

Northamptonshire Partnership Homes Limited

Company No: 09019453 Registered Address: The Guildhall, St Giles Square Northampton NN1 1DE

Minutes and actions from the 3rd May 2023 Board Meeting

*Lee Room, Westbridge Depot, St James Mill Road, Northampton NN5 5JW
And Teams.*

Present

Board Members:

Andrew Woods (AHW) *Chair*, John Connolly (JC) *Vice Chair*, Andrew Kilbride (AK), Bob Purser (BP), Chris Deery (CD), Nigel Hinch (NH), Rakesh Thakarar (RT), Rebecca Peck (RP).

Officers:

Steve Feast (SF), Julie Petrie (JP), Kathy Brooks (KB), Linda Cherrington (LC), Liza Ellis (LE)
minutes

Apologies:

Chris Webb (CAW), Clare Whitehead (CLW), Godfrey Kanengoni (GK), Dale Robertson (DR), Jane Carr (JCa) WNC,

Minutes and Actions		
Meeting Commenced: 18:00		
Item 1	Standing Items	Action
Item 1.1: Welcome and apologies		
1.1	The Chair welcomed all to the meeting. Apologies were noted as above.	
Item 1.2: Declaration of interests		
1.2	None	
Item 1.3: Minutes of last meeting		

1.3	Minutes of the Board meeting held on 8th March 2023 were approved by the Board.	
Item 1.4: Matters arising		
1.4	<p>Action 1: Check if full KPI definitions provided to Board Members.</p> <p>Action 2: Completed</p> <p>New Action: Ensure all documents have the name changed from Northampton to Northamptonshire</p>	ALL
Item 1.5: Vision, Mission and Values		
1.5	Vision, Mission and Values were acknowledged in the meeting. The Chair highlighted from Mission – We provide services which endeavour to meet the needs and aspirations of all tenants and residents.	
Item 1.6: Happy to Help CIC Report		
1.6	<p>The report was taken as read.</p> <p>The headlines for the operational activity and financial position of the company for the last quarter were highlighted.</p> <p>The Board discussed the feasibility of providing mould resistant paint in the Paint Shop. It was noted that this type of paint is not available as a donation so would need to be purchased. The Board noted the risk that using mould resistant paint could potentially mask an underlying issue that should be rectified, and safeguards would need to be put in place to prevent that happening.</p> <p>Action: A paper reviewing the suggestion to provide mould resistant paint to Tenants through the Paint Shop to be produced for the next Board meeting and feedback provide to HTH.</p> <p>POST MEETING NOTE: It was agreed to take the suggestion away to explore not provide a paper to the next Board.</p> <p>The Board received the 21/04/2023 Happy to Help CIC report.</p>	WW
Item 2	For Decision	
	No items	
Item 3	For Decision Recommended by Committee	
Item 3.1: Value for Money Strategy 2023-26		
3.1	The report was presented and taken as read.	

	<p>It was confirmed that the strategy now reflects the latest metrics provided by the Regulator which will be effective from 1 April 2023 for the 2023/2024 reporting cycle. The finalised document will be in the new NPH corporate format including the name change to Northamptonshire.</p> <p>It was noted that in future the Value for Money elements will be referred to in the Statutory Accounts with details of how the full statement can be accessed through the NPH website. All new metrics are now included in KPI reporting for NPH at quarterly Committee and Board meetings in addition to monthly review by EMT and Heads of Service.</p> <p>The Board discussed the point that NPH is not a Registered Provider and can choose specific metrics from the standards that are relevant to NPH, which don't include the Regulators financial measures. It was discussed whether to include a proxy measure to give an indication of NPH efficiency against the financial measures that the Regulator recommends. It was agreed that the Value for Money statement will be cross-referenced to the NPH website so that all the measures are available to view.</p> <p>Action: A statement that includes the financial efficiency measures to be circulated to Board Members and uploaded to the Convene document library.</p> <p>The Board</p> <ul style="list-style-type: none"> • Noted the contents of the report and proposed review date (April 2026) • Approved the updated Value for Money 3-year Strategy 2023/26 as recommended by the Finance and Development Committee 	LC
Item 3.2: Procurement Strategy 2023-26		
3.2	<p>The report was presented and taken as read.</p> <p>The Board noted that the proposed Procurement Strategy builds on the significant development of the in-house procurement team and the next phase as NPH take all procurement delivery in-house due to the WNC shared procurement services contract ending on 31 March 2023.</p> <p>The Board noted that the programme of work to implement the strategy will be produced and led by the new Head of Procurement as the current postholder leaves at the end of May. The risk of non-implementation due to lack of resources was discussed. The mitigations for the failure to appoint a new Head of Procurement were outlined; as an interim resource being provided from the framework provider to cover the interim period. A key area for progression is to have a system in place for contract management and ERP Gold has a procurement element that may satisfy this need when implemented this year.</p> <p>The significant increases in capital budget for both Development and Asset Management areas were discussed.</p>	

