



**Liverpool Mutual Homes (LMH)
Register Number 29998R**

Meeting: Board of Management (Open)

**Date/Time: 5:30pm
on
Thursday 24th February 2011**

**Venue: Board Room, 1st Floor,
Commutation Plaza, Liverpool**

MEMBERSHIP:

Bill Lacey – Chair

Bryan McAvoy – Vice Chair

Andrew Catterall

Tommy Colleran

Sue Goodman

Mike Harden

Ken Hughes

Robbie Hughes

Bruce Johnson

Cllr Ann O'Byrne

Jean Kayne

Will Roby

Cllr Sharon Sullivan



**LIVERPOOL MUTUAL HOMES
REGISTER NUMBER 29998R**

**MEETING OF THE BOARD OF MANAGEMENT
TO BE HELD ON 24th FEBRUARY 2011 AT 5.30pm
IN COMMUTATION PLAZA, LIVERPOOL**

AGENDA

OPEN SESSION

ITEM	LEAD OFFICER	EXPECTED DURATION	PAGE No
1. APOLOGIES FOR ABSENCE			
2. DECLARATIONS OF INTEREST			
3. NON-CONFIDENTIAL MINUTES OF PREVIOUS MEETING			
a) To agree as a correct record the non-confidential minutes of the Board meeting held on 27 th January 2011		2 minutes	Page 3
b) To consider matters arising from the non-confidential minutes of the Board meeting held on 27 th January 2011		5 minutes	
4. CHIEF EXECUTIVE'S UPDATE			
a) To receive an update report from the Chief Executive on non-confidential matters and other LMH business.	Steve Coffey	5 minutes	Page 7
5. NON CONFIDENTIAL ITEMS			
a) Housemark Presentation	Wally Silcock	15 minutes	

ITEM	LEAD OFFICER	EXPECTED DURATION	PAGE No
b) Allocation Policy	Angela Forshaw	10 minutes	Page 30
c) LMH Local Offers	Angela Forshaw	10 minutes	Page 42
d) Shareholder Applications	Peter Fieldsend	2 minutes	Page 63

6. ANY OTHER URGENT BUSINESS ACCEPTED BY THE CHAIR

7. NEXT MEETING

- a) The next scheduled Board meeting is due to be held on 5th May 2011 at 5.30pm in the Board Room at Commutation Plaza, Liverpool

ITEM 3A

LIVERPOOL MUTUAL HOMES (LMH) REGISTER NUMBER 29998R



MEETING OF THE BOARD OF MANAGEMENT HELD ON THURSDAY 27th JANUARY 2011

At the 'Open Session' of the Board meeting held on 27th January 2011 at Commutation Plaza, Liverpool, the following were:

PRESENT:

Bill Lacey - Chair
Bryan McAvoy
Mike Harden
Ken Hughes
Tommy Colleran
Andy Catterall
Will Roby
Sue Goodman
Jean Kayne

OFFICERS IN ATTENDANCE:

Steve Coffey - Chief Executive
Angela Forshaw - Director of Housing & Customer Services
Peter Fieldsend - Director of Corporate Services
Sharon Beyga - PA to the Chief Executive

APOLOGIES:

Bruce Johnson
Ann O'Byrne
Janet Bell
Robbie Hughes

OBSERVERS:

No Observers were present

(The meeting commenced at 7.30pm)

BM11/016 ITEM 2 - DECLARATIONS OF INTEREST

No declarations of interest were recorded.

**BM11/017 ITEM 3A – MINUTES OF THE BOARD MEETING HELD ON
28th OCTOBER 2010**

The minutes of the Board meeting held on 28th October 2010 were considered by the meeting.

It was resolved that:

The minutes of the meeting were agreed as an accurate record.

**BM11/018 ITEM 3B – MATTERS ARISING FROM THE MINUTES OF THE
BOARD MEETING HELD ON 28th OCTOBER 2010**

There were no matters arising recorded.

