

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

**Thursday 14<sup>th</sup> November 2006 at 6:30pm**

**Chair: Ade Alao**

<b>Present</b>	Ade Alao (AA) Anna Trotman (AT) Michelle Blakeley (MB) Eric Hobin (EH) Fatima Adamjee (FA) Martin McKeivitt (MM) Rachel Christie (RC) Joan FitzGerald (JF) Harvey Norton (HN)	Board Member Board Member (part) Board Member Board Member Board Member Board Member Board Member Board Member Board Member
<b>In Attendance</b>	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)
<b>Observers</b>	Damien O'Connor	

ITEM	SUBJECT	ACTION
<b>1</b>	<b>Welcome and Introductions</b> Quorum confirmed. AA welcomed Rachel Christie to the Board.	
<b>2</b>	<b>Apologies for Absence</b> Apologies were given by: Richard Lockwood, Sue Ratchford, Deborah McLaughlin.	
<b>3</b>	<b>Declaration of Interests/Confidential Matters/ Equality &amp; Diversity Matters Arising</b> There were no declarations of interest. Items 4b,6d, 8, 9, 10b and 13b are confidential. It was agreed to take these matters at the end of the meeting as Observers were present. All Equality and Diversity matters would be covered under relevant items.	
<b>4</b> <b>a</b>	<b>Minutes of Previous Meeting</b> The minutes of the meeting held on 12 <sup>th</sup> October and	

ITEM	SUBJECT	ACTION
b	subsequently confidential minutes of the same date were approved as a true record. <p style="text-align: right;"><b>Approved</b></p>	
5	<p><b>Matters Arising</b></p> <p><b>Item 7b Wilton Area Panel Minutes 26 September 2006</b> Area Panels will receive a further update on Environmental Schemes at November meetings.</p> <p><b>Item 9a Human Resources &amp; Equality Sub Committee Minutes 26 September</b> Human Resources and Equality Sub-Committee will be updated regarding appointment of Equality and Diversity Officer. The post-holder is due to start on 27 November 2006.</p> <p><b>Item 11b Environmental Programme</b> Procurement and Property Sub-Committee will review future Environmental schemes and report back to Board in due course.</p> <p><b>Item 12a Resource &amp; Governance Sub-Committee Minutes 26 September</b> SW reported that MCC have not tracked value for money. SW will track and evaluate savings. AA suggested that research into other organisations savings be conducted.</p> <p><b>Item 12b Surpluses and Efficiencies Strategy</b> SW confirmed amendments as agreed have been made to Surpluses and Efficiencies Strategy.</p> <p><b>Item 12e Money Laundering Procedures</b> SW confirmed that Money Laundering training for staff would be provided.</p> <p><b>Item 13 Relations with Council</b> AA introduced RC. RC gave a brief summary of her expertise. RC and FA induction is in progress. RL confirmed that a letter of thanks and floral tribute had been sent to FS.</p>	
6	<p><b>Involvement of Residents</b></p> <p><b>Minutes of Area Panel Meetings</b></p>	
a	<p><b>Wilton 24 October 2006</b> The minutes were noted</p>	<b>Noted</b>
b	<p><b>Fourways 25 October 2006</b> The minutes were noted with correction to the date of the meeting.</p>	<b>Noted</b>
c	<p><b>Riverways 5 October 2006</b> The minutes were noted.</p>	<b>Noted</b>
d	<p><b>Riverways 5 October 2006 (Confidential)</b> See Confidential minutes</p>	

ITEM	SUBJECT	ACTION
7	<b>Governance</b>	
a	<p><b>Governance Review</b>  SW presented the report. Board members raised questions regarding specific issues, these will be considered during the consultation.  The report was noted by the Board which agreed that consultation be undertaken with Sub-Committees and Area Panels. An abridged report highlighting issues relevant to Sub-Committees and Area Panels will be prepared.  A further report incorporating feedback from consultation to be brought to Board for a final decision in December. Board Members have an opportunity to comment direct to Steve Wood or Diane Roberts and via Sub-Committees.  It was recognised that Area Panels may differ in their views on draft Constitution. Officers will seek to reconcile or reflect their comments in preparing the December Board Report. After which, a schedule of meetings for 2007 will be agreed.</p> <p style="text-align: right;"><b>Noted</b></p>	<b>SW/DR</b>
b	<p><b>Sub-Committee Membership</b>  Board Members present were happy to maintain their current membership, but comments would still be accepted.</p> <p><b>The Board:</b></p> <ol style="list-style-type: none"> <li>1. <b>Approved the composition of Sub-Committees by Board Members after expressions of preference</b></li> <li>2. <b>Appointed Rachel Christie to serve on the Human Resources &amp; Equality and Resource &amp; Governance Sub-Committees</b></li> <li>3. <b>Reappointed Sue Pemberton to serve as a co-opted Member of the Human Resources &amp; Equality Sub-Committee</b></li> <li>4. <b>Reappointed Pat Glazebrook to serve as a co-opted Member of the Procurement &amp; Property Sub-Committee</b></li> </ol>	<b>SW/DR</b>
8.	<b>Strategic Issues</b>	
a	<p><b>Job Evaluation (Confidential)</b>  See Confidential minutes</p>	
9.	<p><b>Inspection Feedback (Confidential)</b>  See Confidential minutes</p>	
10	<b>Resource &amp; Governance</b>	
a	<p><b>Sub-Committee Minutes 24 October</b>  Minutes were noted.</p>	

