

NPMA LIMITED

Minutes of a meeting of the Board of Directors held on 3rd July 2013 in Chelmsford.

PRESENT: Mr S G Bennett (Chair)
Ms S Lynam
Mr P Griffiths
Mrs D Thorpe

IN ATTENDANCE: Mr A Lefley (part)
Miss C Ludlam
Mr A Oluwatudimu (part)
Miss E Harwood

564. DECLARATION OF INTERESTS

564.1 There were no declarations of interests.

565. APOLOGIES

565.1 There were no apologies.

566. MINUTES OF THE PREVIOUS MEETING

566.1 The minutes of the meeting held on 23rd January 2013 were **AGREED** as a correct record.

567. MATTERS ARISING

567.1 There were no matters arising from the minutes of the meeting held on 23rd January 2013.

568. FACILITIES TEAM RESTRUCTURE

568.1 It was noted that the paper for the facilities team restructure was still under consideration and would be presented at the next board meeting in October.

568.2 As a general update the Board noted that the team were reviewing restructuring options including longer hours cover. A cleaning manager was being recruited but the position had been hard to fill and the lack of a cleaning manager was currently causing operational difficulties. The Board noted that the sustainability engineer had handed in their notice and options were being discussed regarding a replacement.

569. PROJECT REPORT

569.1 It was noted that there were two omissions from table 2 in the report (i) Coslett Building which will be relocated from the porter cabins and (ii) Collier Road houses which are being refurbished.

569.2 It was noted that the team needed more capacity due to tight deadlines and the volume of work. The board noted that subject to funding, a senior project manager will be recruited on a fixed term contract.

569.3 The Board noted how hard the Estates and Facilities team have worked on these projects and noted the progress made on the projects to date.

570. ROSPA AUDIT FEEDBACK AND ACTION PLAN

570.1 It was noted that there were still a number of issues to be discussed with ARU risk management and that not all policies would be completed before Christmas. The policies will be looked at in more detail at the next board meeting in October.

570.2 The Board **NOTED** the proposal.

571. H&S ROLES AND RESPONSIBILITIES

571.1 The Board noted a chart of roles and responsibilities for three new compliance policies – Legionella, Pressure Vessel Testing and Lifts and Lifting Equipment.

571.2 The Board noted and **APPROVED** the proposed structure of roles and responsibilities for health and safety policies.

572. UPDATE ON FACILITIES & MAINTENANCE CONTRACTS

572.1 The Board noted the contract details and **APPROVED** the proposal relating to procurement of specialist maintenance contractors for lower level work.

573. FINANCIAL STATEMENTS

573.1 The Board received the forecast financial statements for the year to 31 July 2013.

573.2 It was noted that the Company showed a forecast turnover of £8,016k for the year to 31 July 2013 (£5,869k: 2012) and a forecast profit of £55k (2012: Profit of £613k).

573.3 It was noted that the forecasted balance sheet showed net assets of £12,278k (£2,223: 2012).

573.4 The Board **NOTED** the forecast financial statements for the year to 31 July 2013.

Akin Oluwatudimu and Andy Lefley left the meeting

574. PAY REVIEW 2013/14

574.1 to 3 *Please see confidential minutes*

575. DATE OF THE NEXT MEETING

575.1 It was noted that the date of the next meeting would be 23rd October 2013 at 2pm in the Tindal Dining Room, Chelmsford.

CHAIRMAN

DATE