BM11/019 ITEM 4 – CHIEF EXECUTIVE UPDATE

The Chief Executive presented a report which provided the Board with a general update on a range of matters including a number of revised Strategy and Policies.

It was highlighted to Board Members that an approval is requested to change the date of the Board meeting scheduled for the 29th April to the 5th May due the Royal Wedding Bank Holiday possibly affecting the number of members being able to attend the meeting.

It was resolved that the Board:

- i) Noted the report;
- ii) Approved the revised Risk Management Policy and Strategy;
- iii) Approved the revised Treasury Management Policy and Procedures;
- iv) Approved the revised Value for Money Strategy;
- v) Approved the revised Communications Strategy;
- vi) Approved a revised date for the April Board meeting to Thursday 5th May 2011; and
- vii) Approved the amendments to the Committee Terms of Reference set out in the Appendix to the report

BM11/020 ITEM 5A – PERFORMANCE REVIEW QUARTER 3

The Head of Business Support gave a presentation to the Board covering key areas of positive performance and the areas for improvement.

Will Roby questioned the performance of the Customer Service Centre and asked for confirmation that officers have identified the key issues. The Director of Housing & Customer Services confirmed that this was the case and that plans are in place for improvements over coming months.

It was noted that an Internal Audit will take place during the current quarter which, whilst being unusual at such an early stage, will highlight the areas to be addressed.

It was resolved that the Board:

- i) Noted the contents of this report; and
- ii) Approved the circulation of performance data to relevant partners

BM11/021 ITEM 5B – DECLARATION OF INTEREST – USE OF GENERAL EXEMPTIONS

The Director of Corporate Services presented a report requesting that the Board endorse the application of exemptions as set out in the Appendix of the report.

It was resolved that the Board:

Endorsed the application of exemptions as set out in the Appendix of the report.

BM11/022 ITEM 5C – SHAREHOLDING MEMBERSHIP APPLICATIONS

The Head of Business Support presented a report requesting that the Board considers the applications received for Shareholding Membership.

It was resolved that the Board:

Agreed that the applications will be accepted in accordance with LMH's Rules and Membership Policy

BM11/023 ITEM 5D - MINUTES OF THE SOUTH AREA BOARD MEETING HELD ON MONDAY 11th OCTOBER 2010

The Minutes of the South Area Board Meeting held on the 11th October 2010 were considered by the meeting.

It was resolved that the Board:

The minutes of the meeting were noted.

BM11/024 ITEM 5E – MINUTES OF THE EAST AREA BOARD MEETING HELD ON THURSDAY 14th OCTOBER 2010

The minutes of the East Area Board Meeting held on the 14th October 2010 were considered by the meeting.

It was resolved that the:

The minutes of the meeting were noted.

BM11/025 ITEM 5F – MINUTES OF THE NORTH WEST AREA BOARD MEETING HELD ON TUESDAY 19th OCTOBER 2010

The minutes of the North West Area Board Meeting held on the 19th October 2010 were considered by the meeting.

It was noted that Paul Rigby had not resigned as Chair of the Area Board as detailed in the minutes.

It was resolved that the:

The minutes of the meeting were noted.

BM11/026 ITEM 5G – MINUTES OF THE NORTH AREA BOARD MEETING HELD ON WEDNESDAY 21st OCTOBER 2010

The minutes of the North Area Board Meeting held on 21st October 2010 were considered by the meeting.

It was resolved that the:

The minutes of the meeting were noted.

BM11/027 ITEM 5H – MINUTES OF THE CUSTOMER EXPERIENCE COMMITTEE MEETING HELD ON 25th NOVEMBER 2010

The minutes of the Customer Experience Committee Meeting held on 25th November 2010 were considered by the meeting.

It was resolved that the:

The minutes of the meeting were noted.

BM11/028 ANY OTHER BUSINESS

There was no other Business recorded.

