

**Northwards Housing - ALMO Board Meeting
Hexagon Tower**

Tuesday 11th September at 6:30pm

Chair: Sue Ratchford

Present	Sue Ratchford (SR) Harvey Norton (RCL) Mark Hackett (MH) Rachel Christie (RC) Joan FitzGerald (JF) June Hitchen (JH) Richard Lockwood (RCL) Anna Trotman (AT)	Board Member (Chair) Board Member (Vice Chair) Board Member Board Member Board Member Board Member Board Member Board Member
In Attendance	Robin Lawler (RL) Steve Wood (SW) Larry Patrick (LP) Mike Stevens (MS) Diane Roberts (DR)	Chief Executive Director of Business Services Director of Property Services Director of Neighbourhood Services Governance Support Officer (Minutes)
Observers	None	

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions RL temporarily took the Chair until election of the Chair was completed.</p> <p>The meeting was confirmed as being quorate.</p>	
2	<p>Apologies for Absence Apologies had been received from Martin McKeivitt and Fatima Adamjee.</p>	
3	<p>Governance The Board agreed that confidential email votes via the Company Secretary from those absent were acceptable.</p> <p style="margin-left: 20px;">a Election of Chair SW advised that as Company Secretary he had received two nominations for Chair : Richard Lockwood and Sue Ratchford. Both candidates accepted their nominations. The Board held a secret ballot. SW announced the result; Sue Ratchford was appointed Chair.</p>	

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b	<p>Election of Vice Chair SW advised that as Company Secretary he had received no nominations for Vice Chair. Therefore email votes could not be cast. The Board discussed delaying this ballot until the next meeting. It was agreed to carry out the election at this meeting. The Officers withdrew from the meeting. The Board agreed to nominate Harvey Norton as Vice Chair. Harvey Norton accepted the nomination and was elected Vice Chair.</p>	
4	<p>Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality & Diversity Matters Arising There were no declarations of interest. Items 5b and 8b were Confidential. Agenda items for information marked by * can be released for discussion by request of Board Members or Officers. There were no requests to unstar information items. All Equality and Diversity matters would be covered under relevant items.</p>	
5 a b	<p>Minutes of Previous Meeting The minutes of the meeting held on 19th July and subsequently the confidential minutes of the same date were approved as a correct record and were signed by the Chair.</p> <p style="text-align: right;">Approved</p>	
6	<p>Matters Arising Item 5 -14a Human Resources & Equality Sub-Committee Minutes 28 November 2006 JH has spoken to Tara Kelly to arrange a meeting regarding Equality and Diversity and is awaiting a mutually convenient date.</p> <p>Item 7a Board Performance Appraisals DR reported that this was delayed due to other matters. The Board would be contacted shortly.</p> <p>Item 7c Board Away Day RL reported that a summary of the actions and Enlighten's report had been circulated.</p> <p>Item 8b Performance Management Quarter 4 2006-07 RL reported that research was being carried out and options were being considered. Performance is now a regular Executive and Senior Management Team agenda item.</p> <p>15a IT Support for Area Panels SW referred to the Resource & Audit Sub-Committee minutes, agenda item 14a. As the Area Panels did not meet in August, it will be an agenda item in September. This will be reported back</p>	<p>JH</p> <p>DR</p>

