

Northwards Housing – Procurement and Property Sub-Committee Meeting

Hexagon Tower

Wednesday 28th September 2006 at 6:00pm

Chair: Richard Lockwood

Present	Richard Lockwood (RCL)	Board Member
	Michelle Blakeley (MB)	Board Member
	Sue Ratchford (SR)	Board Member
	Eric Hobin (EH)	Board Member
	Anna Trotman (AT)	Board Member
	Pat Glazebrook (PG)	Co-optee
In Attendance	Larry Patrick (LP)	Director of Property Services
	Phillip Davies (PD)	Interim Director of Property Services
	Sue Sanderson (SS)	Principal Surveying Service Manager
	Matt Roberts (MR)	Asset Procurement Manager
	Diane Roberts (DR)	Governance Support Officer (Minutes)
Observers	None	

ITEM	SUBJECT	ACTION
1	Welcome and Introductions Quorum confirmed.	
2	Apologies for Absence Apologies - none	
3	Declaration of Interests/Confidential Matters/ Equality & Diversity Matters Arising None	
4	Minutes of Previous Meeting – 30th August 2006 Minutes of the previous meeting were approved as a correct record subject to amendment to items 6a and 5. LP made a factual correction “the number of properties overdue by 16 months” should read “over due by 4 months or 16 months from date of last service. Northwards Housing has no properties 16 months overdue”. RCL had queried why Project 30355 was amber – as the contractor performance was positive? Approved	

ITEM	SUBJECT	ACTION
	<p>Matters Arising</p> <p>Item 4 NHL081/82 SS reported this will be covered under agenda item7.</p> <p>Item 5 Project 30468 MR reported that the contracts are now complete</p> <p>Project 31716 MR reported that negotiations with the service provider who owns the mast are underway. Roof works cannot commence until this is resolved.</p> <p>Project 30461 MR reported that the rewires will complete during the next two weeks. There are still problems with access and laminate flooring. Higher Blackley has been extended to November including two further blocks to increase the spend.</p> <p>Item 6 BV212 SS reported that this had been amended and was reflected in agenda item 7.</p> <p>Item 7 SS will meet with Local Services Managers regarding void gardening and will report to the next meeting</p>	<p>SS</p>
5	Traffic Light Report – Capital Programme	
	<p>MR presented the report.</p> <p>Project 30470 – completion due Friday on budget</p> <p>Project 07098 – no change</p> <p>Project 30349 – slight delay</p> <p>Project 31718 – commenced late but is making good progress</p> <p>Project 30468 – contract extension was granted, now complete</p> <p>Project 32146 – slight delay</p> <p>Project 31717 – slow start due to additional work</p> <p>Project 30460 – nine-week extension agreed. Twenty satisfaction surveys now returned with 80% satisfaction rating which is below the 94% target.</p> <p>Project 31716- a successful scheme with numerous compliment letters</p> <p>Project 30467 – completion due this week, under-spend due to refusals and no access.</p> <p>Project 30345 – works complete, fencing works outstanding</p> <p>Project 30447 - works complete, fencing works outstanding</p> <p>Project 30461 – additional properties are to be included in the scheme. Staff have contacted no access properties giving a cut-</p>	

