


# Annual Report and Abbreviated Financial Statements for the year ended 31st March 2009



# Annual Report 2008/09

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**Company Information**  
**For The Year Ended 31 March 2009**

**DIRECTORS:**

H Broadbent  
C Dales  
G Wilcox  
H Dodgeon  
D Procter  
C Purdy  
T Miskell  
R A Taylor  
J R S Craggs  
G L Howley  
M Clark  
R Livermore  
K Dodd  
I Ankers  
N Atkin  
C Smith

**SECRETARY:**

M Punshon

**REGISTERED OFFICE:**

Former Websters Ropery  
Deptford Terrace  
Deptford  
Sunderland  
Tyne and Wear  
SR4 6DJ

**REGISTERED NUMBER:**

4361009

**AUDITORS:**

Bartfields (UK) Limited  
Registered Auditors and  
Chartered Accountants  
Burley House  
12 Clarendon Road  
Leeds  
LS2 9NF

**BANKERS:**

The Cooperative Bank plc  
PO Box 101  
1 Balloon Street  
Manchester  
M60 4EP

# Report of the Board

## Nature of the Business

The Consortium is a membership organisation whose principal purposes are to represent members' interests and to assist them by offering support, advice and guidance. This assistance is provided in many forms, including policy advice, information and support, networking opportunities, conferences, training and exhibitions, research, general and statistical information and business solutions.

On the 7th July 2006, the Consortium also established the Northern Housing Consortium Charitable Trust, the objects of which can be summarised as being:

- the improvement of housing in the public sector or in charitable ownership for the benefit of the public
- the relief of poverty and
- such other charitable purposes as the trustees may from time to time think fit.

## Results and Business Overview

2008/09 was the second year of a new three year Business Plan 'Building on Success', which covers the period up to 2010.

Our main drivers this year have been a stronger representation of Members' needs, continued development of services, solutions and support, and improved engagement with the Membership. We have been reshaping and strengthening our offering to Members which has involved making them more forward looking, predictive, analytical, substantiated with reliable robust information, and above all, making them Northern specific. Our priorities this year have been to focus on a number of key outputs under the four themes of Quality of Life, Quality of Place, Performance Improvement and Investment and Resources.

We have increased our contact with Members with a view to improving our understanding of them and the issues that affect them, and also to better communicate what we can do to help. This effort will continue throughout the lifetime of the Business Plan.

Our links with key Government Stakeholders have also been further developed and strengthened this year, in particular with the two new agencies, the Tenant Services Authority and the Homes and Communities Agency. We continue to make valued contributions to policy development across a wide range of issues, and have completed a number of innovative research projects looking at the future for housing in the Region.

We continue to develop high quality collaborative procurement solutions that offer value for money. We capitalise from the strong affiliation members have with the Consortium, bringing a volume of interest/spend to a new venture from the outset – this makes the procurement more meaningful to potential suppliers and members alike. It also sets us apart from a number of our competitors.

The solutions provide direct and indirect benefits to Members, and reputational and financial benefit to the Consortium.

During the year we have again successfully delivered on most objectives including:-

- to significantly improve our profile and reputation
- to make our services more robust, Northern specific and future focussed
- to increase awareness and take up of our services and solutions
- to increase our understanding of our members.

## Corporate Vision and Aims

### Vision

### Aims

Representing and supporting the membership

1 Effectively represent our members throughout the North, and in so doing, influence the development of better informed policy and practice.

2 Providing affordable and high quality services and solutions which meet the needs of members.

3 Through sound corporate governance, continuing to adapt and improve our organisation to remain relevant and innovative in meeting members' aspirations.

4 Having the financial capacity to deliver our vision.

5 Harnessing all available resources to maximise our impact.

## Corporate Governance

The Consortium has accepted the principles of good governance and related internal procedures.

The Board of Directors has received briefings on governance issues throughout the year and will continue to do so in the future. The Board has met on four occasions during the year. It is responsible for company strategy and dealing with key business issues. To help guide business and management decisions, the Board has prepared a formal schedule of company activities, as well as identifying a consistent pattern of specific items reserved for its decision.

