

Northwards Housing – Procurement & Property Sub-Committee Meeting

Hexagon Tower
Wednesday 26th July 2006 at 4.30pm

Chair: Richard Lockwood

Present: Richard Lockwood (RCL) Board Member
Anna Trotman (AT) Board Member
Eric Hobin (EH) Board Member
Sue Ratchford (SR) Board Member
Michelle Blackley (MB) Board Member
Pat Glazebrook (PG)

In attendance: Matt Roberts (MR) Asset Procurement Manager
Philip Davies (PD) Interim Director of Property Services

| ITEM | SUBJECT | ACTION |
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| 1.0 | Welcome and Introductions Quorum was confirmed by the Chair | |
| 2.0 | Apologies for Absence Apologies given by: Eric Hobin (EH) Harvey Norton (HN) Diane Roberts (DR) | |
| 3.0 | Declaration of Interests / Confidential Matters / Equality & Diversity Matters Arising There were no confidential items. | |
| 4.0 | Minutes of Last Meeting – 24 June 2006 Minutes were agreed as a correct record subject to the following amendment: Item 6 – Locations for contract 30345; delete <i>Ashworth Road</i> , insert Alworth Road Following this amendment the minutes were agreed as a true and accurate record of the meeting on 24 th June. | |

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| <p>5.0</p> <p>5.1</p> <p>5.2</p> | <p>Matters Arising</p> <p>Item 5 – MR reviewed the monthly reported KPI's, the majority of which are showing positive movement. SR raised a query about gas servicing performance. NHLO92 reports the number of properties not serviced over a 16 month period and there had been a small increase from 6 to 7 over the preceding period in the numbers of properties. It was agreed that for the next sub committee meeting, a status report on all properties not serviced over a 16 month period be brought at the next meeting comprising the KPI figure be reported in the text of the report. PD notified the sub committee that to improve performance monitoring proposals would be worked up to identify key performance indicators across capital and responsive repairs in gas servicing that may be reported in graphical form as a cumulative direction of travel PI. This would help identify positive or negative trends and will assist in identifying areas for action.</p> <p>Item 6 (5) - MR reported that in light of concerns raised at the previous meeting, site surgeries were being introduced to improve customer liaison. The Northwards Project officer was on site and available for one to one meetings with residents. We would undertake closer monitoring and make any recommendations to improve current contract liaison arrangements.</p> | |
| <p>6.0</p> | <p>Traffic Light Report – Capital Programme (MR)</p> <p>MR presented this report which reviews performance for all capital projects within the annual programme that give some cause for concern.</p> <p>Project 31717 – RCL raised a query about the number of properties contained within this project as in a previous report it was listed at 205, and in this report was 112.</p> <p>NB. Post meeting note – scheme split into two phases. Phase 1 is 112 properties, phase 2 is 97</p> <p>Project 31715 – MR reported the project was progressing well following changes to the specification.</p> <p>Project 30460 – This project has been awarded a 14 week extension of contract and is producing 100% tenant satisfaction results.</p> <p>Project 31716 – This project is over budget because of the</p> | <p>MR</p> |

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| | <p>need to replace a glazed screen.</p> <p>Project 07098 – Additional ground works have been required on Victoria Road list which has made this project slightly over budget.</p> <p>Project 30468 – this is a re-wire contract and previous experiences of labour shortage problems by the contractor have now been overcome. It was agreed that where any project is phased in addition to the phase number, the roads and properties to which the phase relates be clearly identified. NB: Post meeting note – Addresses around Briscoe Land, Bayswater Avenue and Chelsea Road.</p> <p>Project 30600 – Tender has been signed, there is a slight delay to the start on site.</p> <p>Project 31939 – MB queried whether Kingsbridge houses ought to be in this report, as there is a reported delay to the start on site date which has been put back from 2nd July to 30th July. It was agreed that MR would report to the next committee on the status of that particular scheme. NB: Post Meeting note – Original commencement date 17th July 2006 – actual 24th July 2006.</p> <p>Project 30467 – This contract delivery has been difficult and there is a lower satisfaction rate in consequence. Given that the project is well advanced, little can now be done regarding the disappointing perception.</p> <p>Project 30201 – increased costs have been incurred as the need to hand dig around a gas main. All other matters are under control and the project is proceeding to plan.</p> <p>Project 30345 – Cooper Lane and Wheeldon Drive; there has been a change to the window specification.</p> <p>Project 30447 – Chain Road, Victoria Avenue - there has been a change to the window specification.</p> <p>Project 30461 – Action point for MR to ensure that properties are identified for all phased works by phase in future reports.</p> <p>The Sub Committee noted the report.</p> <p style="text-align: right;">Noted</p> | <p>MR</p> <p>MR</p> <p>MR</p> |
| 7.0 | <p>Monthly PI report, Responsive Repairs</p> <p>PD reviewed the PI's within the report, which in generality showed a mixture of performance across PI's from May to June.</p> | |

