

Northwards Housing – Procurement & Property Sub-Committee Meeting

**Hexagon Tower
Tuesday 28th June at 6.00pm**

Chair: Richard Lockwood

Present: Richard Lockwood (RCL) Board Member
 Anna Trotman (AT) Board Member
 Eric Hobin (EH) Board Member
 Sue Ratchford (SR) Board Member

In attendance: Larry Patrick (LP) Director of Property Services
 Sue Sanderson (SS) Principal Surveying Service Manager
 Matt Roberts (MR) Asset Procurement Manager
 Philip Davies (PD) Interim Director of Property Services

| ITEM | SUBJECT | ACTION |
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| 1 | Welcome and Introductions Quorum Confirmed | |
| 2 | Apologies for Absence Apologies given by: Michelle Blakeley (MB) Pat Glazebrook (PG) Diane Roberts (DR) | |
| 3 | Declaration of Interests / Confidential Matters / Equality & Diversity Matters Arising There were no confidential items. | |
| 4 | Minutes of Last Meeting – 24 May 2006 Minutes were agreed as a correct record. Approved | |
| | Matters Arising Item 5 (8) - MR thanked for contacting EH with figures Item 7 – SS reported that the appointment failure for concessionary decorating has been addressed see Item 8 on main agenda Item 9 – No news from City Solicitor to report to date. | |

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| | <p>Item 11 – In response to a query from EH LP clarified that the 33£k saving is sufficient to cover the cost of 3 or 4 stair/through floor lifts.</p> <p>Item 17 DR apologises, she's been unable to speak to Harvey.</p> | DR |
| 5 | <p>Monthly PI Report on Current Capital Programme Schemes.</p> <p>MR reported that of the monthly reported KPI's all were showing positive movement, many other PI's are reported quarterly. LP confirmed, in response to a query from AT, that monthly PI <i>and Traffic Light</i> reports will be a <i>regular</i> feature of the P&P Sub Committee agenda and business.</p> | |
| 6 | <p>Traffic Light Report - Capital Programme (MR)</p> <p>MR presented the report, the cover page of which reports overall progress in terms of finance, project progress and service partner's performance for all capital projects within the annual programme. Contracts detailed in the report are restricted to those that are showing concern.</p> <p>Project 07291 final query, MR will confirm the location of the contract in the published minutes. <i>Blocks are Joseph Dean Court, Sir Robert Thomas Court and Harry Piggot Court.</i></p> <p>Contract 30355, MR to confirm contract end date in minutes. <i>Original completion date was 19/05/06, revised date is 29/07/06. However the work is complete and this is the date for BT to install a line that monitors energy management.</i></p> <p>Contract 30345, MR to confirm location of contract and identify roads in minutes. <i>Locations are Ashworth Road, Cooper Lane and Weldon Drive.</i></p> <p>Contract 30461, MR gave a brief overview of the problems suffered by the contractors on this particular project, which was raised at the <i>Local Area Panels</i> on the 27th June. A combination of staff turnover and absenteeism by the contractor, has created progress delay and pre-booked surveys being cancelled causing customer disruption and complaints. MR confirmed the contractor is now up to full strength and has agreed deadlines for retrieving the backlog. Members raised a concern that residents may not report complaints whilst contractors were on site and that subsequent customer satisfaction figures (collated into NHL033) may not therefore fully reflect customer experience. MR agreed to review contractor liaison and problem resolution processes and report back to a future meeting.</p> <p>Contract 31713 – A delayed start on site was caused by planning consent delays preventing establishment of the contractors site compound</p> | <p>MR</p> <p>MR</p> <p>MR</p> <p>MR</p> <p>MR</p> |

