

MINUTES OF PECT BOARD MEETING

Held on Tuesday 26 June 2007

6.00 pm

At the Green House, 4-6 Cowgate, Peterborough



PRESENT: Ken McKay (Chair), Mike Holland, Steve Magenis

In attendance: Hugh Cripps, Sharon Dawson (minuting)

Action

- 1 Apologies**
Andrew Heeler, Rachel Huxley, Chris Gerrard, Trevor Gibson, Nick Sandford
- 2 Minutes of the previous meeting (30 May 2007)**
2.1 The minutes of 30 May 2007 were agreed as a true record and duly signed.
- 2.2 Matters Arising**
- 2.2.1 2.3.1 KMck, NS and AH have been unable to find a mutual date for a meeting regarding succession planning for the Board but will continue to try to find a date.
- 2.2.2 2.3.4 – RH is investigating a stair climbing porter's trolley and she is looking at manual lifting training at Peterborough City Council.
- 2.2.3 5.1 - ESTACA Roll Out - HC stated that EST will probably announce their preferred option for the Eastern Region at the end of July and then we can take it from there.
- 2.2.4 5.2 – Congratulations had been passed on to the ESTACA staff.
- 2.2.5 6.1 – Cllr Trueman has sent his application form in to become a PECT Company Member. His application was passed by the Board.
- 2.2.6 6.2.1 – Green Festival - Car sharing idea has been passed on.
- 3 Finances**
- 3.1. HC was asked why Core costs were down – HC explained that SD was now working 4 days a week and therefore there was a reduction in her salary costs.
- 3.2 **Transfers of funds.** In order to tidy up the audited accounts HC had produced a letter to be signed by the Chairman and the Secretary on behalf of the Board to be sent to Graham Jones at Rawlinsons (Auditors) confirming the Board's approval of the following transfers:
- £8181 from the Built Audit designated fund to PECT core
 - £6,000 from the Green Design designated fund to PECT core
 - £25,155 from PECT core to the BeMS designated to clear the deficit on this account.
 - £9,944 from the Lifestyles designated account to clear the deficit on the Lifestyles' restricted account.
 - Transfer all funds surplus to the £85,000 minimum balance holding from PECT core to the Sustainable Buildings Fund, in line with our reserves policy.
- The Board agreed the transfers but Andrew Heeler's surname had been typed incorrectly and this needs to be corrected before the letter can be signed.**
- 3.3 KMck signed a letter to be sent to Rawlinsons on behalf of the Board confirming that the Board has no knowledge of any actual, suspected or alleged fraud affecting the company.

**KMcK
/NS/AH**

- 4 Staffing Update**
Mathonwy Suter, BeMS Business Support Officer, is leaving on 13 July and Brett Miller has been appointed in his place. Brett will start on 9 July.
- 5 Company Membership**
5.1 Cllr Trueman's application already been passed in 2.2.5 above.
5.2 Peter Lee has resigned owing to other work commitments.
- 6 Human Resources Policy Review**
- 6.1 Policies**
- 6.1.1 Terms and Conditions of Employment SD
6.1.1.1 Point 14 – No Smoking Policy
Delete the last paragraph starting 'Employees (or other authorised persons).....'
6.1.1.2 Delete the whole of Point 17 -Trade Union Membership.
6.1.2 Disciplinary Policy
6.1.2.1 5.1.3 - delete the final word 'or' in the sentence
6.1.2.3 Point 5 para 5 'When suspended....', line 4 – insert the word 'or' after representative.
6.1.2.4 Page 7 line 3 – delete 'using the same telephone number as outlined in 5.7 above.'
6.1.2.5 Page 8 – lines 16 and 17 – delete 'and by first class post, or delivered to the home address by hand.'
6.1.2.6 Section 8 The Hearing, 2nd paragraph – delete 'as in paragraph 6.1.'
6.1.2.7 Section 14 Child Protection Arrangements – delete the whole of 14. Replace with a sentence to state that certain staff are required to undertake CRB checks.
6.1.2.8 Section 15 Records – PECT's HR Retention and Destruction policy needs to be clarified.
6.1.3 Equalities Policy
6.1.3.1 3 – Communication – It was suggested that we check that the PECT website complies with legislation regarding accessibility to all section of the community (eg partially sighted etc). SD
6.1.3.2 5 – needs to be renumbered to 4.
6.1.4 Grievance Procedure
6.1.4.1 6.6 – no deadline stated regarding the length of time needed for the manager to come to a decision following a meeting with the employee. *A decision should be reached with a week* needs to be added.
6.1.4.2 7.6 – *Again, a decision should be reached within a week* needs to be added.
6.1.5 Internet Access and Usage
6.1.5.1 1.1 line 2 – insert 'access' after '..freedom to'.
6.1.5.2 2.1.5 line 2 – delete 'unauthorised public speaking'.
6.1.5.3 2.1.10 – insert 'or copied' after 'uploaded'.
6.1.5.4 2.1.10 – the person giving the authorisation needs to be identified. HC
6.1.6 The Board confirmed that HR policies should be reviewed annually by the Board.
- 6.2 Incremental pay awards**
HC informed the Board that although we followed the Local Authorities pay scales and annual percentage pay rises PECT does not operate the LA's incremental pay award system. HC asked the Board whether this was something they thought PECT should be considering.
Following a discussion it was agreed that HC should look at options to see if we need to change PECT's pay structure. HC to do a paper to the Board. HC
- 7 PCL Management Accounts**
7.1 Hugh Cripps, Mike Holland and Steve Magenis declared an interest.
7.2 The Accounts had been circulated. HC pointed out that the May income was not fully represented as further monies had been received since printing the accounts.

- 7.3 The main issue affecting the figures was the expenditure on Energy Performance Certificate work, following which the government had changed the date.
- 7.4 HC stated that PCL was not looking to make a contribution to PECT at this stage. KMck confirmed that this was only what was expected with a new company.
- 7.5 The PCL Accounts will be submitted to the Board on a quarterly basis.

8 Any Other Business

- 8.1 In confidence.
- 8.2 KMck had spoken in general terms to Michael Barnes regarding the Seeding Sustainable Communities project. KMck reported that funding would possibly be available if we had the right project to take the SSC forward into established areas.

9 Date and time of next meeting
Wednesday 25 July 2007 at 6.00 pm at the Green House

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Signed on behalf of the Board

Date