



# Annual Report 2009/10

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# Company Information

## For The Year Ended 31 March 2010

### DIRECTORS:

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

### SECRETARY:

Ms. 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

Experts  
Low Carbon  
Vision and Mission  
Employment  
Investment  
& Resources  
Influential  
authoritative  
Consultative  
Independent

# Report of the Board

## 1. 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

## 2. Results and Business Overview

2009/10 was the third and final year of a new three year Business Plan 'Building on Success', which covered the period up to 2010.

Our main drivers this year have again 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 recently created 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.

Cross Domain  
Consortium Procurement  
Performance Improvement  
Regulation  
Housing  
Authoritative

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

### 3. Corporate Aims



## 4. 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 three 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.

### 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, summary 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.

## 5. Directors

The current Directors are outlined on pages 7-9. 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, Hugh Broadbent, Geraldine Howley, Ian Ankers, Bob Livermore and Harry Dodgeon will stand down from the Board on 4th November, 2010.

# North East



**John Craggs**

Gentoo Group Ltd  
Emperor House, 2 Emperor Way  
Doxford International Business Park, Sunderland  
SR3 3XR  
Tel: 0191 525 5000  
Email: [john.craggs@gentoo.com](mailto:john.craggs@gentoo.com)  
Job Title: Deputy Chief Executive (Operations)



**Geraldine Wilcox**

Derwentside Homes  
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Annfield Plain,  
Stanley, County Durham, DH9 7XN  
Tel: 08458 505 600  
Email: [g.wilcox@derwentsidehomes.co.uk](mailto:g.wilcox@derwentsidehomes.co.uk)  
Job Title: Chief Executive



**Cath Purdy**

Housing Hartlepool  
Greenbank, Stranton  
Hartlepool, TS24 7QS  
Tel: 01429 525 252  
Email: [cath.purdy@housinghartlepool.org.uk](mailto:cath.purdy@housinghartlepool.org.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  
Email: [chris\\_smith@erimushousing.co.uk](mailto:chris_smith@erimushousing.co.uk)  
Job Title: Managing Director



**Glyn Hall**

Durham County Council  
County Hall  
Durham, DH1 5UL  
Tel: 0191 3833760  
Email: [glyn.hall@durham.gov.uk](mailto:glyn.hall@durham.gov.uk)  
Job Title: Head of Housing

# North West



**Hugh Broadbent**

First Choice Homes Oldham  
1 Media Square, Phoenix Street  
Oldham, OL1 1AN  
Tel: 0161 770 3576

Email: [fcho.hugh.broadbent@oldham.gov.uk](mailto:fcho.hugh.broadbent@oldham.gov.uk)  
Job Title: Chief Executive



**Nick Atkin**

Halton Housing Trust  
Daresbury Point, Green Wood Drive  
Manor Park, Runcorn  
Cheshire, WA7 1UG  
Tel: 0151 510 5000

Email: [nick.atkin@haltonhousing.org](mailto:nick.atkin@haltonhousing.org)  
Job Title: Chief Executive



**Bob Livermore**

West Lancashire Borough Council  
Westec House, 52 Derby Street  
Ormskirk, Lancashire  
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Tel: 01695 577 177

Email: [bob.livermore@westlancsdc.gov.uk](mailto:bob.livermore@westlancsdc.gov.uk)  
Job Title: Executive Manager Housing Services



**Bob Taylor**

Knowsley Housing Trust  
Lake View, Kings Business Park  
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L34 1PJ  
Tel: 0151 290 7000

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Job Title: Chief Executive



**Ian Ankers**

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1-3 The Courtyard, St Peters Business Park  
off Calvin Street Bolton  
BL1 8PB  
Tel: 01204 335 100

Email: [ian.ankers@boltonathome.org.uk](mailto:ian.ankers@boltonathome.org.uk)  
Job Title: Director of Housing Services

# Yorkshire & Humberside



**Geraldine Howley**

Incommunities Group Ltd  
Trust House, 5 New Augustus Street  
Bradford, BD1 5LL  
Tel: 0845 120 8171

