



ONGO COMMUNITIES LTD (08619739)

**Held on Thursday 6 June 2019
5.30pm Ongo House, High Street, Scunthorpe**

MINUTES

Attendance:

Board: James Main (Chair), Avril Bairstow, Kevin Yorath, Paul Elliot

Staff: Pete Stones, Jan Williams, Fiona Ruddick, Steve Hepworth, Kassie Boothby (Minutes).

Apologies: Kevin Hornsby

Guest: Kerry Copson

The Chair confirmed the meeting was quorate.

1. Declarations of Interest

James Main and Jan Williams declared a conflict of interest as Ongo Recruitment board members. These were classed as category D interests.

2. Minutes and Matters Arising

The minutes of the meeting held on 03 March 2019 were agreed as a true record and signed by the Chair.

3. Action List

Regarding Action 6/19, Jan has confirmed that VAT is being recorded properly with a legal system.

4. Management Accounts

Summary: To advise the Board on the financial performance of the company for the year ended 31st March 2019 with the management accounts. The continuous monitoring of the financial position and the application of financial controls are essential to maintaining good governance.

Discussion points/questions:

- It was noted that the Arc Cafe has made a surplus.
- It has been noted that there is a typo in the accounts, as September 2019 should have been September 2018.

| |
|--|
| Agreed: Board members approved the content of the report. |
|--|

5. Community Investment End of Year and Progress

Summary: To provide an update to Ongo Communities Board on the activities undertaken and actions delivered, by Ongo Communities during 2018/19 on each of the goals set out in its Community Strategy. To inform the board of the activities planned to deliver the new Corporate Plan, specifically focussing on the 'creating opportunities element'.

Discussion points/questions:

- Jan Williams mentioned the highlights of the last year including the move from Laneham Street to Cole Street. There has been a £600k grant income and the Social Return On Investment has increased from £11.77 to £13.77 for every £1 spent. There has been awards won by the Arc building and excellence in Community for North Lincolnshire Business Awards. Kerry Copson added that the Arc, Arcafe and Post Office have made a good start.
- Avril Bairstow added that when she passed the Arc, sometimes the outside looks untidy and the toilets aren't always clean. Avril wasn't sure if it was a Bank Holiday in which case the caretakers wouldn't have been there.
- Jan Williams informed that the caretakers are there for an hour a day to tidy up. Steve Hepworth and Pete Stones added that maybe the times could be looked at for when the caretakers are on the premises to see when they are needed the most.
- Kerry Copson was asked to ensure that a review was kept on the tidiness of the Arc for a week.
- Kevin Yorath mentioned about inviting Grace Woolley, who is the new manager of the Viking Centre to a board meeting to update on progress since she took over. Grace is on the Aspire course for Managers.
- James McKellar-Main requested that Vicky Bradshaw and Bruno Watson attend the next meeting to update the board on their roles and success to date in the Arc. Jan Williams explained that the Westcliff Plan will be ready to share with the board at the next meeting and will invite Fran Rhodes and the two staff to take part in reporting on it.
- Kerry Copson informed the board about the Boxing club which is currently renting a space in Riddings Youth Centre, 3 nights a week. North Lincolnshire Council won't give them a full lease on the building they are in now therefore they are looking for another lease. There is a possibility for them to rent the old Choose to Reuse building on Enderby Road. Kerry is keen to offer them this as they are raising aspirations of the young people around this area. The PCC Police and Crime Commissionaire is funding a 6 week boxing course in the Riddings area.
- Jan Williams will send out the link to the video on the report as the current one doesn't work as she felt this was important to see visual case studies from clients.
- Kevin Yorath mentioned a drop in permanent recruitment desks income and asked about a plan; Jan Williams informed Kevin that the reason that there has been a drop is because they have dropped expectations and the full time member of staff now has targets to achieve on the temp desk.
- There was a discussion between Jan Williams and Paul Elliott around the BBO meeting that will be happening soon. Jan is confident that there is future funding available for the next two to three years.
- North Lincolnshire Council gave £13K to support the Arc and Beck Cafe in which needs to be kept under review as the council are now not putting on any activities and the finances for the beck Cafe are now low and are only just covering supplies. The current agreement ends in September 2019 and a decision will be needed to be taken around Ongo's future involvement in the project.
- The Council want to keep using the Arc as the operational Council staff want to be in the building. There was a discussion around the services the council can provide from the Arc which are not being delivered.
- James Main asked about the Communities Directorate Away Day in which he would like all board members to be invited to.

