

Northwards Housing – Resource & Governance Sub-Committee Meeting

Hexagon Tower
Tuesday 25th April at 5.30pm

Chair: Martin McKevitt

Present: Martin McKevitt (MM) Board Member
Ade Alao (AA) Board Member
Richard Lockwood (RCL) Board Member
Harvey Norton (HN) from item 8a Board Member
Fionnuala Stringer (FS) from item 8b Board Member

In Attendance: Steve Wood (SW) Director of Business Services

ITEM	SUBJECT	ACTION
1	Welcome and Introductions It was confirmed that the meeting was quorate. In the absence of Harvey Norton at the beginning of the meeting, Martin McKevitt was elected to take the Chair.	
2	Apologies for Absence Apologies had been received from Eric Hobin (EH).	
3	Minutes of Last Meeting The minutes of the previous meeting were approved and signed by the Chair.	
4	Matters Arising a) Development of Business Plan SW reported on progress with the preparation of the Business Plan. With the analysis of key points now going to the Area Panels in April and being discussed by the Board at a special meeting in May, the timetable was now for a draft plan to come to the next meeting of the Sub-Committee to be approved by the Board in June. Sub-Committee noted progress to date. b) Appointment of Auditors - Internal and External SW updated the Sub-Committee on the tender process	

	<p>and outlined the timetable which was aiming for a report to be made with a view to a decision being reached at the next meeting on 23 May.</p> <p>SW reported that taxation advice had not been specifically included in the tender papers but agreed to take on board the Sub-Committee's comments about the efficiency of using the same advisors.</p> <p>Sub-Committee received the report.</p> <p>c) Establishment of Standards Panel Following the previous Sub-Committee, the Board had approved the recommendation to establish a Standards Panel. SW reported that he was discussing the proposed amendment to the Articles of Association with the solicitors with a view to getting the change approved by MCC, the single shareholder.</p> <p>d) Governance Health Check SW reported that the tasks detailed in the Governance Health Check presented at the previous Sub-Committee Meeting had all been completed in April 2006.</p>	<p>SW</p>
<p>5</p>	<p>Scheme of Delegation Review</p> <p>SW reported on a review of the Scheme of Delegation that had taken place and advised Sub-Committee of a couple of potential anomalies that had arisen where queries over the Scheme had been raised. In both cases, these related to invoices that exceeded the £250,000 officer's limit but both related to combinations of individual transactions.</p> <p>The Sub-Committee discussed the thinking behind the Scheme and potential situations where the Scheme might cause problems in the future or alternatively, was necessary as it might be abused.</p> <p>After consideration, the Sub-Committee asked SW to draft a revised clause to the Scheme of Delegation separating out salaries and statutory payments and would recommend that this change be approved by the Board.</p> <p>Recommendation to the Board: That the Board approve a revision to the Scheme of Delegation.</p> <p>It was noted that a further review of budget authorities and the Scheme of Delegation would be appropriate later in the year and this was timetabled for November 2006.</p>	<p>Board</p> <p>SW</p>

<p>8</p>	<p>Inspection Update SW updated the Sub-Committee on inspection matters as they related to the remit of the Sub-Committee.</p> <p>a) KLOE's 4 and 32 The self assessments on the key lines of enquiry for Housing Income Management and Value for Money had been circulated with the agenda. The Sub-Committee discussed these briefly, noting that the timetables for dealing with weaknesses were contained in the Service Improvement Plan.</p> <p>b) VFM Strategy SW presented a draft Value for Money Strategy that had been prepared based on best practice. Sub-Committee discussed a number of ideas around value for money and efficiency including building things into the budget process and establishing a culture. It was noted that efficiencies in one area very often led to costs in others and Sub-Committee noted that the Director of Business Services had the overall ownership of the process.</p> <p>The Sub-Committee approved the Value for Money Strategy and agreed to recommend its approval to the Board.</p> <p>Recommendation to the Board: That the Value for Money Strategy be approved.</p> <p>SW informed the Sub-Committee that a Procurement strategy for non building supplies was being worked on and that this would come through in due course.</p> <p>c) Other Inspection Issues SW updated the Sub-Committee on other inspection matters, including progress on devising methodologies for monitoring and reviewing the Service Level Agreements with the Council and the development of Improvement Plans. Further reports would be made to the Sub-Committee in due course.</p>	<p>Board</p>
<p>9</p>	<p>Performance Management Framework</p> <p>The pages from the Performance Management Framework for Rents and Finance Performance had been circulated with the papers for consideration by the Sub-Committee and with a request from the Board that targets be set.</p>	

	<p>In carrying out the review, Sub-Committee noted that some of the data was inconsistent between the tables and the graphs. In addition, Sub-Committee requested more information about the context of the benchmarking information and some narrative about why the organisation was so far away from this data.</p> <p>The Director of Business Services was asked to come back to the next meeting with some proposed targets together with “rationale” and information on the context of the benchmarking.</p>	SW
10	<p>Training Requirements</p> <p>The Sub-Committee noted that training will be required by the Board in relation to the Langlands Report.</p>	
11	<p>Any Other Urgent Business</p> <p>There was no additional business for the Sub-Committee to consider.</p>	
16	<p>Date of next meeting</p> <p>The next meeting of the Sub-Committee would be Tuesday 23rd May - 5.30 pm at Hexagon Tower.</p> <p>With thanks to everyone, the Chair closed the meeting at 6.45pm.</p>	