	<p>The Board discussed the strategy of supporting the local economy by using local (Northamptonshire) suppliers. It was noted that local suppliers must compete through the same process as any other supplier for contracts and that the right choice for NPH is always made.</p> <p>The Board discussed whether there is a conflict attached to contracts having a contribution to HTH written into the terms. The majority of the funding from suppliers for social value support for HTH comes from contracts through the framework agreements therefore, the funding is received from the framework provider i.e., Constellia, not direct from the supplier. This reduces potential for conflict of interest and HTH also accesses funding from other sources including the National Lottery.</p> <p>The Board noted the contents of the report and approved the updated 3-year Procurement Strategy 2023/26 as recommended by the Finance and Development Committee. <i>LC left the meeting at 18:36</i></p>	
Item 3.3: Q4 Strategic Risk Register and Annual Sources of Assurance Review		
3.3	<p>The report was presented and taken as read.</p> <p>The Board noted the rescoring of the Damp, Mould, and Condensation (DMC) risk from red to amber. A full DMC progress report will be presented to the Board from the DMC Task and Finish group at the August meeting.</p> <p>The Board agreed that in future the inherent risk scoring (the risk score if no actions were taken to mitigate) will be updated alongside current and residual scores as opposed to the existing approach which anchors the inherent score to the point when the risk was first identified.</p> <p>The Board discussed the one risk scored red – strategic risk 12 – continued increased housing demand and the mitigations in place.</p> <p>The Board noted the updated Strategic Risk Register and Sources of Assurance and agreed the requested amendment to the inherent risk scoring approach.</p>	
Item 4	For Information	
Item 4.1: NPH Board Forward Plan Update <i>quarterly review</i>		
4.1	<p>The report was presented and taken as read.</p> <p>The Board agreed to have an additional Board meeting on 21 June 2023 to provide scope to review the Heads of Terms for Booth Meadow House and any contracts before the August meeting.</p> <p>The Board reviewed the Board and Committees Forward Planner and approved the additional meeting in June.</p>	

Item 4.2: Year End Performance Report		
4.2	<p>The report was presented and taken as read.</p> <p>The Board reviewed NPH performance and the mitigating actions being taken to improve performance where it is below agreed targets.</p> <p>The Board considered the five red measures that have not met their year-end targets and asked for feedback on how these measures are going to be improved. It was agreed that a fuller explanation of the corrective measures and solutions to improving performance on the core measures will be provided to future Board meetings.</p> <p>The Board discussed the reasons for the void rent loss, repairs not completed within target time and sickness absence in detail. It was agreed that post project reviews are needed for all the projects that NPH undertake to understand key issues and achievements. It was noted that the void rent loss actual figure is at the lowest level since July 2022.</p> <p>Action: The Board be provided with further detail of the corrective measures and solutions to improving performance</p> <p>The Board reviewed and noted the contents of the report.</p>	SF
Item 4.3: Q4 Corporate Plan Progress Report		
4.3	<p>The report was presented and taken as read.</p> <p>The Board noted the five key objectives and the number of actions for delivery by service area in 2022/2023. There was one action reported as not on track. This relates to document management and is mitigated by the appointment of an unqualified individual to the Data Management Officer post. NPH will provide access to the accredited training for this individual to achieve the necessary qualifications.</p> <p>The Board noted the mitigating actions and controls. The current Corporate Plan remains in place until WNC provide new targets and priorities via the new Management Agreement and Development Agreement.</p> <p>The Board noted the contents of the report and the categorisation and update against actions.</p>	
Item 4.4: Q4 Finance Report		
4.4	<p>The report was presented and taken as read.</p> <p>The Board noted the company's financial performance and the Finance and Development Committee discussions.</p> <p>The Board noted the contents of the report.</p>	