In addition to formal Board meetings, two further Board events are held each year at which Directors and the Executive look at ways of constantly improving our business and our positioning and our performance.

The Articles also require that to ensure suitable geographical representation the Board's Chair and two Vice-Chairs should each be from a different sub-region (i.e. North-East, North-West or Yorkshire & Humberside) and that one-third of Directors should be from each of these sub-regions. The Annual General Meeting in 2004 reaffirmed the status of the Consortium as a non-political organisation and noted that implicit in this is that Directors should be officers of full member organisations.

During the year a Review of Governance continued - the final stage of this should be completed by Summer 2009.

### Relations with Members

The Company is committed to maintaining good communications and the provision of services and support to its members. Apart from using a variety of media to communicate with members, the Consortium's Annual General Meeting, to which all members are invited, allows matters of interest to be raised with the Board. To help, a notice of the AGM, Abbreviated Financial Statements and related AGM papers are issued before the meeting to allow members to consider the items of business.

The Consortium's website at [www.northern-consortium.org.uk](http://www.northern-consortium.org.uk) also contains up to date information about the Consortium and the services and solutions it

provides. In addition, members receive regular e-mail and hard copy newsletters which provide information updates, including relevant developments and related websites.

### Internal Control

The Directors acknowledge their overall responsibility for, and place a high degree of importance on, the Consortium's systems of internal control. The systems are designed to ensure efficient and effective operations and compliance with applicable laws and regulations. They are also designed to manage rather than eliminate risk, and can only provide reasonable and not absolute assurance against material misstatement or loss.

### Risk Management

The Company has established procedures for all service and business units to regularly appraise, review and operate appropriate and effective risk management. To ensure the Company's approach is shared by all employees, on-going training takes place.

### Committee Structure

The Board has established two committees with delegated powers these are on Remuneration and Risk Management.

## Directors

The current Directors are outlined in this document. Under the Articles of Association, at every AGM one-third of Directors who are subject to retirement will do so by rotation, together with any co-opted Directors. As a result, and in addition to a vacancy in the North East, Tom Miskell, Kevin Dodd, Geraldine Wilcox and John Craggs will stand down from the Board on 12<sup>th</sup> October, 2009.

## North East



**John Craggs**

Gentoo Group Ltd  
Emperor House,  
2 Emperor Way  
Doxford International  
Business Park,  
Sunderland  
SR3 3XR

Tel: 0191 525 5000 Fax: 0191 525 5999  
Email: john.craggs@gentoo group.com  
Job Title: Deputy Chief Executive (Operations)



**Cath Purdy**

Housing Hartlepool  
Greenbank,  
Stranton  
Hartlepool,  
TS24 7QS

Tel: 01429 525 252 Fax: 01429 525 222  
Email: cath.purdy@housinghartlepool.org.uk  
Job Title: Chief Executive



**Geraldine Wilcox**

Derwentside Homes  
The Greenhouse,  
Greencroft Industrial Park  
Annfield Plain,  
Stanley, County Durham,  
DH9 7XN

Tel: 08458 505 600 Fax: 01207 693 519  
Email: g.wilcox@derwentsidehomes.co.uk  
Job Title: Chief Executive



**Chris Smith**

Erimus Housing Ltd  
4th Floor  
Centre North East  
73-75 Albert Road,  
Middlesbrough  
TS1 2RU

Tel: 01642 773 600 Fax: 01642 773 611  
Email: chris\_smith@erimushousing.co.uk  
Job Title: Managing Director



**Vacant Post**

# North West



**Hugh Broadbent**

First Choice Homes  
Oldham  
1 Media Square,  
Phoenix Street  
Oldham  
OL1 1AN

Tel: 0161 770 3576 Fax: 0161 9114606  
Email: [fcho.hugh.broadbent@oldham.gov.uk](mailto:fcho.hugh.broadbent@oldham.gov.uk)  
Job Title: Chief Executive



**Bob Taylor**

Knowsley Housing Trust  
Lake View  
Kings Business Park  
Prescot  
Knowsley  
L34 1PJ

