

 Northwards Housing North Manchester's Council Homes	Report to: Northwards Housing Board 13 th November 2007	Item No: 7b
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Title:	Sub-Committee Membership and Quorum Rule		
Date:	1 st November 2007		
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Confidential:	Yes		
For: (Please tick action required)	NOTING	DISCUSSION	APPROVAL ✓

PURPOSE OF REPORT

To present to the Board a recommendation to review Sub-Committee membership and change Quorum rules of standing orders to assist with achieving a higher number of Sub-Committee meetings being quorate.

RECOMMENDATION

That the Board approves the recommendations

- a) that the Sub-Committee Membership is reviewed in accordance with the process above; and
- b) that the Board approve the Chair and Vice Chair to be considered a de-facto members of all Northwards Housing Sub-Committees.

IMPLICATIONS	
Equality & Diversity:	None directly
Financial:	None directly
Staffing:	None directly
Decency Target:	None directly
Governance:	Equality of representation should be maintained across the Sub-Committees
Risk Assessment:	Good decision making and delegation must be maintained

Equality & Diversity Implications (Please tick where relevant):

BME	<input type="checkbox"/>	Lesbian/Gay/Bisexual/Transgender	<input type="checkbox"/>
Gender	<input type="checkbox"/>	Single Parents	<input type="checkbox"/>
Age	<input type="checkbox"/>	Domestic Violence	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Alcohol/Drug Mis-users	<input type="checkbox"/>

Consultation/Consideration:

	Yes, No or N/A:	Name:	Date:
Sub-Committee:	No		
Area Panel:	No		
Task Groups:	No		
Ward Councillors:	N/A		

1. Sub-Committee Membership Review

Sub-Committee Membership has been fairly static since the creation of the Sub-Committees. It is good practice to review this on an annual basis to allow current members to review their choice, and for members to develop new interest and skills.

Three new Board members have “slotted” into vacancies over the past year, these have been subject to a review of preference. In addition, three new Board members will be recruited over the next 6 weeks. In order to give these members a choice, it is suggested that the review takes place during the next two months with membership being confirmed in January.

It is proposed that all Board members indicate their preference of Sub-Committee by ranking 1 to 4. Whilst the first two choices will be offered where possible, it may, in fairness to others mean that a few third choices will be offered. The Governance Support Officer will arrange this (and will include newly recruited Board members in this process) after the meeting by email if this proposal is agreed.

2. Quorum rules changes

During this period where we have had a number of Board vacancies, achieving quorum at some Sub-Committees has been problematic. This has led to delays in decisions and a lack of efficiency. Appendix 1 is an extract from the Standing Orders. The current rules do not allow for the Chair or Vice Chair of the Board to attend a Sub-Committee (regardless of membership) and count towards the quorum of the meeting.

It is often normal practice for the Chair and Vice Chair to be considered de-facto members of any group attended, considered a Member of the group and, therefore, count towards the quorum. It is proposed that the following amendment be made to the Standing Orders referring to Sub-Committees. Sub-Committees are unaffected by the Articles of Association which refer only to Board Meetings.

“The Chair or Vice Chair of the Board will be a de-facto member of all Sub-Committees and will be considered a member of a group should they be in attendance”.

3. Recommendation

That the Board approves the recommendations

- a) that the Sub-Committee Membership is reviewed in accordance with the process above
- b) that the Board approve the Chair and Vice Chair to be considered a de-facto members of all Northwards Housing Sub-Committees.

Appendix 1
Extract from Standing Orders

6.3 The quorum for each type of meeting of the Company is as follows:-

Meeting	Quorum
General Meetings	No business shall be transacted at any general meeting unless a quorum is present. The presence of the duly authorised representative of the Council Member shall be a quorum.
Board Meetings	Six including one Council, one Tenant and one Independent Member
Sub Committee Meetings	A quorum shall be no less than three Members, two of whom shall be from different groups (Independent/Council/Tenant). Co-opted Members do not count towards the quorum of a Sub Committee meeting. If a meeting is inquorate at the start, the Members present will wait 15 minutes before taking a decision on whether to disband the meeting or proceed as an inquorate body. If the Chair is not present, Members present will appoint a temporary Chair for that meeting.

6.4 In General Meetings, no business shall be transacted at any general meeting unless a quorum is present. The presence of the duly authorised representative of the Council Member shall be a quorum.

6.5 In Board meetings, the quorum for the transactions of the business of the Board at the time when the meeting proceeds to business shall be six, comprising no fewer than one Tenant Board Member, one Independent Board Member, and one Council Board Member.

6.6 If no quorum of Members is present after thirty minutes of the time appointed for the Meeting, where this is a General Meeting of the Company, it shall be dissolved if it has been convened on a requisition from Members. In all other cases, it has to stand adjourned to the same time and place one week hence. If there is no quorum within thirty minutes of the reconvened meeting, then the Members present shall be deemed a quorum.

6.7 Where there is no quorum within thirty minutes of the commencement time of a Board Meeting or a Standing Committee or during such a meeting the Chair correctly states that there is no quorum, then the Members present may decide to disband and reconvene the meeting the following week or as soon as possible thereafter, at a convenient date, time and venue.

6.8 If the Members present decide to proceed as an inquorate body, they will not be permitted to make decision on items presented. However, they may advise or give guidance on those items. Their comments will be forwarded to the next meeting of the Board for decision.