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| | <p><i>Sub-Committee</i> noted the report.</p> <p style="text-align: right;">Noted</p> | |
| 7 | <p>Monthly PI Report – Responsive Repairs</p> <p>SS reviewed the PI's within the report which in generality were improving. Some PI's are quarterly and quarter one figures will be available for the next P&P Sub Committee for Qtr 1 2006 – 07</p> <p>EH raised a query as to why staff did not notice issues when they were out and about on site. LP confirmed that this was an issue for environmental officers and would be raised at appropriate team meetings.</p> <p><i>Sub-Committee</i> noted the content of the report</p> <p style="text-align: right;">Noted</p> | |
| 8 | <p>Improvement KPI Performance – Hammerstone Road Depot (SS)</p> <p>SS introduced a report on the action plan for improving performance in the Hammerstone Road Depot; she confirmed that this team dealt with lift servicing CCTV, metal fabrication systems and asbestos removal. She confirmed it is not a team dedicated to Northwards business and that there were some issues regarding conflict of work priorities.</p> <p>SS confirmed that all were confident of working together to action the measures designed to address performance concerns.</p> <p><i>Sub-Committee</i> noted the report.</p> <p style="text-align: right;">Noted</p> | |
| 9 | <p>Reducing Emergencies – Responsive Repairs (SS)</p> <p>a) SS introduced her report which detailed measures aimed at reduction of the proportion of jobs issued as emergencies within responsive repairs. <i>Sub-Committee</i> noted the report.</p> <p style="text-align: right;">Noted</p> <p>b) Improving the ratio of plans to responsive spend – Team Improvement Plan.</p> <p>SS introduced the purpose of the report which describes the action plan measures to improve the relative ratio of planned to</p> | |

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| | <p>responsive revenue spend.</p> <p>Following a query from AT, PD confirmed that the purpose of the action plan was to shift the ratio of planned work to customer generated work towards the Audit Commission good practise recommend ratio of 60:40 as this would reduce responsive activity and improve value for money outcomes. <i>Sub-Committee</i> noted the report.</p> <p style="text-align: right;">Noted</p> | |
| 10 | <p>Northwards Housing Asset Management Plan</p> <p>MR introduced the report, confirming that the Asset Management Plan would be developed over the short term to create a comprehensive plan, covering all aspects of Northwards approach to asset management.</p> <p><i>Sub-Committee</i> noted and approved the <i>plan and will recommend to the Board</i> the Asset Management Plan.</p> <p style="text-align: right;">Approved On Board Agenda item 11b</p> | |
| 11 | <p>Options Appraisal Guidance (LP)</p> <p>LP confirmed that the Options Appraisal Guidance was based on an <i>original</i> policy and guidance developed by MCC and had been substantially improved and made relevant to Northwards.</p> <p><i>Sub-Committee</i> noted the guidance.</p> <p style="text-align: right;">Noted</p> | |
| 12 | <p>Rubbish Removal (LP)</p> <p>LP confirmed that as a result of a query at Board he had agreed to clarify the administration charge which is 10% of the order value. This fee is to cover the costs of on site inventory and inspection in cases where departing tenants leave rubbish and personal possessions at their address</p> | |
| 13 | <p>Lift Service Management Cover (LP)</p> <p>LP confirmed that this is a response to a query raised at the Board meeting, David described all the arrangements in place to ensure that in the event of the lift engineer being absent from work, there is more than adequate staff cover trained and competent enough to undertake the work in their absence.</p> | |

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| | Sub-Committee noted the report. | Noted |
| 14 | <p>Legionella Policy (LP)</p> <p>LP introduced the report confirming that it had been improved, over and above the MCC policy and updated to take account of the most recent legislation.</p> <p>The Sub-Committee accepted the report, approved it <i>and will recommend to the Board.</i></p> <p style="text-align: right;">Approved <i>On Board Agenda Item 11c</i></p> | |
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| 15 | <p>Inspection Update (LP)</p> <p>LP gave a brief verbal update on the Inspection which ran smoothly without any major issues or problems. Colleagues will continue to provide information to the inspectors to positively influence the judgements on current standard of service and prospects for improvement.</p> | |
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| 16 | <p>Agree final Schedule of Meetings to end of 2006</p> <p>Discussion and agreement of this item as deferred to the next meeting of the Sub Committee</p> | |
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| 17 | <p>AOB</p> <p>RCL Confirmed that an issue regarding the approach adopted when dealing with fencing issues as part of void relet works was raised by KB at the Wilton Panel. LP confirmed that the issue would be the subject of a paper at the next meeting of the Sub Committee.</p> | |
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| | Date of next meeting: Weds 26 July – 4.30 p. m. (Hexagon Tower) | |