

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

Thursday 13th July 2006 at 6:30pm

Chair: Ade Alao

Present	Ade Alao (AA) Richard Lockwood (RCL) Joan FitzGerald (JF) Anna Trotman (AT) Harvey Norton (HN) Michelle Blakeley (MB) Eric Hobin (EH) Martin McKeivitt (MM)	Board Member Board Member Board Member Board Member Board Member Board Member Board Member Board Member
In Attendance	Robin Lawler (RL) Mike Stevens (MS) Steve Wood (SW) Larry Patrick (LP) Diane Roberts (DR)	Chief Executive Director of Neighbourhood Services Director of Business Services Director of Property Services Governance Support Officer (Minutes)
Observers	James Guise Mo Bowles	

ITEM	SUBJECT	ACTION
1	Welcome and Introductions Quorum confirmed.	
2	Apologies for Absence Apologies given by: Sue Ratchford Fionnuala Stringer June Hitchen Deborah McLaughlin Phillip Davies	
3	Declaration of Interests/Confidential Matters/ Equality & Diversity Matters Arising No declarations of interest. Item 9a is confidential; it was agreed that this item would be taken at the end of the agenda due to Observers being present. All Equality and Diversity matters would be covered under relevant items.	
4	Minutes of Previous Meeting	

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	<p>The minutes of the meeting held 14th June and confidential minutes of the same date were approved as a true record</p> <p style="text-align: right;">Approved</p>	
5	<p>Matters Arising</p> <p>Item 5 – 7b SW has now received agreement to the amendment from the Council and has subsequently submitted this to Companies House.</p> <p>Item 6b DR has thanked Enlighten Consultants. The Staff Training Programme was tabled at the meeting.</p> <p>Item 6e Correction has been made to JCC Agreement.</p> <p>Item 7a MS has clarified out of hours calls.</p> <p>Item 8a LP reported that the correction to minutes has been made.</p> <p>Item 8d SW reported that 7.5% (1,000 tenants) have taken-up the Tenants Insurance Scheme in Northwards area.</p> <p>Item 8e LP reported that the City Solicitors have agreed the rewording of the Key Receipt documentation. They have withdrawn the requirement to exclude people going to prison from the charge.</p> <p>Item 9b SW reported that the ratio of cashable to non-cashable savings is 48:52. This has been amended in the document and is published on Northwards website.</p> <p>Item 9d SW has amended the Risk Strategy.</p> <p>Item 9e SW is working with LM to produce a Business Plan Summary in plain English.</p> <p>Item 9f SW has thanked staff</p> <p>Item 10a MS reported that the monitoring of Neighbourhood Warden performance has been added to Riverways Area Panel workplan.</p> <p>Item 11a SW reported that the report was available on the website and Resource and Governance Sub-Committee would receive updates.</p> <p>Item 12 RL will arrange after discussion with AA.</p> <p>Item 14a ASB/Respect Event has been postponed to 30th September.</p>	RL

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6	<p>Involvement of Residents</p> <p>Minutes of Area Panel Meetings</p>	
	<p>Wilton Panel 30th May AT requested clarification on some points, MS reported that the issues were now resolved and the June minutes reflected this. Noted</p> <p>Fourways Panel 31st May Noted</p> <p>Riverways Panel 31st May Noted</p> <p>The Board discussed Area Panel minutes timing. It was agreed this would be considered subject to logistics.</p>	MS
7	<p>Inspection Feedback</p> <p>RL gave a verbal report. The Draft Inspection Report is written and is in the moderation period. The Draft Report is due w/c 24 July, with a 10 day response period. A round table discussion is planned for 16th August. The final step can be a formal review, but this needs to be balanced with a delay in release of Decent Homes funding. Depending on the result this may be confidential until published. A 3* result would potentially give greater freedoms and flexibility.</p>	
8	<p>Government Review of ALMOs</p> <p>RL presented the key points of the report. EH raised concerns about the lack of social housing being built in the Northwards area. The complications of HRA funding and RTB were raised by SW. RL will report back the Hounslow experience of building new homes to the Board in due course. RL reported that MCC RTB receipts were used to fund their contribution to the Decent Homes Programme.</p> <p>Board Members noted & welcomed the Government's recent policy statements on ALMOs. The Board instructed the Chief Executive to comment on the DCLG papers directly to DCLG or through the NFA. The Chief Executive was instructed to work with the Council to seek confirmation from DCLG that the Decent Homes programme is maintained on its current timetable to 2010.</p> <p>Noted</p>	RL
9	Governance	
a	<p>Independent Vacancy (Confidential)</p> <p>See confidential minutes</p>	

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b	<p>Board Work Plan SW presented the Board Work Plan, Meeting Schedule and Training Arrangements. The Board discussed the implications of changing the frequency of meetings. RCL raised the issue of delegations to Sub-Committees and safeguards therein. It was agreed that an “in principle” decision could be made at this Board meeting, subject to a detailed report in November setting out relationship with Sub-Committees and potential delegations to them.</p> <p>The Board approved the Work Plan for 2006 and 2007 Approved</p> <p>The Board confirmed they wished to meet bi-monthly in 2007, subject to a detailed report being approved in November. Approved</p> <p>The Board approved the training arrangements, subject to Company Director and Charing Skills switching dates. The Board confirmed training is best scheduled prior to Board Meetings or on alternate months to Board Meetings in 2007. Approved</p>	SW/RL
10	Performance & Quality Services	
	<p>Sub-Committee Minutes 30th June MS reported that there were no recommendations to the Board. All action points have been completed. MS highlighted Item 6, Resident Involvement and Customer Care Action Plan. Sub-Committee will re-consider the Plan once the relevant Task Group has been consulted. This will be presented to Board at 12 September meeting for approval. Noted</p>	MS
11	Procurement & Property	
a	<p>Sub-Committee Minutes 28th June LP has circulated amended minutes. Action points from the minutes are complete. EH raised issues regarding Leylandii trees and future costs of removal. RL agreed to check if MCC have a policy. JF raised the issue of climbing plants and the MCC policy to remove plants which damage property. MB requested clarification regarding the 60:40 ratio of planned to responsive repairs. LP clarified and explained that indicators are different by definition. Audit Commission will not allow Capital Programme activity to be included in one of the Pl's. Noted</p>	RL
b	<p>Housing Asset Management Plan LP reported that the Plan was an early version at high level and</p>	