Item 4.5: Proposed Heads of Terms for Booth Meadow House <i>verbal</i>		
4.5	<p>The Board were given an overview by the Chair of the discussions that have taken place with WNC and the architects in relation to the proposed NPH move to Booth Meadow House. The revised Heads of Terms have not been received from WNC colleagues</p> <p>Staff were informed of the proposed move at the April staff briefing.</p>	
Item 4.6: Chairs Update <i>verbal</i>		
4.6	<p>The Chair updated the Board on his current activities including discussions with representatives at WNC about development sites.</p> <p>The Chair has been facilitating introductory meetings for SF with key internal and external stakeholders.</p> <p>The Chair continues to foster relationships across all political parties.</p> <p>The Board were given an update on the Tenant and Independent Board Member recruitment campaign.</p>	
Item 4.7: Chief Executives Update <i>verbal</i>		
4.7	The Chief Executive gave an update on his planned activities.	
Item 4.8: Committee Reports		
4.8	<p>Audit and Risk Committee</p> <p>The report was taken as read.</p> <p>The Committee Chair gave an overview of the discussions and asked the Board to note the good progress made with the agreed audit plan schedule.</p> <p>The Board noted that the Committee papers are difficult to navigate to in Convene.</p> <p>Action: The document library to be updated and empty folders removed to enable easier navigation to Board and Committee historic documents.</p> <p>The Board noted the contents of the report.</p> <p>Finance and Development Committee</p> <p>The report was taken as read.</p> <p>The Committee Chair highlighted key items in the report including the challenges with WNC Planning.</p> <p>The Board noted the contents of the report.</p> <p>Operations and Resources Committee</p> <p>The report was taken as read.</p>	LE

	<p>The Committee Deputy Chair highlighted key items in the report including the challenges with managing sickness absence.</p> <p>The Board discussed the issues with Development including planning determinations and timescales.</p> <p>The Board noted the excellent rent collection rate at 99.64% for the year.</p> <p>The Board noted the contents of the report.</p> <p>AOB</p> <p>The Board discussed the recent bomb incident and noted disappointment that communications were not prioritised to Board Members, which meant that the media had widely reported the incident before Board Members were aware of the details.</p> <p>It was confirmed that the WNC emergency planning process hadn't progressed as it normally would in this instance, and this meant the information was circulating in the media before key internal stakeholders were made aware. This has been noted by the emergency planning team as an action to be rectified for future incidents.</p>	
<p>Date of next meeting: Extra meeting – Wednesday 21 June at 18:00, and Wednesday 2nd August 2023 at 18:00</p>		
<p>Close of meeting: 19:55</p>		

Action Summary		
Action 1 (item 1.4)	Ensure all documents have the name changed from Northampton to Northamptonshire	ALL
Action 2 (item 1.6)	<p>A paper reviewing the suggestion to provide mould resistant paint to Tenants through the Paint Shop to be produced for the next Board meeting and feedback provide to HTH.</p> <p>POST MEETING NOTE: It was agreed to take the suggestion away to explore not provide a paper to the next Board.</p>	WW
Action 3 (item 3.1)	A statement that includes the financial efficiency measures to be circulated to Board Members and uploaded to the Convene document library.	LC
Action 4 (item 4.2)	The Board be provided with further detail of the corrective measures and solutions to improving performance	SF
Action 5 (item 4.8)	The document library to be updated and empty folders removed to enable easier navigation to Board and Committee historic documents.	LE



NORTHAMPTONSHIRE
PARTNERSHIP HOMES

--	--	--