

Northwards Housing – Procurement and Property Sub-Committee Meeting

Hexagon Tower

Wednesday 25th October 2006 at 4.30pm

Chair: Richard Lockwood

Present	Richard Lockwood (RCL) Eric Hobin (EH) Anna Trotman (AT) Pat Glazebrook (PG)	Board Member Board Member Board Member Co-optee
In Attendance	Larry Patrick (LP) Greig Lees (GL) Sue Sanderson (SS) Matt Roberts (MR) Diane Roberts (DR)	Director of Property Services Investment/Strategy Manager Principal Surveying Service Manager Asset Procurement Manager Governance Support Officer (Minutes)
Observers	None	

ITEM	SUBJECT	ACTION
1	Welcome and Introductions Quorum confirmed.	
2	Apologies for Absence Apologies – Michelle Blakeley, Sue Ratchford	
3	Declaration of Interests/Confidential Matters/ Equality & Diversity Matters Arising None	
4.	Minutes of Previous Meeting – 27th September 2006 Minutes of the previous meeting were approved as a correct record subject to amendment of point 13. The voids report will be considered in November not October. Approved	
5.	Matters Arising Item 4 7 SS reported that Local Service staff have agreed to place an order for gardening as soon as a property is vacant to assist with viewing. EH requested that Tenants are made aware of the	

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	<p>standard properties are expected to be maintained at. LP explained that a post-let visit is made 2 weeks into all tenancies.</p> <p>Item 5 MR has produced reports on the new format.</p> <p>Item 6 MR has now reconciled the two reports. Over-programming is now included in the report.</p> <p>Item 7 Tenant satisfaction will be discussed under agenda item 7.</p> <p>Item 10 MR reported that he had had informal discussions with some Contractors regarding possible methods of including other homes in improvement schemes. LP suggested that a proposal is formulated to review how this can be accomplished for different works:</p> <ul style="list-style-type: none"> a) Leaseholders b) RTB – environmental/external works c) RTB – internal works. <p>Sub-Committee discussed possible issues and Leaseholders sinking fund.</p> <p>Item 11 Costs for Environmental Improvement work are in progress. These will be provided in a user-friendly format for Area Panels. LP reported that Printon Avenue had been discussed at Wilton Area Panel. PM will now carry out a feasibility study on the scheme to report to next Wilton Area Panel.</p>	<p>MR</p> <p>PM</p>
6a	Traffic Light Report – Capital Programme	
	<p>MR presented the report in the new format agreed at the previous meeting. The overview shows that there has been an increase in schemes which are comfortable.</p> <p>Project 07098 Lifts are now complete but have problems with reliability. MR has issued an ultimatum to the Contractor to resolve the issues.</p> <p>Project 30349 This project now has a full set of green status. It was agreed that positive changes should also be reported.</p> <p>Page 6 Title should read ‘ “not” changed from previous month.’</p> <p>Project 30467 This project has moved from concern to slight concern. 176 of the 214 units has now been completed. AT requested that the number of handovers should be included in reports.</p> <p>New Schemes Project 32158 Item 8a on agenda refers to the option of using communal heating.</p>	<p>MR</p>

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	<p>The Sub-Committee discussed issues regarding the fitting of communal heating. Payment methods, attention to fitting of pipes to allow furniture access, cost efficiency and environmental issues were discussed. AT asked if Tenants have been consulted, MR reported that the scheme will be delayed until this is completed.</p> <p>Project 32160 This project is delayed due to factors beyond Northwards control. The scheme will start when the doctors surgery is complete to avoid further disruption to the area.</p> <p>The Procurement and Property Sub-Committee noted the level of the Key Performance Indicators</p> <p style="text-align: right;">Noted</p>	
6b	<p>Northwards Housing Capital Programme KPI's MR presented the report. BV184 data to end of September not analysed. RCL asked if Comino delay would contribute to this. MR responded that the system is manual so it will not. BV63 remains unchanged as no schemes affecting SAP rating have been completed during the quarter. NHL049 MR explained why 110% is programmed. AT asked if savings on schemes were included and that this was good performance. MR reported that some reduction in spend was good, but that too much variance would indicate slippage. NHL050 MR reported that spend profiles were still awaited. LP reported that the budget is heavily loaded to year end. Delay in releasing Almo funding makes it still more back heavy. EH asked if RTB sales were in line with business plan. GL reported that they may be below overall projection, but this would need to be checked. LP reported that a fall now and rise of RTB applications after Decent Homes work is completed could be anticipated. MHL033 Overall satisfaction is 100%. RCL asked what % of returns had been received MR to report. AT asked how many categories were analysed. MR reported 5, most responses were in the top 2 – very satisfied and satisfied.</p> <p>The Procurement and Property Sub-Committee noted the Performance</p> <p style="text-align: right;">Noted</p>	<p style="text-align: center;">MR</p> <p style="text-align: center;">LP</p> <p style="text-align: center;">MR</p>
7.	<p>Responsive Repair Performance Indicator Report</p>	
	<p>SS presented the report NHL085 Performance has improved bringing the cost of repairs to empty properties closer to target. AT asked if tenant damage is always recharged. SS reported that it is always reported to Local Services, but would investigate if action is always taken. MHL009 and MHL014 Both indicators are interlinked. SS is investigating the reason why tenant reply forms returned is low.</p>	<p style="text-align: center;">SS SS</p>

