and refurbishment in the south in conjunction with some demolition.
- Implementing the proposals would lead to a net gain in social housing.
- The HCA at a regional had indicated their willingness to support the project and provide social housing grant.
- There was funding gap to be bridged, but CT considered that further progress could be made at a meeting on 3 June 2009.

### Appendix 1 Strategic Risk Register

- The report circulated with the minutes included the latest version of the Strategic Risk Register.

The Shadow Board resolved :

- 1 to note the progress described in the project update report and verbal update,**
- 2 to note the contents of the project strategic risk register.**

### **6 Section 25 Budget**

- CT considered that the spend to date indicated that costs would be contained within the Section 25 budget.

## 7 Registration Assessment Process

- Steve Fox (Tenant Services Authority) noted that the TSA draft standards discussion paper would be published on 9 June 2009.

## 8 Business Plan

Malcolm Lindo (Savills) gave a presentation on the Business Plan (please see attached).

- The Business Plan continued to develop (now at version 7).
- PCH would be in deficit during its first five years.
- The deficit was inevitable because expenditure would exceed income.
- PCH had to convince potential funders that it could repay its loan within the agreed timescale.
- At present the plan envisaged a loan of £100 million from EIB and a £20 to £30 million loan from UK banks.
- The interest rate from EIB was expected to be 6.5%, while the UK banks were expected to require a rate of 7.5%.
- Three to four UK banks were likely to be interested in providing finance.
- The Business Plan was sufficiently flexible to accommodate the outcome of JE appeals; it also took account of managers' feedback on appropriate salary levels.
- ML considered that the efficiency savings/service charge gap closure proposals etc were feasible and that the plan as a whole demonstrated PCH's financial viability.

The Shadow Board resolved: **to release the Business Plan to funders.**

## 9 Company Seal

- Prior to the Board meeting of 2 June PE, EP and WL had passed a resolution appointing the Board to full strength. The Board was no longer a 'Shadow Board'.

The Shadow Board resolved to: **approve item 2 (SB 062, Ratification of Shadow Board Decisions).**

- The company seal was not working; the adoption of the seal would be deferred to 30 June 2009.

## **10 Any Other Business**

NW would be unable to attend Board events for the next few weeks because he was due to enter hospital for an operation. The Board sent NW its best wishes for a speedy recovery.

## **11 Date of Next Meeting**

5.00pm, Tuesday 30 June 2009, Board Room, Princess Court