

## Northwards Housing – Resources Sub-Committee Meeting

**Hexagon Tower  
Tuesday 25 November 2014 at 6.00pm**

**Chair: Hilary Vaughan**

**Present**

Hilary Vaughan	(HV)	Board Member
Paul Moran	(PM)	Board Member
Sharon Thomas	(ST)	Board Member
Mark Hackett	(MH)	Board Member
Guy Johnson	(GJ)	Board Member
Madeline Mendy	(MM)	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)

ITEM	SUBJECT	ACTION
<b>1</b>	<b>Welcome and Introductions</b>  HV welcomed everyone to the meeting. The meeting was declared as quorate.	
<b>2</b>	<b>Apologies for Absence</b>  There were no apologies.	
<b>3</b>	<b>Appointment of Chair</b>  Hilary Vaughan was re-nominated as Chair. No-one else was nominated.	<b>Agreed</b>
<b>4</b>	<b>Declarations of Interest/Confidential Matters/Equality &amp; Diversity</b>  There were no declarations of interest.	
	<b>CONFIDENTIAL ITEMS</b>	
<b>5</b>	<b>Minutes of Last Meeting 23 September 2014 (Confidential)</b>  Please see confidential minutes.  <b>Matters Arising</b>  Please see confidential minutes.	
<b>6</b>	<b>Management Accounts</b>  Please see confidential minutes	

7	<p><b>Forecast 2014/15 (Confidential)</b></p> <p>Please see confidential minutes.</p>	
	<p><b>NON CONFIDENTIAL ITEMS</b></p>	
8	<p><b>Minutes of Last Meeting 23 September 2014</b></p> <p>The minutes of the Sub-Committee meeting held on Tuesday 23 September 2014 were approved.</p> <p><b>Matters Arising</b></p> <p>SB to check if TL had fed back to Board on the money advice shows.</p> <p>Value for Money Strategy approach went to Board and further work is underway.</p>	<p><b>SB</b></p>
9	<p><b>People Update Quarter 2 / Equality Monitoring in Recruitment Update</b></p> <p>In relation to the absence data, MH requested the graph relating to the causes of long term sick be made clearer. SH agreed to action SB recommended the report provide a clear distinction between short term and long term absence showing average days lost for each. SH agreed to action</p> <p>Mental health issues were discussed and the need for early intervention. SH explained the different requirements across the organisation and that one solution wouldn't fit all. A variety of training options relating to mental health were currently being researched including: Dementia awareness; Stroke awareness, and a general introduction to mental health.</p> <p><b>Appendix 1 - Equality Monitoring in Recruitment</b></p> <p>A discussion took place around the comment on the recruitment statistics at 3.3 regarding BME applicants . Clarification is required on why BME applicants appear to be applying for jobs but are not successful. SH to provide a separate report looking at each application for specific information.</p> <p>The subject of Mentoring was also discussed, SH explained NH are not looking to introduce this initiative at the moment but mentoring has been given to several individuals when requested.</p> <p><b>The Sub Committee noted the update.</b></p>	<p><b>SH</b></p> <p><b>SH</b></p> <p><b>SH</b></p>
10	<p><b>People Strategy Action Plan</b></p> <p>The People Strategy Action Plan is now on covalent.</p>	

	Update report due for next meeting.  <b>The Sub-Committee noted the update.</b>	<b>SH</b>
<b>11</b>	<b>E&amp;D Action Plan 2014/15 Update</b>  HV requested further information on the first point of action, is this a sensible deadline. SB to ask SF. SH to update the deadline with reference to the mental health training pilot. Tracy Langton is also required to update the deadline on targeting vulnerable adults. SB to speak to Tracy.  <b>The Sub-Committee noted the update.</b>	<b>SB</b>  <b>SH</b>  <b>SB</b>
<b>12</b>	<b>ICT Update</b>  JB provided a verbal update on ICT.  Windows 7 has now been successfully implemented across the organisation with some installations of Windows 8, we now have up to date desktop systems. As an alternative to PC's, tablets have been rolled out to EMT and some Heads of Service, any further roll out will be subject to budget discussions.  <ul style="list-style-type: none"> <li>• The new copiers have 'follow me' printing producing less waste. It has reduced usage by 30% with significant cost savings.</li> <li>• The Promaster system has an upgrade scheduled for early 2015. Moving to a newer version may support an improved home working solution.</li> <li>• In the first quarter of 2015, ICT will be evaluating using Skype for Business on work smartphones to see if it can offer cost savings.</li> <li>• The Civica replacement project has been agreed and an arrangement is in place for MCC to manage it. All the requirements are written up for the tender process and MCC have appointed a Tender Manager. WE have put forward a proposal for us to take over the procurement process in order to ensure speed of delivery.</li> <li>• The agreement reached with MCC was that the contract would be in their name and the tender would also be issued in their name. However, we would run the actual procurement process for them as we will be the prime user of the application. It was agreed that as the application is far more business critical to us than to MCC we would be more likely to ensure that sufficient resources were allocated to enable the procurement to be completed as quickly as possible.</li> </ul>	