Email: [geraldine.howley@incommunities.co.uk](mailto:geraldine.howley@incommunities.co.uk)  
Job Title: Group Chief Executive



**Tom Miskell**

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Park View House, Woodvale Road  
Brighouse, HD6 4AB  
Tel: 01484 824328

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



**Kevin Dodd**

Wakefield and District Housing  
Merefield House, Whistler Drive  
Castleford, Wakefield, WF10 5HX  
Tel: 01977 724 444

Email: [kdodd@wdh.co.uk](mailto:kdodd@wdh.co.uk)  
Job Title: Chief Executive



**Harry Dodgeon**

East Riding of Yorkshire Council  
County Hall, Beverley  
East Riding, HU17 9BA  
Tel: 01482 393939

Email: [harry.dodgeon@eastriding.gov.uk](mailto:harry.dodgeon@eastriding.gov.uk)  
Job Title: Contract Manager  
Non-Executive Director



**Colin Dales**

Richmondshire District Council  
Frenchgate House, Frenchgate  
Richmond, DL10 7AF  
Tel: 01748 829 100

Email: [colin.dales@richmondshire.gov.uk](mailto:colin.dales@richmondshire.gov.uk)  
Job Title: Assistant Director of Community



**NON-EXECUTIVE DIRECTOR**

**David Procter**

199 Parkwood Street, Keighley  
Yorkshire, BD21 4NW  
Tel: 07720 560397

Email: [dave.proctor@hotmail.com](mailto:dave.proctor@hotmail.com)

## 6. 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 2011.

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.



## 7. 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 shown below.

**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 Harrison** 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  
**Trish Sleep** Corporate Support Officer  
**Rachel Mersh** Corporate Support Assistant  
**Yvonne Leonard** Corporate Support Assistant  
**Rachel Smith** Corporate Support Officer/Events Organiser  
**Anna Milner** Research & Intelligence Manager  
**Satty Rai** Policy Services Manager  
**Rachel Collings** Policy Services Manager  
**Sarah Taylor** Policy & Practice Development Manager  
**Vacant Post** Policy & Research Officer  
**Barry Turnbull** Policy & Research Officer  
**Jacqui Grimes** Training & Events Development Officer  
**Vacant Post** Procurement & Contracts Manager  
**Julie Dixon** Business Development Manager  
**Gill Jackson** Business Development Officer  
**Jennifer Stevenson** Business Development Officer

**Thomas Barratt** Business Development Officer  
**Elaine Abrol** Business Development Officer  
**Tim Syass** Contract Officer  
**Martin Hankins** Contract Officer  
**Nigel Johnston** Performance Improvement Manager  
**Kate Ritchie** Performance Improvement Manager  
**David Wood** Performance Improvement Manager

Leavers in the Year

**Natalie Hodgson** Policy & Research Officer  
**Lynsey Robson Witt** Business Development Officer  
**Catherine Anderson** Procurement & Contracts Manager

## 8. 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.

## 9. 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.

## 10. Auditors

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

## 11. Annual General Meeting

The AGM will be held at 5.00pm on 4th November 2010 at the Royal York Hotel, York. The notice of the meeting is given in the papers, which accompany this report.

## 12. Financial Statements

The 2009/10 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 2010, 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, 2010 will be filed with Companies House following the AGM.

## 13. Performance in the Period

In order to fulfil the Consortium's key objective 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 to enable us to compete in the marketplace and offset our pension liabilities/ deficits. Our audited accounts this year have highlighted the following financial information:

Turnover £2,677,100  
Operating Profit £208,722 (before Interest and Tax)  
Reserves £651,397 (after FRS 17 adjustments)

## 14. Current Liquidity

The Consortium needs to maintain healthy cash balances to enable it to finance its day to day trading activities. At 31st March 2010 the Company had total cash balances of £976,563. When measuring the Consortium's current assets against its current liabilities, a ratio of £1.93 : £1.00 was highlighted.