ITEM	SUBJECT	ACTION
	<p>off date for access, a number of tenants have now made access arrangements.</p> <p>LP suggested that future reports should be split into two sections:</p> <ul style="list-style-type: none"> i) New projects with issues and on going with changes or improvements not achieved. ii) On-going with no change. <p>As this would allow greater scrutiny on list i).</p> <p>RCL asked the Sub-Committee if they would be willing to accept this new style report. All members present agreed it.</p> <p>Procurement and Property Sub-Committee noted the status of the Capital Improvement Schemes</p> <p style="text-align: right;">Noted</p>	MR
6	Northwards Housing Capital Programme KPI's	
	<p>MR presented the report.</p> <p>AT requested clarification why figures vary between those reported in this report and those in item 8 Performance Management Report. MR will investigate and report back to next meeting.</p> <p>NHL049 MR reported that over-programming had not been included in these figures. Target should be reached when this has been included.</p> <p>AT asked if the work is being completed and therefore this is due to savings. MR reported that this is currently due to slippage not efficiencies.</p> <p>NHL050 MR reported that not all contracts are let yet so there is little spend profile. This will be reported next month when further data should be available. RCL agreed that this would be reviewed when the programme is up and running.</p> <p>MHL033 MR reported that the 4% decrease in satisfaction is due to difficulties with rewire schemes.</p> <p>NHL092 MR referred to the attached report detailing properties not serviced over a sixteen-month period. It was noted that 1 access problem is resulting in 4 un-serviced addresses.</p> <p>The Procurement and Property Sub-Committee noted the level of the Key Performance Indicators</p> <p style="text-align: right;">Noted</p>	MR MR
7	Monthly PI Responsive Repairs Report	
	<p>MHL014 SS reported a slight dip in tenant satisfaction rate, this is being addressed with Manchester Working.</p> <p>MHL005 SS reported some improvement in number of appointments made and kept, but would investigate further with surveyors and On-Call. AT asked if this includes both Contractor and tenants missing appointments. SS confirmed this was the case and would be investigated.</p> <p>BV212 SS gave a verbal update, July performance was 80.2</p>	SS SS

ITEM	SUBJECT	ACTION
	<p>days, August improved to 67 days. MCC report this quarterly. MB enquired why MCC figure includes Northwards figures. SS agreed to separate these figures.</p> <p>NHL085 SS reported a significant increase. SS and PD are investigating this increase. A one-off 15% price adjustment will be made due to the establishment of Manchester Working Limited. SS is discussing with the Finance Team.</p> <p>NHL081 and NHLO83 SS reported these are linked to NHL085 and will be included in the investigation. The results of the investigation will be reported back to Sub-Committee.</p> <p>MHL003 SS will check with surveyors to ensure work is being ordered correctly</p> <p>BV211B SS will investigate why the number of emergency and urgent repairs has increased in August. This is not seasonally expected.</p> <p>SS reported that next months reports will include direction of travel graphs for all PI's.</p> <p>SS reported that Hammerstone Road has not achieved the action plan set. SS has met with management the reason the plan has not been achieved is due to the introduction of the JVC and holidays. A substantial improvement has been promised for October. SS is now meeting weekly to monitor the improvements.</p> <p>The Procurement and Property Sub-Committee noted the level of the Key Performance Indicators</p>	<p>SS SS/PD</p> <p>SS</p> <p>SS</p> <p>SS</p> <p>SS</p> <p>Noted</p>
8	Monthly Performance Management Report	
	<p>The Chair asked the Sub-Committee to note this report, results had already been considered in the previous two agenda items.</p> <p>Procurement and Property Sub-Committee noted the performance levels reported.</p>	<p>Noted</p>
9	Manchester Working's Exclusivity Arrangement	
	<p>MR explained the exclusivity arrangements contained in the contract. He further explained that Manchester Working Ltd have insufficient work for Bricklayers so the exchange of the projects suggested is suitable. MR reported how the value of the contracts compared.</p> <p>AT raised concern that survey work has already begun and how this will affect Seddon's work. MR reported that only initial basic work had been done.</p> <p>Property and Procurement Sub-Committee approved the use of G and J Seddon to carry out refurbishment works to Sandyhill Court which is in one of the two Local Areas covered by Manchester Working Ltd exclusivity agreement.</p>	<p>Approved</p>

