

## Northwards Housing – Resource & Audit Sub-Committee Meeting

**Hexagon Tower  
Tuesday 25<sup>th</sup> September 2007 at 5.30pm**

**Chair: Harvey Norton**

**Present:**

Mark Hackett	(MH)	Board Member
Martin McKeivitt	(MM)	Board Member
Harvey Norton	(HN)	Board Member

**In Attendance:**

Steve Wood	(SW)	Director of Business Services
Alison Foster	(AF)	Head of Finance

ITEM	SUBJECT	ACTION
<b>1</b>	<p><b>Welcome and Introductions</b></p> <p>It was confirmed that the meeting was quorate.</p>	
<b>2</b>	<p><b>Apologies for Absence</b></p> <p>Apologies had been received from Rachel Christie.</p>	
<b>3</b>	<p><b>Declaration of Interests / Confidential Matters / Equality &amp; Diversity Matters Arising</b></p> <p>There were no matters for noting under this item. Equality and Diversity implications were noted on particular reports.</p>	
<b>4</b>	<p><b>Minutes of Last Meeting</b></p> <p>The minutes of the meetings held on 26<sup>th</sup> June 2007 and 24<sup>th</sup> July 2007 were approved and signed by the Chair.</p>	
<b>5</b>	<p><b>Matters Arising</b></p> <p><b>a) Annual Efficiency Statement</b></p> <p>The revised Annual Efficiency Statement was presented to Sub-Committee which took on board comments made at previous meetings reflecting non-cashable efficiencies.</p> <p>Sub-Committee approved the Statement noting that it would form part of the Council's overall efficiency reports.</p> <p><b>b) ICT Strategy</b></p> <p>SW reported further on the implementation of the kiosks in Local</p>	

	<p>Offices and on some of the set up issues. Sub-Committee discussed the priority of making them multi-language in light of Government Policy to promote the use of English and SW agreed to look into this and report back.</p> <p>It was agreed that Sub-Committee would get a quarterly update on progress against the Strategy including monitoring against the Project Map that had now been completed.</p> <p><b>c) Civica Update</b></p> <p>SW updated Sub-Committee on progress with Civica stabilisation and outstanding issues. The Governance Group had now taken over control of the project and were exploring future developments as well as dealing with outstanding issues.</p> <p>SW gave Sub-Committee an update on work with reporting including the completion of the OLAP cubes, the Data Warehouse Project and discussions with both MCC and Civica.</p> <p><b>d) IT Provision for Area Panels and Tenant Groups</b></p> <p>A report had now gone to the Area Panels for their September Meetings and it was agreed that SW would report back to the next Sub-Committee prior to the Board Meeting in November.</p>	<p><b>SW</b></p> <p><b>SW</b></p>
<p><b>6</b></p>	<p><b>Items for Decision</b></p> <p><b>a) Revised Budget Delegation Limits</b></p> <p>AF presented a paper on some proposed changes to budget delegation limits to reflect some improved consistency between Directors and Managers.</p> <p>Sub-Committee asked a number of questions in relation to the frequency of transactions which were a problem and asked for examples so they could look at the areas involved and ensure there were sufficient numbers coming through that were a waste of time.</p> <p>It was agreed that further information on current budgets would be obtained and that the report would come back in due course with some examples of the reasons for changing limits as well as some clarity over where Board Members are asked to approve excess limits.</p>	<p><b>SW/AF</b></p>
	<p><b>b) Risk Management Strategy</b></p> <p>SW presented the updated Risk Management Strategy which had now been through all the Sub-Committee's and the requested changes had been made.</p>	

	<p>Sub-Committee approved the updated Strategy.</p> <p><b>c) Tenants Home Contents Insurance</b></p> <p>See confidential minutes.</p>	
<b>7</b>	<p><b>Monthly Budget Report</b></p> <p>AF presented the Monthly Budget Report for August 2007 and highlighted a couple of the key issues to date. There was still concern over the number of repairs invoices which had been received although there was some comfort currently in the level of commitment figures to date.</p> <p>MH asked about the environmental budgets and the allocation of resources between fencing and void gardening. There followed a discussion about concessionary gardening and how this was a subcontracted service from Manchester Working.</p> <p>Sub-Committee also discussed some of the other detail under Repairs expenditure including the number of Day to Day Band 1 Jobs, Relet Security and Decorating Materials.</p> <p>Sub-Committee noted the accounts.</p>	
<b>8</b>	<p><b>Items for Noting</b></p> <p><b>a) Inspection Action Plan</b></p> <p>SW presented the full Inspection Action Plan as it applied to Sub-Committee and highlighted a couple of the key areas where work was still progressing.</p> <p>AF reported on work with the Leaseholder Protocol which was being reviewed by the Council but Sub-Committee were concerned about the level of importance that this was being given.</p> <p>Sub-Committee noted progress to date.</p> <p><b>b) Internal Audit Action Plan</b></p> <p>SW presented the updated Internal Audit Action Plan and commented on the key overdue items. A day had been set aside to complete work on the Finance Procedures that would deal with a number of the outstanding issues.</p> <p>Sub-Committee noted the report.</p>	
<b>9</b>	<b>Fraud Register</b>	

	<p>The fraud register was received by Sub-Committee. No items had been added since the last report although SW briefly explained some issues around Petty Cash Imprests that were being looked at.</p> <p>Sub-Committee noted the report.</p>	
<b>10</b>	<p><b>Any Other Business</b></p> <p>There was no further business.</p>	
<b>11</b>	<p><b>Date of Next Meeting</b></p> <p>It was agreed that due to Half Term, the next meeting of Sub-Committee would be held on 30<sup>th</sup> October at 5.30pm.</p>	
	<p>With thanks to everyone, the Chair closed the meeting at 6.50pm.</p>	