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	<p>BV212 The words “excluding MCC” are misleading. This will be replaced by “Northwards only” in the second column which enables us to measure how Northwards are performing on this PI. The third column will be changed to reflect MCC performance excluding Northwards to enable a valid comparison. Sub-Committee agreed that a full report on voids would be considered at the next meeting.</p> <p>MHL040 AT noted that the graph gave a wrong impression of a target exceeded. RCL noted that the target should be 5.5 not 6 days. SS to rectify.</p> <p>MHL048 AT was concerned that appointments were not being kept. SS is investigating and will feed back at the next meeting.</p> <p>The Procurement and Property Sub-Committee noted the Performance</p> <p style="text-align: right;">Noted</p>	<p>SS</p> <p>LP/MS</p> <p>SS</p> <p>SS</p>
8a	Monthly Gas Servicing PI Report	
	<p>LP explained that a separate report would be submitted each month in regard to Gas Servicing.</p> <p>NHL091 and NHL092 have both dropped in performance. This is due to a high proportion of flats with communal systems in the current cycle where access has been a problem. RCL asked that the report revert to 2 decimal places to avoid an increase in differential and for consistency.</p> <p>The Procurement and Property Sub-Committee noted the report.</p> <p style="text-align: right;">Noted</p>	<p>DH</p>
8b	<p>Central Heating to Flats (2 and 4 block types)</p> <p>LP presented the report, explaining that this will facilitate more efficient servicing and maintenance. The Sub-Committee had discussed some elements of the proposal in item 6a, Project 32158.</p> <p>The Procurement and Property Sub-Committee approved the report and recommended to the Board that Option 2 is pursued both to facilitate the independent and more cost effective servicing of these systems.</p> <p style="text-align: right;">Approved</p>	
9.	Monitoring of Team and Other Service Improvement Plans	
	<p>LP gave a verbal report. It was agreed that Sub-Committee would review 2 of the 6 plans monthly, by rotation, thereby creating a quarterly monitoring cycle.</p> <p style="text-align: right;">Agreed</p>	
10.	<p>Miscellaneous Property Strategy</p> <p>GL presented the report.</p>	

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	<p>It was recommended that Northwards continue to manage the properties due to current high demand and to complete the investment required to achieve the Government's Decent Homes Standard.</p> <p>The Procurement and Property Sub-Committee approved the Miscellaneous Property Strategy and recommend the policy to the Board.</p> <p style="text-align: right;">Approved</p>	
11.	Any Other Business	
	<p>a) Involvement in "Framework Groups". MR explained the role and remit of the groups. There are 9 groups which meet monthly. Tenant representation is invited. RCL has already volunteered and would be willing to attend some groups. It was agreed that MB would be approached. The area most affected is Riverways.</p> <p>b) National Change Agency application for value engineering grant. LP reported that organisational support needed to be submitted as part of the grant application. Sub-Committee agreed that a report could be presented to November Board Meeting.</p>	<p style="text-align: center;">MR</p> <p style="text-align: center;">LP</p>
12.	<p>Date and Time of Next Meeting</p> <p>The next meeting will be held on Wednesday 6th December at 4:30pm. The venue for the meeting is Hexagon Tower</p>	
13.	<p>End of Meeting</p> <p>The meeting closed at 6.15pm</p>	