Tel: 0151 290 7000 Fax: 0151 290 7107  
Email: [bob.taylor@k-h-t.org](mailto:bob.taylor@k-h-t.org)  
Job Title: Chief Executive



**Nick Atkin**

Halton Housing Trust  
Daresbury Point  
Green Wood Drive  
Manor Park  
Runcorn  
Cheshire, WA7 1UG

Tel: 0151 510 5000 Fax: 0151 510 5100  
Email: [nick.atkin@haltonhousing.org](mailto:nick.atkin@haltonhousing.org)  
Job Title: Chief Executive



**Ian Ankers**

Bolton at Home  
1-3 The Courtyard,  
St Peters Business Park  
off Calvin Street  
Bolton  
BL1 8PB

Tel: 01204 335 100 Fax: 01204 335 054  
Email: [ian.ankers@boltonathome.org.uk](mailto:ian.ankers@boltonathome.org.uk)  
Job Title: Director of Housing Services



**Bob Livermore**

West Lancashire Borough  
Council  
Westec House,  
52 Derby Street  
Ormskirk  
Lancashire  
L39 2DF

Tel: 01695 577 177 Fax: 01695 572331  
Email: [bob.livermore@westlancs.gov.uk](mailto:bob.livermore@westlancs.gov.uk)  
Job Title: Executive Manager Housing Services

# Yorkshire & Humberside



**Geraldine Howley**

Incommunities Group Ltd  
Trust House  
5 New Augustus Street  
Bradford  
BD1 5LL

Tel: 0845 120 8171 Fax: 01274 254 005  
Email: [geraldine.howley@incommunities.co.uk](mailto:geraldine.howley@incommunities.co.uk)  
Job Title: Group Chief Executive



**Harry Dodgeon**

East Riding of Yorkshire  
Council  
County Hall  
Beverley  
East Riding  
HU17 9BA

Tel: 01482 393939 Fax: 01482 394 208  
Email: [harry.dodgeon@eastriding.gov.uk](mailto:harry.dodgeon@eastriding.gov.uk)  
Job Title: Contract Manager



**Tom Miskell**

Trans-Pennine Housing Ltd  
Park View House  
Woodvale Road  
Brighouse  
HD6 4AB

01422 284 598  
Email: [tom.miskell@ph2k.org.uk](mailto:tom.miskell@ph2k.org.uk)  
Job Title: Group Chief Executive



**Colin Dales**

Richmondshire District  
Council  
Frenchgate House  
Frenchgate  
Richmond  
DL10 7AF

Tel: 01748 829 100 Fax: 01748 822 535  
Email: [colin.dales@richmondshire.gov.uk](mailto:colin.dales@richmondshire.gov.uk)  
Job Title: Assistant Director of Community



**Kevin Dodd**

Wakefield and District  
Housing  
Merefield House  
Whistler Drive  
Castleford  
Wakefield  
WF10 5HX

Tel: 01977 724 444 Fax: 01924 304 444  
Email: [kdodd@wdh.co.uk](mailto:kdodd@wdh.co.uk)  
Job Title: Chief Executive



Non-Executive Director

**Dave Procter**

199 Parkwood Street,  
Keighley  
Yorkshire  
BD21 4NW

Tel: 07720 560397  
Email: [dave.procter@hotmail.com](mailto:dave.procter@hotmail.com)

## Employees and Employment Policies

Our most important asset is our staff and we are committed to policies that encourage all employees to achieve their greatest potential and to contribute to the success of the Company. This is done by encouraging them to attend seminars, training courses and providing help in seeking necessary professional qualifications to further their careers. The basic salary and benefits we offer our employees are assessed individually. Factors which we take into account for each individual are: the level of salary compared to the market; personal performance and responsibilities; internal relativities; the general award for the majority of our employees; and the Company's overall financial position. Salaries are formally reviewed every 2-3 years – the next review is due in April 2009.