- Jan brought to the attention of the board the work that Maryanne Fitzgerald has done on turning around the Next Level project, making up the targets and overachieving outcomes in some areas and developing good relationships with businesses. The chair asked Jan to send a commendation to Maryanne for her work over the last year.

Agreed:

- The Board members decided that the report showed positive progress and satisfactory outcome against targets and were in line with the Community Investment strategy.
- The board members made a decision to approve a Community grants scheme of £10,000 per year for the next three years in line with the corporate plan timescales.
- That the plan could be sent to Ongo Homes Board for the years overview.

6. Ongo Recruitment Business Overview

Summary: To provide the Board with information on business activity.

Discussion points/questions:

- James Main noted the discrepancy on figures between management accounts and the actual report that was due to the accounting error in Sept 18.
- In regards to Gang-Masters, there has been an £1,500 payment for the licence. Jan Williams informed that they are looking to target smaller food suppliers.
- There are still some outstanding figures from Ashbridge Roofing. Jan Williams will circulate the figures via email after the meeting. **Action 9/19.**

Agreed: Board members considered the report and commented on business activities.

7. Risk

Summary: To provide Ongo Communities Board an update on strategic risks.

- The purpose was to have a discussion on the top 5 risks. James Main suggested that everyone in the board have the information that they had last year and share the results of that and board members reply back via email. **Action 10/19.**

Agreed: The Board reviewed their current risk registers and will have an open discussion about what they believe are their keys risks are over the coming years via email.

8. Health and Safety

Summary: To provide the Board with information on Health and Safety within Ongo Communities, allowing scrutiny and challenge. The information helps to provide assurance that Health and Safety is being effectively managed.

Discussion points/questions:

- Avril Bairstow noted that the BSI 18001 assessment date in April was cancelled. Pete Stones believed that the assessment has been rescheduled for September. The date will be confirmed in the next H & S Board report. **Action 11/19**
- Steve Hepworth added that even though the BSI review had been cancelled, it hadn't stopped them from working through the actions.

- Kevin Yorath questioned whether any of the incidents listed came under the classification as a RIDDOR. Steve Hepworth replied that he doesn't think that they fall under the definition but will check and confirm. **Action 12/19.**

Agreed: The Board reviewed the information, challenged where required and discussed the format **for future meetings.**

9. Governance Matters

Summary: To consider a number of governance matters.

Discussion points/questions:

- The board were asked to agree on the renewal of tenure for Paul Elliott.
- The self assessment was not ready for this meeting as further work was needed to split the assessment between each of the ten companies within the group. Given Ongo Homes' situation, the priority has been on getting that self assessment completed first. The self assessment will be circulated via email to the board for approval as this is a requirement for the code of Governance. **Action 13/19.**

Agreed: The board agreed the following;

- That Paul Elliott will continue to serve as a board member for a further term of one year with effect from 3 May 2019 as recommended by the Chair
- Accepted the self assessment of the compliance against the NHF Code of Governance will be circulated via email for approval
- That no Chair's Actions have been taken since the last report to board.

10. Chair's Update from Ongo Partnership

James Main updated the board on recent discussions at the Ongo Partnership board meeting.

11. Items Below the Line

The Chief Executive's update and the attendance register were noted.

With no further business the meeting closed at 6.39pm

Signed by Chair: Date:.....