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| | <p>Following a discussion it was agreed that changes to PI's would be dealt with at a future meeting when comprehensive proposals for trend mapping would be presented and discussed. Concern was raised regarding the average job repair value under NHL081 and the percent of variation orders against job. NHL082 and also NHL084 it was agreed that these figures would be looked at in more detail and results brought to the next committee.</p> | SS |
| 8.0 | <p>Wilton Panel Area; Empty Properties</p> <p>AT raised a query regarding the number of void inspections at which fencing schedules had been produced, as it was not possible to reconcile the number described in paragraph 3.1 in the report with paragraph 3.2. PD apologised for this error and the ambiguity of the report and undertook to ensure that the matter be resolved and brought back to the next meeting of the sub committee for proper consideration.</p> | |
| 9.0 | <p>Procurement Stock Condition Survey</p> <p>MR introduced the report which explained the manner of procurement of a stock condition survey to update the Northwards data on stock condition and ensure that asset management process and decent homes programme could be more adequately managed.</p> <p>The committee noted and approved the report and approved 1, that Northward Housing asset management and procurement group work with Savills to further develop a brief, a framework for a stock condition survey to be undertaken and 2, that the method of procurement is accepted and suitable to Northwards Housing.</p> <p>Thirdly, that the committee recommend that the matter be approved at the next Northwards Housing Board.</p> <p style="text-align: right;">Noted and Approved</p> <p>Recommendation to the Board: That the Stock Condition Survey be approved by the Board.</p> | Board |
| 10.0 | <p>Procurement of a Partner to deliver Energy Efficiency</p> <p>MR introduced the report which described the procurement process for selecting an energy partner to enable Northwards to deliver the energy efficiency measures as part of the decent homes programme. Following a brief discussion, the committee accepted the recommendations in the report and:</p> | |

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| | <p>1; that Northwards Housing entered into a proposed partnership with British Gas and 2; that this approach is recommended to the next Northwards Housing Board.</p> <p>The committee further recommended that the financial implications on the cover page of the report be amended to demonstrate financial benefits to Northwards Housing deriving from this partner selection process.</p> <p>Recommendation to the Board: That Northwards Housing enter into the proposed Energy Efficiency Partnership with British Gas.</p> | <p>Board</p> |
| <p>11.0</p> | <p>Housemark's Capital Works Benchmarking Service</p> <p>MR introduced the report which described Northwards membership of the newly established Housemark's Capital Works Benchmarking Service. It was agreed that by joining the benchmarking service Northwards would be better able to drive continuous improvement and value for money by assisting in creating awareness of relative performance across similar organisations in the North West and further a field. Committee noted the report.</p> <p style="text-align: right;">Noted</p> | |
| <p>12.0</p> | <p>Any Other Business</p> <p>RCL indicated that there were 3 matters of any other business;</p> <ol style="list-style-type: none"> 1. Meeting Dates;- in regard to the difficulty of some members being able to attend later afternoon meetings, it was agreed that the Chair discuss the matter with the Chief Executive, Director of Property Services and the Chair of the Board as it was considered impractical to set future meeting dates around the needs of a minority of members. 2. Reports; - RCL raised the lack of colour reports and how this may be improved. PD explained that the cost of a colour copy is 6 pence per copy, but the cost of a black and white copy is just under 1 pence. The cumulative cost of servicing Board and Sub Committee's and other groups with full colour documentation where it is not absolutely necessary is impossible to justify on value for money grounds. All manager were being asked to ensure that document layout and so forth is clear and easy to understand in a black and white format so that colour printing can be reserved for those areas where it is essential, for example promotional and photographic | |

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| | <p>material.</p> <p>3. MR raised a query regarding the sequencing of Local Area Panel meetings with Board and Sub Committee's in that the current sequencing often caused substantial delay between an LAP raising an issue and it being considered either by Board or Sub Committee. Following a brief discussion it was agreed that given the frequency of such events requiring indeterminate then the current arrangements will stand where urgent matters are raised it is likely that such matters will be dealt with outside of normal committee and sub committee cycles as their urgency warrants.</p> | |
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| | <p>Date of next meeting: Weds 30th August 2006 – 4.30 p. m. (Hexagon Tower)</p> | |