

Northwards Housing – Resources Sub-Committee Meeting

**Hexagon Tower
Monday 16 March 2015 at 6.00pm**

Chair: Hilary Vaughan

Present	Hilary Vaughan	(HV)	Board Member
	Paul Moran	(PM)	Board Member
	Sharon Thomas	(ST)	Board Member
	Guy Johnson	(GJ)	Board Member
 In Attendance:	Stephen Brown	(SB)	Director of Business Services
	Sandra Hill	(SH)	Strategic HR Partner
	Robbie Chapman	(RC)	Head of Finance
	John Burton	(JB)	Head of ICT (part meeting)
	Tara Kelly	(TK)	Governance Support Manager

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions</p> <p>HV welcomed everyone to the meeting. The meeting was declared as quorate.</p>	
2	<p>Apologies for Absence</p> <p>Madeline Mendy, Mark Hackett</p>	
3	<p>Declarations of Interest/Confidential Matters/Equality & Diversity</p> <p>There were no declarations of interest.</p>	
	CONFIDENTIAL ITEMS	
4	<p>Minutes of Last Meeting</p> <p>25 November 2014 (Confidential)</p> <p>Please see confidential minutes</p> <p>Matters Arising</p> <p>Please see confidential minutes</p>	
5	<p>Management Accounts (Confidential)</p> <p>Please see confidential minutes.</p>	
6	<p>Yes Management Accounts (Confidential)</p> <p>Please see confidential minutes.</p>	
	NON CONFIDENTIAL ITEMS	
7	<p>Minutes of Last Meeting</p>	

	<p>25 November 2015</p> <p>The minutes of the meeting held on 25 November 2014 were approved.</p> <p>Matters Arising</p> <p>All matters arising were covered on the agenda.</p>	
8	<p>People Update Quarter 3</p> <p>SH presented the People Update for Quarter 3 2014/15. SH asked members to note that had she changed the presentation of the graphs at the request of the Sub-Committee and that Long Term and Short Term Absence reports were also separated to provide more clarity.</p> <p>HV noted that the large numbers of days lost as a result of stress at work, and asked what Northwards was doing in respect to this. SH commented that this does include 2 cases where stress is at home, and said another case has been resolved. SH said discussions are on-going with 2 other cases and these look likely to be resolved in the very near future. SH explained that absence should go down as a result.</p> <p>ST commented that the additional report into success rates for BME job applications was reassuring.</p> <p>ST asked whether Northwards was taking part in learn at work week. SH said that Northwards are re-launching its e-learning programme but it will not be part of the initiative.</p> <p>The Sub-Committee noted the update.</p>	
9	<p>People Strategy Action Plan</p> <p>SH presented the updated People Strategy Action Plan.</p> <p>HV asked whether some actions could be accompanied with deadline dates. SH said that, due to the nature of the plan, many actions will be on-going. However, SH said she will include deadlines where possible.</p> <p>SH asked the Sub-Committee to note that the Carbon Literacy pilot session has been put back to April as the e-learning module is delayed.</p> <p>The Sub-Committee noted the update.</p>	SH
10	<p>E&D Action Plan 2014/15 Update</p> <p>TK informed the Sub-Committee that this was the last update for 2014/15, and that she will be presenting the action plan for 2015/16 at the next Resources meeting.</p> <p>TK asked members to note the two outstanding actions. TK explained that the Customer Insight Strategy was put on hold due to uncertainty</p>	

	<p>over the budget available, and the action will be carried over to next year.</p> <p>TK also informed the Sub-Committee that she has had discussions with BME staff in relation to lower satisfaction scores in the 'How Fair is Northwards' survey. TK said that while feedback has been positive, there is interest in a focus group to explore ways Northwards can further enhance its approach to race equality. The focus group is being planned for May 2015.</p> <p>The Sub-Committee noted the progress of actions within the E&D Action Plan 2014/15.</p>	
11	<p>ICT Update</p> <p>JB presented an update on current major ICT projects.</p> <p>JB informed the Sub-Committee that the CIVICA replacement tender date may slip but it is hoped that it will be out by the end of March 2015.</p> <p>HV thanked JB and the ICT team on behalf of the Sub-Committee for all their hard work on this project.</p> <p>The Sub-Committee noted the update.</p>	
12	<p>Budget Risk Matrix</p> <p>RC reiterated that the key risk change at present is the number of Right to Buys. This now stands at 71. RC commented that the council's agreement to freeze costs for the next three years is helping to mitigate the risk as the budget for this timeframe will therefore be known.</p> <p>RC confirmed that the Council has agreed to release a further £200,000 funding for high cost voids in 2015/16, but only if Northwards exceeds its set budget. RC said the budget for high cost voids will be set according to the historical average, and once this is met Northwards will then request the additional funding.</p> <p>HV asked whether the £100,000 staff contingency is in the budget. RC confirmed it was. SH said that Northwards cannot predict unforeseen costs, such as maternity leave, but that it was a reasonable contingency.</p> <p>The Sub-Committee noted the update.</p>	
13	<p>Whistle Blowing Policy</p> <p>SH presented the updated Whistle Blowing Policy. SH said that there were no major changes but rather updates in line with internal audit office and CIPD recommendations.</p> <p>HV asked whether the policy needed to go to Audit Sub-Committee. SB said that it needed to go to Board, and TK confirmed that it is an</p>	

	<p>item on the Board Away Day agenda in April 2015.</p> <p>ST asked whether it was possible to include a flowchart. SH said she would do this and e-mail it to Resources once completed.</p> <p>HV enquired whether the auditors have been included in the procedure for reporting. SH said that they have been included in policy, but that this will be made clear on the flowchart.</p> <p>GJ suggested that in future cover reports could be used to provide an outline of where the main changes have been. GJ also asked for a review date to be included on the policy. SH to action.</p> <p>The Sub-Committee approved the Whistle-blowing Policy.</p>	<p>SH</p> <p>SH</p>
14	<p>Resources Rolling Agenda</p> <p>SB commented that the Yes Management Accounts in May 2015 should be end of year accounts. RC confirmed that they should be ready for this meeting. TK to amend agenda.</p>	TK
15	<p>AOB</p> <p>Budget 2015/16</p> <p>Please see confidential minutes</p>	
	HV thanked everyone for attending, and closed the meeting at 7.05pm	
	<p>Date and Time of Next Meeting: Tuesday 19 May 2015 at 6.00pm Hexagon Tower Board Room</p>	