

**Northwards Housing - ALMO Board Meeting
Board Room, Hexagon Tower**

Tuesday 27 January 2015 at 6:30pm

Acting Chair: Hilary Vaughan

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| Present | Hilary Vaughan (HV) Anna Trotman (AT) Noel Sharpe (NS) Fiona Sharkey (FS) Sharon Thomas (ST) Guy Johnson (GJ) Naeem Ul Hassan (NH) Madeline Mendy (MM) Paul Moran (PM) Val Edwards (VE) Mark Leach (ML) | Board Member (Vice Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Co-Optee |
| In Attendance | Robin Lawler (RL) Stephen Brown (SB) Mike Stevens (MS) Larry Patrick (LP) Robbie Chapman (RC) Tara Kelly (TK) Tracy Langton (TL) | Chief Executive Director of Business Services Director of Neighbourhood Services Director of Property Services Head of Finance Governance Manager (Minutes) Project Lead Welfare Reform (Part Meeting) |

| ITEM | SUBJECT | ACTION |
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| 1 | <p>Welcome and Introductions</p> <p>HV welcomed everyone to the meeting.</p> <p>Confirm Quorum</p> <p>The meeting was confirmed as quorate.</p> | |
| 2 | <p>Apologies for Absence</p> <p>Sue Abbott.</p> | |
| 3 | <p>Declaration of Interests / Confidential Matters / Requests to un-star information items</p> <p>AT declared an interest in item 9a as her brother in law is Chief Executive of Continental Landscapes.</p> | |
| | CONFIDENTIAL ITEMS | |
| 8a | <p>Welfare Reform Update</p> <p>The Board agreed to move this item to the beginning of the meeting.</p> | |

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| | <p>TL provided an update on current performance and actions being taken to mitigate the impact of Welfare Reform on Northwards' tenants.</p> <p>TL highlighted the positive outcome of Discretionary Housing Payments to date, but asked the Board to note that the picture may be different next year if DHP funding is reduced as expected.</p> <p>To date there are about 70 Universal Credit cases. All cases, with the exception of two, have pre-existing rent arrears with a cumulative total of over £18,000. TL said that a more in depth study of rent collection rates for this group is being undertaken to study the payment patterns.</p> <p>TL also informed the Board that the issue of the cost of legal fees has been raised with the Council as these are proposed to be increased again.</p> <p>AT asked if Northwards is tied to city solicitors in regards to legal fees. TL said Northwards has their own solicitors, but that the main costs are court fees which are uncontrollable.</p> <p>NH expressed concern about the impact on Northwards of the possible closure of Cheetham Advice Service. RL agreed and said that he will be making it clear to the Council that Northwards does not have the resources to provide this service beyond our tenants. RL did note that it is not for certain as yet that Cheetham Advice will have to close as the Council is reviewing the funding arrangements.</p> <p>The Board noted the update.</p> <p>TL left the meeting.</p> | |
| <p>4</p> <p>a</p> <p>b</p> <p>c</p> <p>d</p> | <p>MINUTES OF PREVIOUS MEETINGS (Confidential)</p> <p>Board 11 November 2014 (Confidential)</p> <p>Please see confidential minutes.</p> <p>Resources 25 November 2014 (Confidential)</p> <p>Please see confidential minutes.</p> <p>Operations 19 November 2014 (Confidential)</p> <p>Please see confidential minutes.</p> <p>Confidential Matters Arising</p> <p>Please see confidential minutes.</p> | |
| | <p>FINANCIAL</p> | |

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| a | Management Fee Negotiations Please see confidential minutes. NH left the meeting at 7.15pm | |
| b | Whitebeck Court Service Charges Please see confidential minutes. | |
| | NON CONFIDENTIAL ITEMS | |
| 6 | MINUTES OF PREVIOUS MEETINGS | |
| a | Board 11 November 2014 The minutes of the meeting held on 11 November 2014 were approved. | |
| b | Matters Arising All matters arising were covered on the agenda. | |
| 7 | CHAIR'S ITEMS | |
| a | Remuneration Committee Please see confidential minutes (Board only). | |
| b | Board Health & Safety Training December 2014 HV asked for feedback on the Health & Safety Training in December. Members agreed it was an interesting and engaging session. TK confirmed that she has uploaded the presentation to Yammer and Sharepoint. | TK |
| c | Board Away Day 2015 TK informed the Board that the school holidays at Easter are running later than usual this year, and as such it may be a good idea to change the date of the Away Day. TK to email the Board with suggested alternative dates. TK asked if the Board would like to change venue or stay with the Studio. The Board agreed that the Studio was a great venue and were happy to go with it again. | TK |
| 9 | FINANCIAL | |
| a | Capital Programme 2015/16 | |