We have locally negotiated Terms & Conditions including a staff reward scheme. The introduction of modern, beneficial and supportive Terms and Conditions reflects well on the Consortium as being a caring and sensitive employer. It should also positively impact on our ability to retain and recruit staff and will result in improved efficiency.

All staff enjoy membership of the Benenden Corporate Healthcare Plan. Under this scheme all staff obtain access to early treatment and diagnosis of unexpected healthcare needs as well as a 24 hour helpline.

The Company is also committed to a policy of equal opportunity in employment and believes that it is essential to ensuring success and growth. To this end the Company makes every effort to select, recruit, train and promote the best candidates based on suitability for the job; to treat all employees and applicants fairly regardless of race, sex, marital status, nationality, ethnic origin or disability; and to ensure that no employee suffers harassment or intimidation.

## Employee Involvement

It is the Consortium's policy to have effective communication and consultation with staff. Staff involvement is achieved through update meetings, briefings, e-mails and other correspondence which help to ensure that staff are fully aware of the organisation's goals and results. In addition, staff representatives are elected on to a consultative committee, which periodically meets formally with management to discuss matters of general staff interest or concern together with any issues relating to Terms and Conditions. Minutes of these meetings are available to all staff. A full list of all staff is included in this report.



## Our Staff\*

John A Moralee	Chief Executive
Andrew Carlin	Commercial Director
Charlotte Harrison	Director of Policy & Practice
Ian Wright	Director of Performance Improvement
Michelle Punshon	Finance Manager/Company Secretary
Tracy Fawcett	Marketing Manager
Lynda Redshaw	Exhibitions Development Officer
Louise Ratcliffe	Marketing Officer
Maureen Hanley	Finance Officer (part time)
Yvonne Shipley	Finance & Payroll Officer
Kay Fairley	Corporate Support Officer/HR Officer
Trish Sleep	Corporate Support Officer/Office Management
Rachel Mersh	Corporate Support Assistant
Yvonne Leonard	Corporate Support Assistant
Rachel Smith	Corporate Support/Events Officer
Anna Milner	Research & Intelligence Manager
Satty Rai	Policy Services Manager
Rachel Collings	Policy Services Manager
Sarah Taylor	Policy & Practice Development Manager
Natalie Hodgson	Policy & Research Officer
Barry Turnbull	Policy & Research Officer
Jacqui Grimes	Training & Events Development Officer
Catherine Anderson	Procurement & Contracts Manager
Gill Jackson	Business Development Officer
Jennifer Stevenson	Business Development Officer
Lynsey Robson-Witt	Business Development Officer
Tim Syass	Business Development Officer
Nigel Johnston	Performance Improvement Manager
Kate Ritchie	Performance Improvement Manager
David Wood	Performance Improvement Manager

### Leavers in the Year

Allan Kelley	Assistant Chief Executive
Helen Kerridge	Senior Policy & Research Officer
Lindsay Sheridan	Business Development Co-ordinator

## Health, Safety and Welfare at work

It is the Consortium's policy to give the greatest importance to the health, safety and welfare of its employees. To this end, the Company makes every reasonable effort to provide safe and healthy working conditions in its offices. Similarly, it is the duty of all employees to exercise responsibility and to do everything to prevent injury to themselves and to others. This policy is communicated to employees through contracts of employment, staff handbooks available by intranet and hard copy, operating manuals, bulletins and notice boards as appropriate.

## Budgetary Process

A comprehensive budgetary process is completed once a year and is reviewed and approved by the Board. The Company's performance and results, as compared to the budget and the prior year, are reported to the Board at each of its meetings.