ITEM	SUBJECT	ACTION
10	<p>Decent Homes Guidance</p> <p>MR highlighted the key changes the Government has made. The Sub-Committee noted that the Board had discussed this paper and agreed that the 2010 deadline is honoured. It was noted that the average Energy Efficiency SAP rating of Northwards homes is 69.9 which is above the average of 42 for homes in Britain. LP confirmed that no Northwards properties are below the Government standard of 35.</p> <p>It was further noted that Tenants wishes (where an individual tenant does not want work carried out) properties are not now counted as non-decent until they become void.</p> <p>EH enquired if RTB properties could have works completed whilst works are carried out in the locality by the same contractor. MR reported that this has happened in a limited manner but payment is a difficult issue.</p> <p>MR will investigate a more formalised process in line with Audit Commission recommendation. It was agreed that any process should not be to the detriment of Northwards tenants.</p> <p>Procurement and Property Sub-Committee noted the changes outlined in the report</p> <p style="text-align: right;">Noted</p>	<p>MR</p>
11	<p>Environmental Programme</p> <p>MR explained the process of how Area Panel's have been involved in identifying schemes and priorities.</p> <p>The Sub-Committee discussed why some schemes can not be delivered in the 06/07 programme. The main reasons are due to; footpath closures, planning permission, other schemes or funding being investigated. It was agreed that the cash should be maximised and that other opportunities should not be missed.</p> <p>It was noted that each scheme is unique and that drawing up plans is more labour intensive than routine large schemes such as windows or kitchens. The proposed schemes are those achievable in the time remaining. Other schemes will take longer to implement and will therefore form the basis for 07/08 programme.</p> <p>AT raised concern that all projects in the Wilton area were in Cheetham. She was particularly concerned that Printon Avenue scheme had not been included.</p> <p>LP noted that this had been a steep learning curve for Northwards and the Area Panels. Training to develop the two-year programme would take place at Area Panels in November.</p> <p>MB raised concerns about provision of key fobs at Moston Pub, LP responded that full consultation would take place on this and all schemes. This project would need to be phased as there was a clear need for footpath closure order.</p> <p>MB also reported that Jolly Miller TA do not feel that their views have been incorporated. MR reported that this scheme was</p>	

ITEM	SUBJECT	ACTION
	<p>being reviewed as part of another larger project which was more cost effective. AT would like to see scheme costs, MR explained these were being worked up, but that the works planned could be accommodated within the budget provided.</p> <p>1 Procurement and Property Sub Committee recommend to the Board those schemes identified in appendix 1 for 06/07 commencement.</p> <p>2 Procurement and Property Sub-Committee return the proposals in Appendix 2 to the relevant Area Panel so to:</p> <p>i) Enable explanation for the delay on these works to be fully understood</p> <p>ii) Allow decision on other achievable priority schemes in order to increase spend this financial year</p> <p>iii) Allow discussions around these priority schemes.</p> <p>Once these works have been agreed by the Area Panels and having undergone detailed planning and preparation they can then:</p> <p>a) If achievable – be included in the programme for 06/07</p> <p>b) Form the base of the draft programme for 07/08.</p> <p>3 A two-year delivery plan is developed with each of the Local Area Panels for delivery in 2006/07 programme and 2007/08 programme.</p> <p style="text-align: right;">Approved</p> <p>AT agreed to approve the proposals subject to Printon Avenue scheme being included in 06/07 programme. LP will investigate the viability of including this scheme. If this was viable, it was agreed by the Sub Committee to be included in the recommendation to the Board.</p>	<p>MR</p> <p>LP</p>
12	<p>Energy Procurement of Partner – Additional Benefits</p> <p>LP gave further details of the additional benefits above those outlined in the report:</p> <ul style="list-style-type: none"> • Upgrading of glazing from single to double will attract £20 per property (estimate 11,000 properties) to be spent on further energy efficiency measures. • Provision of free energy efficient light bulbs saving tenants £40pa. This will also reduce Northwards costs of providing bulbs. • Loft insulation top up and cavity wall insulation will attract £5 per property. It is estimated this will be in the region of £30,000 which is to be spent for community benefit. • LP noted that Solar panels is yet to be agreed. 	

ITEM	SUBJECT	ACTION
	<p>The Procurement and Property Sub-Committee noted Northwards Housing Board's agreement to enter into a partnership with British Gas.</p> <p>i) Invite the Director of Property Services to execute an agreement with British Gas to deliver energy related improvements.</p> <p>ii) Invite the Director of Property Services to provide a PI framework through which the financial and other benefits of this partnership can be monitored and assessed.</p> <p style="text-align: right;">Noted</p>	<p>LP</p> <p>LP</p>
13	Any Other Business	
	<p>LP requested that the Sub-Committee consider a report on voids at the October meeting which would also be considered by Performance and Quality Services Sub-Committee. The Sub-Committee agreed to this request.</p>	<p>LP</p>
14	<p>Date and Time of Next Board Meeting</p> <p>The next meeting will be held on Wednesday 25th October at 4:30pm. The venue for the meeting is Hexagon Tower</p>	
15	<p>End of Meeting</p> <p>The meeting closed at 6.15pm</p>	