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| | <p>LP presented the Capital Programme for 2015/16, which is recommended to the Board by Operations Sub-Committee which met on 19 November 2014.</p> <p>LP highlighted some changes since to the programme was reported to Operations Sub-Committee.</p> <p>LP confirmed that there is a reasonable budget for the Capital Works of around £21 million. New project works include health and safety, energy efficiency and improvements to acquired properties.</p> <p>In relation to the acquisition of flats on Moxley Road, VE requested that if any more blocks are being bought in the future that a written report is submitted to Operations Sub-Committee. RL said that this was a one off, but he would ask for a report to be brought on an acquisition strategy.</p> <p>LP asked the Board to note that the Annual Estates Review had also been presented to Operations in November, detailing the Net Present Value (NPV) of properties. LP said almost all properties had a positive NPV, with the exception of Clifford Lamb Court. However, LP advised that the additional works proposed should result in a vast improvement to the appearance of the block and its value.</p> <p>The Board approved the Capital Programme and agreed that a report be presented to Operations Sub-Committee on an Acquisitions Strategy. The Board also agreed to recommend the programme to Manchester City Council, and to officers through the Council's Gateway process.</p> <p>FS left the meeting at 8.00pm</p> | LP/GL |
| <p>10</p> <p>a</p> | <p>RELATIONS WITH THE COUNCIL</p> <p>MEAP Review Update</p> <p>RI provided a brief update. He commented that the Council has been advised that Northwards will not take on any additional responsibilities unless we are provided with the proper resources.</p> <p>The Board noted the update.</p> <p>ML left the meeting at 8.15pm</p> | |
| <p>11</p> <p>a</p> | <p>GOVERNANCE</p> <p>Sub-Committee Chairs Endorsement</p> <p>The Board endorsed the following re-appointments:</p> <p>HV as Chair of Resources Sub-Committee</p> | |

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| <p>b</p> <p>c</p> <p>d</p> <p>e</p> | <p>AT as Chair of Operations Sub-Committee GJ as Chair of Audit Sub-Committee</p> <p>Governance Audit Report</p> <p>TK informed the Board that an internal audit was recently completed on the effectiveness of governance at Northwards. TK said this report was presented to Audit Sub-Committee in October 2014.</p> <p>One of the key recommendations was for the Board to carry out a skills analysis. TK recommended that this is included as part of an overall review of the appraisal process, and asked that the Board establish a Task and Finish Group to carry out this piece of work.</p> <p>The Board approved the establishment of a Task and Finish Group. TK to e-mail members and request volunteers.</p> <p>Governance Action Plan Update</p> <p>TK presented the updated Governance Action Plan. Members noted the actions completed, including the completion of the internal audit.</p> <p>TK said a further update of the action plan will be presented at the Board Away Day in April.</p> <p>The Board noted the report.</p> <p>Board Training Plan</p> <p>TK informed the Board of the training programme as set out for all Board members in 2015. RL said that the preference was to arrange the Carbon Literacy Training in June. TK to raise this with Sandra Hill.</p> <p>TK said that all Board members have been sent their usernames and passwords for e-learning, and anyone with questions is welcome to contact her directly.</p> <p>The Board approved the plan.</p> <p>Tenant Board Member Ballot 2015</p> <p>TK proposed the balloting arrangements for the election of Tenant Board members in 2015. TK explained that this was the same process that was approved last year, but an election had not been required.</p> <p>VE expressed concern that the vacancy was not going to be advertised to tenants through the Northwards Natter. TK said that the vacancy will be promoted as widely as possible through</p> | <p>TK</p> <p>TK</p> |
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| | <p>various means of communication. However, TK said she is not sure that a Natter will be released around this time. RL asked for TK to speak to the Communications Team and raise this concern.</p> <p>The Board approved the process for Tenant Board Member elections in 2015.</p> | TK |
| 14 | INVOLVEMENT OF RESIDENTS | |
| a | <p>Business Planning Event</p> <p>RL informed the Board that this event has been postponed until April 2015.</p> | |
| 15 | <p>RESOURCES</p> <p>25 November 2014</p> <p>The Board approved the minutes of the meeting, subject to Resources Sub-Committee approval.</p> | |
| 16 | <p>OPERATIONS</p> <p>19 November 2014</p> <p>The Board approved the minutes of the meeting, subject to Operations Sub-Committee approval.</p> | |
| 17 | <p>AUDIT</p> <p>15 January 2015</p> <p>Minutes of January's Audit Sub-Committee meeting were not as yet approved by the Chair. Minutes are to be submitted to March Board for approval.</p> | SB |
| 18 | <p>HORIZONS GROUP</p> <p>18 November 2014</p> <p>The Board noted the review paper as discussed by the Horizons Group on 18 November 2014.</p> | |
| 19 | <p>Board Rolling Agenda</p> <p>No items.</p> | |
| 20 | <p>AOB</p> <p>TK informed the Board about Northwards' involvement in Hate Crime Awareness Week, and invited members to attend the 'All Around the World' event at Whitemoss on Saturday 31 January.</p> | |
| | <p>Date of Next Meeting</p> <p>Tuesday 10 February 2015, Universal Credit Training, Hexagon</p> | |

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| | Tower Board Room, 6pm – 8pm | |
| | Monday 9 March 2015, Hexagon Tower Board Room, 6.30pm – 8.30pm | |
| | End of Meeting HV thanked everyone and closed the meeting at 8.40pm | |