## Auditors

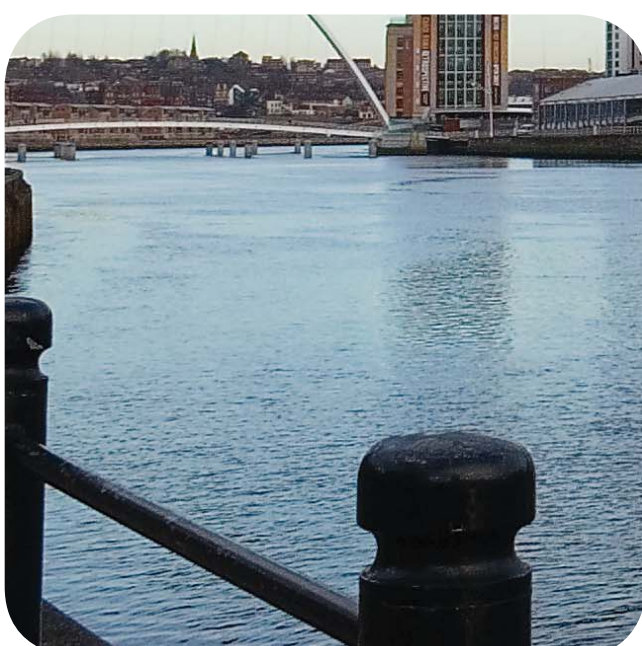
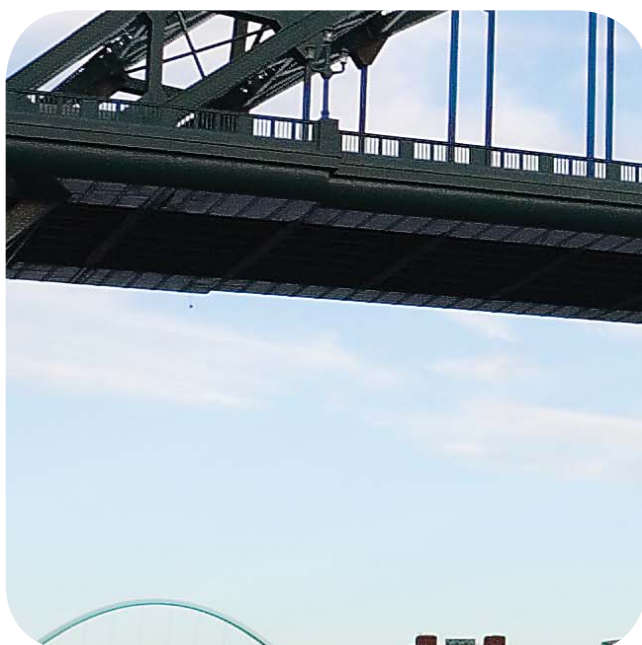
Bartfields (UK) Ltd are currently the Consortium's Auditors, and have expressed their willingness to continue. A resolution will be proposed at the Annual General Meeting held 12 October.

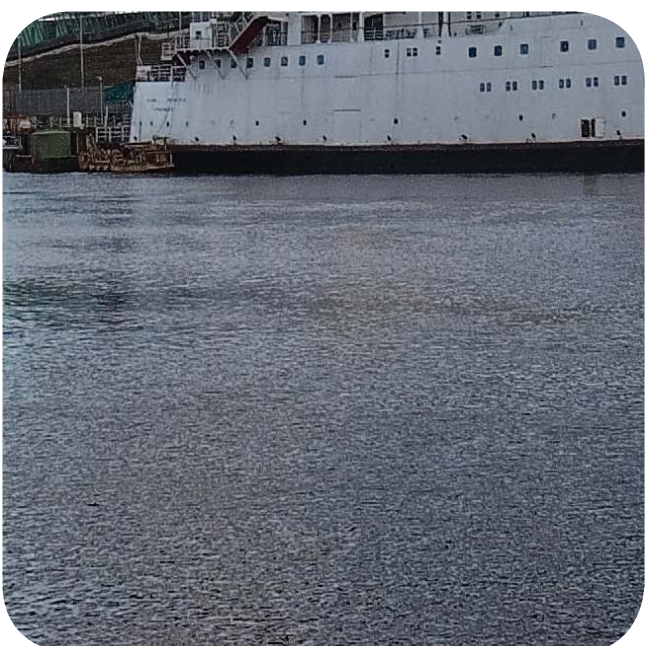
## Annual General Meeting

The AGM will be held at 5.30pm on 12<sup>th</sup> October, 2009 at the Hilton Hotel, Blackpool. The notice of the meeting is given in the papers, which accompany this report.