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c	<p>would develop. This report identified timetables and the work required to develop the full Asset Management Plan. Documents listed in the appendix are available from Matt Roberts. AA commented that this was an action plan.</p> <p>The Board accepted the Procurement and Property Sub-Committee recommendation to:</p> <p>Note the content of the Plan and approve the actions and timetable therein.</p> <p style="text-align: right;">Approved</p> <p>Legionella and Water Quality</p> <p>The Board accepted the Procurement and Property Sub-Committee recommendation to approve the policy</p> <p style="text-align: right;">Approved</p>	All
12	Resource & Governance	
a	<p>Sub-Committee Minutes 20th June</p> <p>SW reported that Ian Wilson from the Audit Commission observed at this meeting.</p> <p style="text-align: right;">Noted</p>	SW/DR
b	<p>Governance Resource Pack</p> <p>The Board agreed this would be a useful resource for Area Panels and prospective Board members.</p> <p>The Board agreed that the best format for producing this pack would be on CD or as an on-line resource with links to relevant documents on websites.</p> <p>The Board approved the contents of the Governance Resource Pack.</p> <p style="text-align: right;">Approved</p>	
c	<p>Standing Order and Procurement Strategy and Rules</p> <p>SW highlighted the changes made to the original Standing Orders. He explained that the Procurement Strategy and Rules have been developed and have a wider remit.</p> <p>AT asked if 6.1 (6 consecutive months absence) would still be appropriate if meetings are bi-monthly. HN pointed out that an attendance of 60% was required. The Board agreed it was appropriate to keep this Standing Order without amendment.</p> <p>RCL raised an issue that alterations between Sub-Committees and Board in reports should be made clear.</p> <p>The Board approved the amendments to the Standing Orders</p> <p style="text-align: right;">Approved</p> <p>SW reported that the Rules of Contract (without amendment) had been incorporated into the Procurement Strategy and Rules.</p> <p>RL noted that training for managers will be required and that the Board may want a briefing.</p> <p>The Board approved the Procurement Strategy and Rules</p> <p style="text-align: right;">Approved</p>	

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13	Human Resources & Equality	
<p data-bbox="204 280 225 318">a</p> <p data-bbox="300 280 1241 427">Sub-Committee Minutes 20th June MB requested an update on item 16a (Potential Co-optee).RL reported that Sub-Committee would discuss this at 25 July meeting and report to Board on 15 August.</p> <p data-bbox="1145 427 1241 465">Noted</p> <p data-bbox="204 465 225 504">b</p> <p data-bbox="300 465 1241 613">Equality & Diversity Staffing The Board accepted the HR & Equality Sub-Committee recommendation to recruit an Equality & Diversity Officer and the he/she will work in the Service Improvement Team.</p> <p data-bbox="1086 613 1241 651">Approved</p> <p data-bbox="204 651 225 689">c</p> <p data-bbox="300 651 1241 869">Race Equality Scheme 2005-08 The Board accepted the HR & Equality Sub-Committee recommendation to: Note the contents of the report and Agreed that Northwards Housing produces a voluntary Race Equality Scheme.</p> <p data-bbox="1086 869 1241 907">Approved</p> <p data-bbox="204 907 225 945">d</p> <p data-bbox="300 907 1241 1384">Equality Impact Assessment Toolkit HN asked how an evaluation of the pilot would take place, and what resources were in place. RL reported that the new Equality and Diversity Officer would support managers implementing the toolkit. This will assist in embedding Equality and Diversity across the organisation. All future policies would be subject to and Equality and Diversity assessment. AA noted that changes made would be a measure of success. HR & Equality Sub-Committee would receive updates on the pilot. The Board accepted Human Resources & Equality Sub-Committee recommendation to pilot the Equality Impact Assessment Toolkit</p> <p data-bbox="1086 1384 1241 1422">Approved</p>	<p data-bbox="1267 577 1318 616">OS</p> <p data-bbox="1267 689 1369 728">RL/OS</p> <p data-bbox="1267 981 1318 1019">OS</p>	
14	Any Other Business	
	<p data-bbox="300 1536 1090 1608">Special Board Meeting for Joint Venture Company– Framework Contract The Board agreed to hold a special meeting on Friday 28th July at 4.00p.m.</p> <p data-bbox="300 1720 1174 1832">Feedback from NFA Seminar in Leeds 11July 2006 The seminar focussed on future challenges for ALMO's. The feedback was mixed, some sessions were very useful.</p> <p data-bbox="300 1865 935 1937">Resident Involvement Video Clip JF asked that the link to this clip be checked</p>	<p data-bbox="1267 1574 1369 1612">LP/DR</p> <p data-bbox="1267 1904 1318 1942">DR</p>

ITEM	SUBJECT	ACTION
15	Date Of Meeting	
	Tuesday 15 th August , Hexagon Tower at 6.30 p.m.	
	End Of Meeting The meeting closed at 8.40 p.m.	