

Northwards Housing – Resources Sub-Committee Meeting

**Hexagon Tower
Wednesday 2 December 2015 at 6.00pm**

Chair: Stephen Brown (first 3 items only), Sharon Thomas

Present	Fiona Sharkey	(FS)	Board Member
	Paula Appleby	(PA)	Board Member
	Val Edwards	(VE)	Board Member
	Sharon Thomas	(ST)	Board Member
	Laura Pointon	(LP)	Sub-Committee Co-Optee
 In Attendance:	 Stephen Brown	 (SB)	 Director of Business and Property Services
	Robbie Chapman	(RC)	Head of Finance
	John Burton	(JB)	Head of ICT
	Tara Kelly	(TK)	Governance Support Manager

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions</p> <p>SB welcomed everyone to the meeting. SB confirmed that this meeting had been re-arranged from the original date of 24 November to ensure new members were available to attend.</p> <p>The meeting was declared as quorate.</p>	
2	<p>Apologies for Absence</p> <p>Guy Johnson, Noel Sharpe</p>	
3	<p>Appointment of Chair</p> <p>SB informed members that, as this is the first meeting since the AGM, the Sub-Committee is required to elect its Chair.</p> <p>TK confirmed that ST was the only Sub-Committee Member to declare an interest in the position. Members welcomed her interest, and elected ST as Chair of Resources Sub-Committee.</p>	
4	<p>Declarations of Interest/Confidential Matters/Equality & Diversity</p> <p>There were no declarations of interest.</p>	
	CONFIDENTIAL ITEMS	
5	<p>Minutes of Last Meeting</p> <p>28 July 2015 (Confidential)</p> <p>Please see confidential minutes.</p> <p>Matters Arising</p> <p>Please see confidential minutes.</p>	
20	AOB (Confidential)	

	Late Item – Management Fee Update 2016/17 Please see confidential minutes.	
6	Budget Forecast (Confidential) Please see confidential minutes.	
7	Cash Flow Forecast (Confidential) Please see confidential minutes. FS left the meeting at 6.40pm.	
8	Management Accounts (Confidential) Please see confidential minutes.	
9	Yes Management Accounts (Confidential) Please see confidential minutes.	
10	Succession Planning (Confidential) Please see confidential minutes.	
	NON-CONFIDENTIAL ITEMS	
11	Minutes of the Last Meeting 28 July 2015 As no members of the previous sub-committee were present, it was agreed that TK would e-mail minutes to the previous members and Chair of Resources for approval.	TK
12	IIP Feedback SB informed the Sub-Committee that Northwards had been successful in achieving Gold in Investors in People (IIP). SB noted the hard work of the HR Team and all those involved in the assessment. The Sub-Committee commended everyone involved.	
13	People Update Qtr 2 / Equality Monitoring in Recruitment Update SB presented the update on behalf of Jan Norris. ST asked whether gym membership is included in staff benefits. TK said Northwards employees do have access to Hexercise gym, and that she would ask HR if this should be added. PA commented that it was a very positive report. The Sub-Committee noted the report.	TK
14	E&D Action Plan Update TK reminded members that she provides regular updates to the Resources Sub-Committee on the progress of the E&D Action Plan. SB asked about the action on publishing equality information as it is	

	<p>overdue. TK confirmed that discussions are currently taking place to determine how reports that are being produced for Resources Sub-Committee can be made more accessible for publishing on the new Northwards website. TK will agree a process for this with HR and the Communications Team.</p> <p>ST asked for further details about the feedback from the BME employee workshop in June. TK said that it has been a very productive session and the two key recommendations were around personal development/confidence building and the establishment of a BME employee forum. TK confirmed that a session on Leadership and Confidence Building will be taking place in the new year. Following this, Northwards will work with staff to set up a BME Employee Group. ST offered her assistance with this as she has been a member of her own organisation's BME staff group for almost ten years. TK thanked ST and said she would discuss this with her.</p> <p>The Sub-Committee noted the update.</p>	<p>TK</p> <p>TK/ST</p>
<p>15</p>	<p>Update on SLAs</p> <p>RC informed members that the SLA of greatest current concern is the multi storeys. RC said the energy costs are continuing to rise, and now cost significantly more than when Northwards took over responsibility for payment from the Council in 2012. RC said this is unusual as energy prices are currently static, and confirmed that the reasons for this are now being investigated.</p> <p>PA enquired whether it is worth doing a report outlining what Northwards has done, why there have not been changes in energy costs as a result etc. RC agreed and said that this is something Northwards could do, and agree to bring a report on the investigations made.</p> <p>RC advised that there are no current concerns with other SLAs. RC reminded members that the review of legal services SLA had been dropped and the contract with the City Solicitors continued. RC commented that the agreement was, however, better value than in the past.</p> <p>The Sub-Committee noted the update.</p>	<p>RC</p>
<p>16</p>	<p>ICT update</p> <p>JB presented a report outlining the progress on two key ICT projects; Resilience and Disaster Recovery and the Civica Replacement Tender.</p> <p>JB informed members that some ground had been lost in the Civica replacement project due to resource issues at the Council. JB said that it now been confirmed that Aeron is the preferred supplier and confirmed that the contract had been signed, with the estimated go live date now likely to be January 2017.</p> <p>JN commented that the one outstanding issue is the management of the system. The Council had indicated that they would lead on this but</p>	

	<p>there has since been changes to their personnel so Northwards is waiting on confirmation to see whether this will still be the case. JB said that he felt it was looking positive at this moment in time.</p> <p>The Sub-Committee noted the report.</p>	
17	<p>Budget Risk Matrix</p> <p>RC commented that the Budget Risk report has taken a more positive tone in light of the management fee settlement.</p> <p>RC confirmed that voids remain the biggest risk. However, at present Northwards seems unlikely to breach the £300k mark which would require contingency costs as agreed by the Council.</p> <p>RC said that the staff contingency will be spent by year end, however other savings will be made as there will be no redundancy costs. Legal costs are now also under control.</p> <p>VE asked for more information on the costs of void properties. RC said that it depends on factors such as the tenure of the property, for example if someone has lived there a long time and has not regularly ordered repairs more work may be required to bring the property up to standard for re-letting. RC said that asbestos costs are also high, with spend around £120,000 which is considerably higher than 5/6 years ago. SB confirmed that Northwards is trying to adopt a more rigorous approach to rechargeable repairs, and this may have an impact as some tenants refuse to pay by card. The repairs may then not be carried out until the tenant has left the property, therefore building up future voids costs.</p> <p>The Sub-Committee noted the report.</p>	
18	<p>Waivers</p> <p>RC confirmed that one waiver had been recently requested, and it will be reported at the next Resources meeting.</p>	RC
19	<p>Resources Rolling Agenda</p> <p>Succession Planning. Multi-Storey energy costs investigation.</p>	
20	<p>AOB</p> <p>Confidential item 'Management Fee 2016/17' was moved to the beginning of the meeting. Please see confidential minutes.</p> <p>ST thanked everyone for attending, and closed the meeting at 7.10pm</p>	
	<p>Date and Time of Next Meeting: Wednesday 9 March 2016 at 6.00pm Hexagon Tower Board Room</p>	