## Financial Statements

The 2008/09 Financial Statements have been prepared by Bartfields (UK) Ltd in accordance with the Companies Acts 1985. The purpose of the statements is to give an overview of the financial stability of the Northern Housing Consortium Limited as at the 31 March 2009, and the level of activity for the year, concluding on the same date. The statements show a continuation of the successful nature of the Northern Housing Consortium's activities, and represent a sound basis for future trading. The Financial Statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) and are available to Members on the Consortium's website [www.northern-consortium.org.uk](http://www.northern-consortium.org.uk). The abbreviated accounts for the period ended 31 March, 2009 will be filed with Companies House following the AGM.





## Performance in the Period

Although the Consortium's key objective is to support our membership through the provision of services and solutions, we need to make a profit to continually grow and develop our services, and at the same time build up a level of reserves. Our performance in the period can be measured using some key financial indicators which continue to improve year on year including:

**Turnover** which increased in the year by 19% to a total of £2,893,173; **Operating Profit** (before Interest and Tax) which increased to £64,137 highlighting an **Operating Profit %** of 2.21% for the year; **Reserves** which increased in the year by nearly 33% (after FRS 17 adjustments) to a total of **£451,636**.

## Current Liquidity

The Consortium needs to maintain healthy cash balances to enable it to finance its day to day trading activities. At 31st March 2009 the Company had total cash balances of £454,965. When measuring the Consortium's current assets against its current liabilities, a ratio of £1.93 : £1.00 was highlighted compared to £1.70 : £1.00 in 2007/2008.

## Insurance

The Company maintains appropriate insurance cover and reviews the adequacy of the insurance regularly.

## Creditors Policy

The Company's policy is to agree and confirm terms of payment procedures at the commencement of business with suppliers, pay in accordance with contractual and legal obligations, and continually review payment procedures and liaise with suppliers as a means of eliminating difficulties and maintaining a good working relationship.

## Charitable and other donations

The Consortium each year supports a number of charitable bodies. It raised a total of £9,000 during 2008/09 which was used to support Grace House Children's Hospice in North East, Claire House in North West and Outward Bound Trust in Yorkshire & Humberside.

## Responsibilities of Directors

The Directors are responsible for preparing the annual review and summary financial statement in accordance with applicable law. They are responsible for ensuring that the Company keeps adequate accounting records, and are also responsible for taking reasonable steps to safeguard the assets of the Company and to prevent and detect fraud and other irregularities.

The Directors remain satisfied that the Company has adequate resources to continue in business and, accordingly, that financial statements should be drawn up on a going-concern basis. Further, appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates have been used in the preparation of these financial statements and applicable accounting standards have been followed. These policies and standards, for which the Directors accept responsibility, have been discussed with the Auditors. The Directors, having prepared the financial statements, have requested the Auditors to take whatever steps and to undertake whatever inspections they consider appropriate for the purpose of giving the report.

By order of the Board of Directors

**Michelle Punshon**  
Company Secretary  
August 2009





**Abbreviated Financial  
Statements for the  
year ended  
31st March 2009**



## Report Of The Independent Auditors To Northern Housing Consortium Limited Under Section 247b Of The Companies Act 1985

We have examined the abbreviated accounts set out on pages seventeen and nineteen, together with the financial statements of Northern Housing Consortium Limited for the year ended 31 March 2009 prepared under Section 226 of the Companies Act 1985.

This report is made solely to the company, in accordance with Section 247B of the Companies Act 1985. Our work has been undertaken so that we might state to the company those matters we are required to state to it in a special auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company, for our work, for this report, or for the opinions we have formed.

### **Respective responsibilities of directors and auditors**

The directors are responsible for preparing the abbreviated accounts in accordance with Section 246 of the Companies Act 1985. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (6) of the Act to the Registrar of Companies and whether the abbreviated accounts have been properly prepared in accordance with those provisions and to report our opinion to you.