ITEM	SUBJECT	ACTION
b	<p>There were no matters for recommendation to the Board.</p> <p><b>Sub-Committee Minutes 24 October</b> See Confidential minutes</p>	Noted
11	<b>Performance &amp; Quality Services</b>	
a	<p><b>Sub-Committee Minutes 20 October</b> Minutes were noted.</p>	Noted
b	<p><b>Customer Satisfaction Survey – Action Plan</b> MS presented the report. Results of the survey were noted and discussion took place on the cost and value of the survey, how best to conduct in the future, links to service standards satisfaction surveys, phone answering performance and satisfaction with ASB responses. EH requested that the cost of the survey be reported to the Board. It was agreed that the Action Plan will be overseen by Performance and Quality Sub-Committee, but that an overview of progress would be presented to the Board in 6 months. It was also agreed that the Board would review the next draft questionnaire.</p> <p><b>The Board noted the survey results and approved the Action Plan.</b></p>	MS MS/SK Approved
c	<p><b>Performance Report Quarter 2</b> SW presented the report. AT reported an issue with automatic hold at On-Call, AT to provide MS with details to investigate. The report was discussed and noted.</p> <p><b>The Board noted the contents of the report and delegated a more detailed analysis of the results to the Performance &amp; Quality Services Sub-Committee.</b></p>	MS/AT Noted
12	<b>Procurement &amp; Property</b>	
a	<p><b>Sub-Committee Minutes 25 October</b> Minutes were noted. MB requested that Riverways Area Panel is consulted regarding the membership of “Framework Groups”.</p>	DR Noted
b	<p><b>Gas System Change to 2 and 4 Block Flats</b> LP presented the report. The Board discussed energy efficiency and meter issues. Procurement and Property Sub-Committee were asked to review the energy efficiency of unmetered heating through the British Gas partnership.</p>	LP/DH

ITEM	SUBJECT	ACTION
	<p>The Board approved that Option 2 is pursued both to facilitate the independent and more cost effective servicing and maintenance of the gas appliances and installations to these flats.</p> <p style="text-align: right;">Approved</p>	
c	<p><b>Miscellaneous Property Strategy</b> LP presented the report.</p> <p>The Board approved the Miscellaneous Property Strategy, as recommended by the Procurement &amp; Property Sub-Committee subject to clarification of the future of 15 strategic voids in Harpurhey.</p> <p style="text-align: right;">Approved</p>	LP/GL
d	<p><b>National Change Agency Grant</b> LP presented the report. AA asked if there were any guaranteed savings. LP reported that Impact Manchester advertises an average 10% saving.</p> <p>The Board approve that Impact Manchester applies for both Business Planning grant and if appropriate an Implementation Grant subject to MCC guaranteeing repayment of the Implementation Grant from Capital Programme Efficiencies.</p> <p style="text-align: right;">Approved</p>	LP
13	<b>Human Resources &amp; Equality</b>	
a.	<p><b>Sub-Committee Minutes 24 October</b> Minutes were noted. The meeting was not quorate but there were two matters for referral to the Board.</p> <p style="text-align: right;">Noted</p>	
b.	<p><b>Sub-Committee Minutes 24 October (Confidential)</b> See Confidential minutes</p>	
c.	<p><b>Equality and Diversity Policy</b> RL presented the report. He confirmed that he and JH were Equality and Diversity Champions for Northwards. The Board approved the policy subject to a change in title to “Equality and Diversity in Employment Policy”.</p> <p style="text-align: right;">Approved</p>	LMcB/RL
d.	<p><b>Retirement Policy</b> RL presented the report. The Board approved the policy following its discussion and approval at HR &amp; Equality Sub-Committee subject to clarification of appeal arrangements, continuation options and Statutory Sick Pay.</p> <p style="text-align: right;">Approved</p>	RL/LMcB
14	<p><b>Relations with Council</b> RL reported there are no current matters to report.</p>	

ITEM	SUBJECT	ACTION
15	<b>Any Other Business (Items should be brought to the attention of the chair person prior to the meeting)</b> Confidential items- see Confidential minutes	
16	<b>Date Of Next Meeting</b> Tuesday 12 <sup>th</sup> December 2006, 6.30 at Hexagon Tower, Boardroom.	
	<b>End Of Meeting</b> The meeting ended at 9.15 pm.	