

**SUMMARY OF BOARD MEETING  
29<sup>TH</sup> July 2009**

<p>In Attendance Board: David Felix (Chair), Dave Merrill, Norman Lloyd, Steve License, Ann Macfarlane, Margaret Walsh, Sheila Large, Stef Nelson, John Swain, Bob Gilligan, Marie Wright, Judith Winterbourne</p>	<p>Apologies Board: Margaret Ratcliffe</p>
<p>In Attendance HHT: Nick Atkin, Noel Sharpe, Neil McGrath, Katie Hamlett, Sue Smith, Carole Galsworthy, Teresa Tierney</p>	<p>Apologies HHT: Noel Sharpe</p>
<p>In Attendance Other: Richard St John Williams, Cobbetts</p>	

Subject	Key Issues
<p>Chair Appointment</p>	<ul style="list-style-type: none"> <li>• Board approved Ingrid Fife to be selected as Independent Board Member at the Trust's Annual General Meeting on 30<sup>th</sup> September 2009</li> <li>• Board approved that Ingrid Fife is appointed as Chair by the Board at its first meeting after the Trust's Annual General Meeting on 30<sup>th</sup> September 2009, subject to approval of the revised Memorandum and Articles of Association at the AGM</li> </ul>
<p>Customer Board Member Elections</p>	<ul style="list-style-type: none"> <li>• Board approved that Peter Twist and Janice Nicklin be appointed as Customer Board Members at the Trust's Annual General Meeting on 30<sup>th</sup> September 2009</li> <li>• Board authorised the Trust's Chief Executive to write to the two new Customer Board Members on behalf of the Trust to confirm their appointment and welcome them to their new roles</li> </ul>
<p>Revision of Memorandum and Articles of Association</p>	<ul style="list-style-type: none"> <li>• Subject to the agreed amendments, Board agreed to submit the revised M&amp;As to the AGM on 30<sup>th</sup> September 2009 for</li> </ul>

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	approval. This is subject to obtaining the consent of the Trust's funders (Lloyds TSB) to the changes
Company Score Indicators Quarter 1 2009/10	<ul style="list-style-type: none"> <li>• Board noted the report</li> </ul>
Financial Inclusion Strategy	<ul style="list-style-type: none"> <li>• Board approved the Financial Inclusion Strategy</li> </ul>
Terms of Reference Review	<ul style="list-style-type: none"> <li>• Board approved the changes to its Terms of Reference and for each of the Committees subject to a review of the Framework for Approving Strategies and Policies</li> </ul>
Framework for Approving Strategies and Policies	<ul style="list-style-type: none"> <li>• Board requested that strategies and policies on all matters that might create significant financial or other risk to the Trust, or which raise material issues of principle, should come to Board for approval</li> <li>• Update report to be presented to 30<sup>th</sup> September 2009 Board with full list of strategies and policies and suggested approval route</li> </ul>
Property Buy Back Policy	<ul style="list-style-type: none"> <li>• Board approved the Property Buy Back Policy</li> </ul>
Asbestos Management	<ul style="list-style-type: none"> <li>• Board approved the Asbestos Management Plan</li> </ul>
SACS and Offer Document Promises Submission 2009	<ul style="list-style-type: none"> <li>• The Trust has assessed itself as compliant against all areas of the Regulatory Code</li> <li>• Board approved the Trust's third Self Assessment Compliance Statement against the TSA Regulatory Code for submission</li> </ul>
Internal Controls Assurance	<ul style="list-style-type: none"> <li>• Board approved the statement on the systems of internal control for inclusion in the Annual Financial Statements</li> </ul>
Financial Statements	<ul style="list-style-type: none"> <li>• Board approved the Financial Statements for the year ending 31<sup>st</sup> March 2009</li> </ul>
Chief Executive's Review	<ul style="list-style-type: none"> <li>• Board approved the report</li> </ul>

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NIF Delivery Framework Structures	<ul style="list-style-type: none"><li>• Board supported the amendment to the staffing structure and noted the report</li></ul>
TSA Rent Announcement	<ul style="list-style-type: none"><li>• Board noted the report</li></ul>

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