	<p>In the early stages this proved to be true as although the MCC staff involved were helpful and cooperative, particularly those from their procurement team, it was clear that they were struggling with the pressure of other MCC priorities. We have now reached the point where all these initial discussions planning out the procurement have been completed and the actual practical process has started. From this point onwards the project will be much more under our control.</p> <p>Although we have not yet completed the formal project plan for the procurement process we estimate that completion of procurement process has been delayed about a month</p> <p>GJ asked if there was an issue with MS licences and the cost increase for the future.</p> <p>JB replied that we are on the PSA12 agreement which is discounted and may become an issue when we upgrade in a few years.</p> <p>SB asked what we currently have in place. JB responded that if we had to buy them again it would cost a great deal. Microsoft is promoting the cloud based option.</p> <p><b>The Sub-Committee noted the update.</b></p>	
	<p><b>GJ left the meeting 7.10pm.</b></p>	
<p><b>13</b></p>	<p><b>Budget Risk Matrix</b></p> <p>SB drew the sub-committee attention to point 2b, he explained that Retirement services have always balanced, but recently a gap in funding has emerged. SB noted that we can at present broadly sustain the same model of service, however without subsidy the model may have to change.</p> <p>RC explained each element of risk.</p> <p>Point 3 voids – RC recommend high value voids are put into the capital programme, rather than revenue. Detailed research on each void has taken place and the budget position undertaken. RC requested that that the committee note the current void format is not sustainable.</p> <p><b>The Sub-Committee noted the update.</b></p>	
<p><b>14</b></p>	<p><b>Procurement Strategy</b></p> <p>RC pointed out the key changes to the policy in respect of:-</p> <ul style="list-style-type: none"> <li>• Sustainability</li> <li>• Equality &amp; Diversity</li> </ul> <p>Feedback is welcome on this draft document.</p> <p>SB asked what sort of things would be required in terms of E&amp;D from suppliers.</p>	

	<p>RC gave an example of the legal services contract</p> <p>MH asked if any thoughts had been given to living wage conditions with contractors.</p> <p>RC replied we have aspirations to meet those requirements.</p> <p><b>MM left the meeting at 7.30pm.</b></p> <p>MH requested to the Chair for this to be included in the future.</p> <p>HV asked if it could be included around social value as one of our criteria or principles.</p> <p>MH added that it is an issue of sustainability and agreed this is not a quick fix but it has now been raised for inclusion.</p> <p>RC responded that we may need to consider cost but agreed it we should ask the question of our Contractors. RC to add the point.</p> <p>HV asked for the heading on Chapter 4 to be changed to 'Our Procurement Practice'. In addition, co-operation with MCC doesn't seem to be included.</p> <p>RC will review and include a section on partnership working.</p> <p>MH commented that the situation has changed and partnership arrangements should be reviewed in light of current practices over the next few years.</p> <p>RC noted the comment</p> <p>HV asked if EU procurement rules are mentioned.</p> <p>RC replied this is more of an overview and the procurement rules are in other documents which complement the Strategy.</p> <p>RC agreed to make the changes and circulate the revised strategy to the sub committee for final comments.</p> <p><b>The sub-committee thanked RC for his work on the Strategy</b></p>	<p><b>RC</b></p> <p><b>RC</b></p> <p><b>RC</b></p>
<b>15</b>	<p><b>Resources Rolling Agenda</b></p> <p>SH to provide a Mental Health Training update as part of the People update.</p> <p>JB suggested the ICT update is a written report in future.</p>	<p><b>SH</b></p> <p><b>JB</b></p>
<b>16</b>	<p><b>AOB</b></p> <p>None.</p>	

	HV thanked everyone for attending, and closed the meeting at 8.45pm	
	<b>Date and Time of Next Meeting: Monday 16 March 2014 at 6.00pm Hexagon Tower Board Room</b>	