BM11/029 DATE AND TIME OF NEXT MEETING

It was noted that the date of the next scheduled Board Meeting is 24th February 2011 at 5.30pm

(The meeting concluded at 7.50pm)

Board/Committee/Working Group/Area Board:	
Board (Open Session)	
Date of Meeting:	
Thursday 24 th February 2011	
Item No:	4A



Subject:	Chief Executive's Update Report	Attachments:	<ul style="list-style-type: none"> • Adoption Leave Policy • Maternity Leave Policy • Paternity Leave Policy
Confidentiality:	Non-Confidential	Status:	For Decision
Executive Summary:			
<p>This general update report deals with general business together with specific items that may be included within the Operational Plan. Any similar updates in relation to items which are of a confidential nature will be dealt with in a separate report within the 'closed' session of the meeting.</p>			
Recommendation:			
<p>It is recommended that the Board;</p> <ol style="list-style-type: none"> Notes the report; Approves amendments to the Maternity, Paternity and Adoption Policies; and Approves the extension of current arrangements for the provision of legal services with Weightmans for a further 12 month period to 31st March 2012. 			
Financial implications:			
<p>There are no material financial implications associated with this report.</p>			
Key risks:			
<p>There are operational risks associated with the specific items in this report which have been flagged up to the Board. Where appropriate these have been incorporated into the risk register.</p>			
Material impact on Corporate Plan 'Focuses':			
<p>Each of the update items contained within the report contribute, to a greater or lesser extent, to the delivery of LMH's Corporate and Operational Plan objectives and relate to each of the Focuses within the plans.</p>			
Directorate: Chief Executive's			
By: Steve Coffey		Position: Chief Executive	

1. Background

- 1.1. A general update report is provided to the Board at each meeting in order that the Board is kept aware of general items of LMH Business which do not necessarily require specific reports to be considered. This report deals with items that are of a non-confidential nature and a similar report is produced to deal with similar items that are of a confidential nature. That report will be dealt with in the 'closed' session of the meeting.
- 1.2. In addition to this report a bi-monthly Board and Area Board Update is circulated to members covering further aspects of general LMH business and areas of interest.

2. Update Items

2.1 Legal Services

Following completion of a Value for Money review of legal services it is proposed to extend the contract with Weightmans for a further 12 months to 31st March 2012.

This approach will provide continuity during a potentially complex period for LMH with the establishment of HMS and several other key issues. It will also enable the longer term actions that came out of the review to be implemented prior to a full procurement exercise taking place in 2012.

It should also be noted that the provision of legal services is specifically excluded from the EU Procurement Regime.

2.2 Amendments to HR Policies

Legislative changes come into force in April 2011 that allow employees to take up to 26 weeks' Additional Paternity Leave if their partner returns to work before using their full statutory entitlement to paid maternity/adoption leave. The proposed changes to the Maternity, Paternity and Adoption Policies attached to this report reflect these statutory changes.



POLICY DOCUMENT

Adoption Leave Policy for Liverpool Mutual Homes' Employees

POLICY TITLE:	Adoption Leave Policy for Liverpool Mutual Homes' Employees
LEAD OFFICER:	Head of Human Resources
DATE WRITTEN:	May 2010
<u>DATE UPDATED:</u>	<u>February 2011</u>
DATE FOR NEXT REVIEW:	<u>February 2013</u>
APPROVED BY:	
TEAMS AFFECTED:	All

Deleted: May 2011

Deleted: Board

1 Introduction

- 1.1 LMH is committed to equality of opportunity for all employees and to developing practices and human resource policies that support work life balance and commitments outside of work.
- 1.2 The adoption of a child is a momentous occasion for all involved and LMH recognises that supporting parents in taking adoption leave can assist in the formation of content and stable family environments.

2 Aim

- 2.1 The aim of this policy is to provide employees and managers with an outline of LMH's approach to adoption leave and pay.
- 2.2 The policy is designed to cover both the statutory rights of employees and the additional entitlement provided by LMH.