## 15. Insurance

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

## 16. 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.

## 17. Charitable and other donations

The Consortium each year supports a number of charitable bodies. It raised a total of £6,000 during 2009/10 which was used to support Grace House Children's Hospice in the North East, Alzheimer's Society in Yorkshire & Humberside and Dr Kershaw's Hospice in the North West.

## 18. 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**  
**July 2010**

Experts  
Low Carbon  
Vision and Mission  
Employment  
Investment  
& Resources  
Independent  
Consultative  
Influential  
authoritative

# Abbreviated Financial Statements for the year ended 31st March 2010

A word cloud featuring various terms in different colors and orientations. The most prominent words are 'Homes', 'Economy', 'Investing', and 'Communities', all in a large blue font. Other words include 'Membership', 'Big Society', 'Northern', 'Effective Relationships', 'Housing', 'Localism', 'Progressive', 'Future-focused', and 'Relevant'.

Homes  
Membership  
Economy  
Big Society  
Investing  
Northern  
Effective Relationships  
Housing  
Localism  
Progressive  
Communities  
Future-focused  
Relevant

## **REPORT OF THE INDEPENDENT AUDITORS TO NORTHERN HOUSING CONSORTIUM LIMITED UNDER SECTION 449 OF THE COMPANIES ACT 2006**

We have examined the abbreviated accounts set out on pages three to five, together with the full financial statements of Northern Housing Consortium Limited for the year ended 31 March 2010 prepared under Section 396 of the Companies Act 2006.

This report is made solely to the company, in accordance with Section 449 of the Companies Act 2006. 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 444 of the Companies Act 2006. It is our responsibility to form an independent opinion as to whether the company is entitled to deliver abbreviated accounts to the Registrar of Companies and whether the abbreviated accounts have been properly prepared in accordance with the Regulations made under that Section and to report our opinion to you.

### **Basis of opinion**

We conducted our work in accordance with Bulletin 2008/4 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 to be delivered are properly prepared.

### **Opinion**

In our opinion the company is entitled to deliver abbreviated accounts prepared in accordance with Section 444(3) of the Companies Act 2006, and the abbreviated accounts have been properly prepared in accordance with the Regulations made under that Section.

Raymond Davidson (Senior Statutory Auditor)  
for and on behalf of Bartfields (UK) Limited  
Statutory Auditors  
Burley House  
12 Clarendon Road  
Leeds  
LS29NF

16 July 2010

Investing  
Future-focused  
Representative  
Quality of Life  
Communities  
Northern

# Abbreviated Balance Sheet

## 31 March 2010

	Notes	2010 £	£	2009 £	£
<b>FIXED ASSETS</b>					
Tangible assets	2		188,767		195,781
<b>CURRENT ASSETS</b>					
Debtors		1,092,942		1,181,063	
Cash at bank and in hand		<u>976,563</u>		<u>454,965</u>	
		2,069,505		1,636,028	
<b>CREDITORS</b>					
Amounts falling due within one year		<u>1,069,875</u>		<u>847,173</u>	
<b>NET CURRENT ASSETS</b>					
			<u>999,630</u>		<u>788,855</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
			1,188,397		984,636
<b>PENSION LIABILITIES</b>					
			<u>(537,000)</u>		<u>(533,000)</u>
<b>NET ASSETS</b>					
			<u>651,397</u>		<u>451,636</u>
<b>RESERVES</b>					
Profit and loss account			<u>651,397</u>		<u>451,636</u>
			<u>651,397</u>		<u>451,636</u>

The abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board of Directors on 16 July 2010 and were signed on its behalf by:



**Hugh Broadbent**  
Director

# Notes to the abbreviated accounts for the year ended 31 March 2010

## 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 April 2008).

### 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 2009	381,212
Additions	<u>28,431</u>
At 31 March 2010	<u>409,643</u>
<b>DEPRECIATION</b>	
At 1 April 2009	185,431
Charge for year	<u>35,445</u>
At 31 March 2010	<u>220,876</u>
<b>NET BOOK VALUE</b>	
At 31 March 2010	<u>188,767</u>
At 31 March 2009	<u>195,781</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.