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	to Resource & Audit Sub-Committee and onto the Board.	SW
6b	<p>Northern Housing Challenge RL reported that the proposed partner had not been selected to receive grant. A new partner is being sought. The scheme is still being worked upon and discussions with the Housing Corporation are continuing.</p>	
7	Chair's Items	
a	<p>Retiring Board Members SR gave the Board's thanks to Richard Lockwood for his work as Vice Chair. AA and MB had been thanked for their work at the AGM and had been presented with gifts. AA had emailed his thanks and appreciation.</p>	
b	<p>AGM Review The Board gave their feedback regarding the AGM. Good feedback had been received from Tenants and Residents, City Council, External Auditors and Partners.</p>	
8	Items for Decision	
a	<p>Board Member Recruitment DR presented the report. She explained that the Articles of Association (17) state that Manchester Residents Association (MRA) have the right to make a nomination to fill a casual tenant vacancy to the Board. The Board discussed re-running the election campaign or supporting the option to co-opt from the Riverways area. JH raised the Area Panels' desire to review succession to the Board and asked if Area Panels can nominate a candidate. This is currently outside the rules. The membership of the Board is a Board decision. MS will meet with MRA this week to discuss this. The independent vacancy would be advertised in appropriate publications to attract under represented groups to apply. The Board agreed that Sue Ratchford, Harvey Norton and Robin Lawler would be the interview panel for the Independent Members.</p> <p>The Board approved a) that MRA would be consulted and asked to support the proposal that Riverways Area Panel and recognised Tenants and Resident Group Members in the Riverways area are canvassed to seek candidates for co-option to the tenant vacancy of the Board b) the recommendation that the independent vacancy is advertised as appropriate for a one-year co-option until the next Annual General Meeting. c) that a Panel of Board Members and the Chief Executive (independent) or Director of Neighbourhood Services (tenant) interview candidates for the vacancies and make</p>	<p>MS DR DR DR</p>

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	recommendations to the Board for co-option. MRA will be invited to be on the interview Panel for the tenant vacancy.	
b	Remuneration Panel Report on EMT Salary (confidential) The Officers withdrew from the meeting. See confidential minutes.	
9	Items for Noting	
a	Inspection Timetable and Inspection Action Plan Update SW presented the Action Plan Update. Actions are under review with managers with a target to complete by the end of the calendar year. AT asked for an update on the Civica system. SW reported that progress had been made and that Resource & Audit Sub-Committee are receiving detailed reports. The Re-inspection timetable will be presented to the next meeting. The Board noted progress to date.	EMT
b	Housing Green Paper RL presented the report. The Board discussed the opportunities for Northwards. RL will investigate these once the final proposals have been agreed and report back options and benefits to the Board. The Board agreed the recommendations subject to the response being circulated to the Board prior to submission. RL reported that comments must be submitted by 15 th October 2007. The Board noted the proposals in the Housing Green Paper and the potential implications for Northwards The Board agreed that Northwards comments on the Green Paper via the Manchester Strategic Housing Partnership and the National Federation of ALMOs. Both bodies will be inviting and co-ordinating responses on behalf of their members. The Chief Executive was delegated the task of submitting comments on behalf of Northwards taking account of issues and comments raised by Board Members in the meeting and subject to circulating the response to the Board prior to submission.	RL
10	Involvement of Residents	
	The Board noted the Area Panel Minutes. 10a Wilton Panel 17 July LP noted that the issue raised by Councillor Barnes regarding IT support for Panel members had been raised under agenda item 6a. 10b Fourways Panel 19 July DR reported that technical problems with the equipment had been resolved.	

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	10c Riverways Panel 27 June Minutes noted	
11	Human Resources & Equality	
a	Sub-Committee Minutes 24 July Minutes were noted.	
12	Neighbourhood & Quality Services	
a	Sub-Committee Minutes 31 July HN noted that the Chair of this Sub-Committee had left the Board. SW reported that DR would be working with Board Members to review the Sub-Committee Membership. Minutes were noted.	SW/DR
13	Procurement & Property	
a	Sub-Committee Minutes 25 July LP drew the Boards attention to the Environmental Schemes. Minutes were noted.	
14	Resource & Audit	
a	Sub-Committee Minutes 24 July Minutes were noted. This meeting was not quorate. There were no issues to report to the Board.	
15	Relations with the Council RL reported that Gail Heath, Assistant Director, Community Housing Services is Northwards new main contact. She attended the AGM on behalf of the Council.	
16	Any Other Business None	
17	Dates of Next Meetings Board Training – Tuesday 9th October 2007 , Hexagon Tower 6.30pm. Customers and Communities. Some members of the Board are not available at this time. DR to email to rearrange. Board Meeting – Tuesday 13th November 2007 Hexagon Tower, 6.30pm	DR
	End of Meeting With thanks to everyone the Chair closed the meeting at 8.00 pm	