### **Basis of opinion**

We conducted our work in accordance with Bulletin 2006/3 "The Special Auditor's Report on Abbreviated Accounts in the United Kingdom" issued by the Auditing Practices Board. In accordance with that Bulletin we have carried out the procedures we consider necessary to confirm, by reference to the financial statements, that the company is entitled to deliver abbreviated accounts and that the abbreviated accounts are properly prepared.

### **Opinion**

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Sections 246(5) and (6) of the Companies Act 1985, and the abbreviated accounts have been properly prepared in accordance with those provisions.

**Bartfields (UK) Limited**  
**Registered Auditors and**  
**Chartered Accountants**  
**Burley House**  
**12 Clarendon Road**  
**Leeds**  
**LS2 9NF**

17 July 2009

**Abbreviated Balance Sheet  
31 March 2009**

		2009		2008 as restated
	Notes	£	£	£
<b>FIXED ASSETS</b>				
Tangible assets	2		195,781	215,877
<b>CURRENT ASSETS</b>				
Debtors		1,181,063		1,115,248
Cash at bank and in hand		<u>454,965</u>		<u>742,887</u>
		1,636,028		1,858,135
<b>CREDITORS</b>				
Amounts falling due within one year		<u>847,173</u>		<u>1,090,395</u>
<b>NET CURRENT ASSETS</b>			<u>788,855</u>	<u>767,740</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			984,636	983,617
<b>PENSION LIABILITY</b>			<u>(533,000)</u>	<u>(644,000)</u>
<b>NET ASSETS</b>			<u>451,636</u>	<u>339,617</u>
<b>RESERVES</b>				
Research and development reserve			-	20,000
Other reserves			-	20,000
Pension reserve			-	140,000
Profit and loss account			<u>451,636</u>	<u>159,617</u>
			<u>451,636</u>	<u>339,617</u>

These abbreviated accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

The financial statements were approved by the Board of Directors on 17 July 2009.

## Notes To The Abbreviated Accounts For The Year Ended 31 March 2009

### 1. ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007).

#### Turnover

Turnover represents net invoiced sales of services, excluding value added tax.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings - 33% on cost and  
25% on cost

Computer equipment - 33% on cost

Short Leasehold Property- over the remaining life of  
the lease

#### Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

#### Pension costs

The amounts charged to operating profit are the current service costs and gains and losses on settlements and curtailments. They are included as part of staff costs. Past service costs are recognised immediately in the profit and loss account if the benefits are vested. If the benefits have not vested immediately, the costs are recognised over the period until vesting occurs. The interest cost and the expected return on assets are shown as a net amount of other finance costs or credits adjacent to interest. Actuarial gains and losses are recognised immediately in the statement of total recognised gains and losses.

Defined benefit schemes are funded, with the assets of the scheme held separately from those of the company, in separate trustee administered funds. Pension scheme assets are measured at fair value and liabilities are measured on an actuarial basis using the projected unit method and is discounted at a rate equivalent to the current rate of return on a high quality corporate bond of equivalent currency and term to the scheme liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The resulting defined benefit asset or liability, net of the related deferred tax, is presented separately after other net assets on the face of the balance sheet.

## 2. TANGIBLE FIXED ASSETS

	Total £
<b>COST</b>	
At 1 April 2008	372,456
Additions	<u>8,756</u>
At 31 March 2009	<u>381,212</u>
<b>DEPRECIATION</b>	
At 1 April 2008	156,579
Charge for year	<u>28,852</u>
At 31 March 2009	<u>185,431</u>
<b>NET BOOK VALUE</b>	
At 31 March 2009	<u>195,781</u>
At 31 March 2008	<u>215,877</u>

## 3. GUARANTEE

The members of the company have agreed to contribute up to £1 each to the assets of the company in the event of it being wound up.

**Northern Housing Consortium Limited**

Webster's Ropery  
Ropery Road  
Deptford  
Sunderland  
Tyne & Wear  
SR4 6DJ

**Our Contact Numbers**

**T:** (0191) 566 1000

**F:** (0191) 566 1001

**E:** [enquiries@northern-consortium.org.uk](mailto:enquiries@northern-consortium.org.uk)

