

Northwards Housing – Resources Sub-Committee Meeting

Non-Confidential Minutes

**Hexagon Tower
Wednesday 27 July 2016 at 6.00pm**

Chair: Sharon Thomas

Present	Sharon Thomas	(ST)	Board Member
	Paula Appleby	(PA)	Board Member
	Noel Sharpe	(NS)	Board Member
	Val Edwards	(VE)	Board Member
In Attendance	Stephen Brown	(SB)	Director of Business and Property Services
	Robbie Chapman	(RC)	Head of Finance
	Jan Norris	(JN)	Strategic HR Partner
	Yvette Newton	(TK)	Business Support Co-ordinator
	Joanne Love	(JL)	Grant Thornton

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions</p> <p>ST welcomed everyone to the meeting and introductions were made for JL.</p>	
2	<p>Apologies for Absence</p> <p>Guy Johnson, Fiona Sharkey and Laura Pointon.</p>	
3	<p>Declarations of Interest / Confidential Matters / Equality & Diversity</p> <p>PA declared an interest in item 12 as an employee of Manchester College.</p>	
CONFIDENTIAL ITEMS		
4	<p>Minutes of the Last Meeting (Confidential)</p> <p>Please see confidential minutes.</p>	
5	<p>Remuneration Panel Update (Confidential)</p> <p>Please see confidential minutes.</p>	
12	<p>People Update Qtr 1</p> <p>JN presented the Qtr 1 people update to the sub-committee. Highlights from the report are:</p> <ul style="list-style-type: none"> • Labour turnover for Q1 is 1.8% compared to 2.4% for the same time last year. • Recruitment to a newly created post of Trainee Building 	

	<p>Surveyor which will help support succession within the Repairs Team.</p> <ul style="list-style-type: none"> • Media & Communications Specialist position had been turned around very quickly and Emma Broome is due to start with Northwards on 3rd August 16. • We continue to have 3 apprentice's one of who has won apprentice of the year from Manchester College. • Leadership Development Programme is well underway and all involved have received their 360° feedback and had been paired up with a mentor. • Managing Absence workshops had been held with all managers where feedback on the new revised policy was gathered. The new policy will be launched in September 2016 along with a handy guide for all employees. One major change to the policy is the attendance monitoring interview. If an employee hits a trigger then the meeting will now need to place at the same time as the Return to Work meeting and only with the approval of the Head of Service would an employee not be placed on attendance monitoring. • E-certificates are currently being produced for all staff who completed the Go Greener training and Northwards is looking towards becoming an accredited body within Carbon Literacy. • A Health and Well Being survey has just been sent out to all staff. <p>The Sub Committee congratulated JN on a good report and noted the update.</p>	
6	<p>a) Annual Financial Statements (Confidential) b) Audit Highlights Memo (Confidential)</p> <p>Please see confidential minutes.</p>	
7	<p>Cash Flow Forecast (Confidential)</p> <p>Please see confidential minutes.</p>	
8	<p>Management Accounts (Confidential)</p> <p>Please see confidential minutes.</p>	
9	<p>YES Financial Statements (Confidential)</p> <p>Please see confidential minutes</p>	
10	<p>YES Management Accounts</p> <p>Please see confidential minutes.</p>	
	<p>NON-CONFIDENTIAL ITEMS</p>	
11	<p>Minutes of the Last Meeting</p> <p>The non-confidential minutes of the meeting held on 25 May 2016 were approved.</p>	

	<p>Matters Arising</p> <p>There were no matters arising.</p>	
12	<p>People Update Qtr 1</p> <p>This item was discussed earlier in the meeting, following item 5.</p>	
13	<p>Budget Risk Matrix</p> <p>RC confirmed that risk matrix had been amended to take into account that the office moves were not now taking place.</p> <p>The Sub-Committee noted the report and approved the changes to the matrix in light of the abandoned office move.</p>	
14	<p>ICT Update</p> <p>RC gave an update on the report produced by John Burton, Head of ICT. He informed the meeting that the report had been completed a couple of weeks ago and the issues/risks set out a paragraph 2.7 had moved on since and he gave an update on each one.</p> <ul style="list-style-type: none"> a. Lack of technical resources from MCC to work on the data migration. RC confirmed that there was still no movement on MCC employing a temporary technical person to work on this. As this needs to move forward EMT have taken the decision to appoint an agency worker for a maximum period of 3 months. The person will be co-located between Northwards and MCC. RC informed the meeting that Robin Lawler will be writing to Paul Beardmore to express his concerns with the lack of movement and to inform him that Northwards intend to reclaim the employee costs from MCC. The cost will be approx. £25,000 and Northwards will initially pay this from £120,000 that has been reimbursed by MCC for the Housing Management Project that Northwards hadn't expected to get back. b. Failure to agree the contract with Aareon. RC confirmed that John Burton has now prepared the contract and forwarded it to MCC. RC hopes the contract will be signed sooner rather than later. c. Delay to getting final Capital Approval meant that Aareon Invoices could not be paid. RC confirmed that this matter has now been resolved. MCC are paying under a separate PO and John Burton has reviewed the invoices and sent them to Martin Oldfield to pay. d. Delay in the final capital approval so MCC ICT cannot yet buy the hardware and software to build the hosting environment. 	

	<p>RC confirmed that the capital approval needs to be sorted by August so everything can be in place by September or the issue will escalate and cause further delays to the project.</p> <p>NS expressed frustration with the obstacles Northwards are up against.</p> <p>RC confirmed overall the project is going well and he would like the new system embedded in the new year as this new system is at the heart of any efficiencies we wish to make in the future.</p> <p>RC confirmed the new call centre is in place and praised the ICT Team for the hard work they have put in. He informed the Sub Committee that the project is currently 1 week behind schedule but 3 weeks slack had been built into the timetable.</p> <p>As the Sub-Committee are already aware it is planned to disestablish the Head of ICT post once the QL goes live next year and RC will take on the extra duties. RC informed the meeting that this gives time for a long handover and transfer of knowledge and this is working well.</p> <p>The Sub-Committee noted the update.</p>	
15	<p>Waivers</p> <p>RC confirmed no waivers had been granted since the last meeting.</p>	
15	<p>Resources Rolling Agenda</p> <p>The Sub-committee noted the rolling agenda.</p>	
16	<p>AOB</p> <p>The Sub-committee noted the rolling agenda.</p>	
	ST thanked everyone for attending, and closed the meeting at 7:21pm	
	<p align="center">Date and Time of Next Meeting: Wednesday 16 November 2016 at 6.00pm Hexagon Tower Board Room</p>	