

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

Tuesday 12th December 2006 at 6:30pm

Chair: Ade Alao

Present	Ade Alao (AA)	Board Member (Chair)
	Richard Lockwood (RCL)	Board Member (Vice Chair)
	June Hitchen (JH)	Board Member
	Michelle Blakeley (MB)	Board Member (part)
	Eric Hobin (EH)	Board Member
	Fatima Adamjee (FA)	Board Member
	Martin McKeivitt (MM)	Board Member
	Rachel Christie (RC)	Board Member
	Joan FitzGerald (JF)	Board Member
	Harvey Norton (HN)	Board Member
	Sue Ratchford (SR)	Board Member

In Attendance	Robin Lawler (RL)	Chief Executive
	Mike Stevens (MS)	Director of Neighbourhood Services
	Steve Wood (SW)	Director of Business Services
	Larry Patrick (LP)	Director of Property Services
	Diane Roberts (DR)	Governance Support Officer (Minutes)

Observers James Guise

ITEM	SUBJECT	ACTION
1	Welcome and Introductions Quorum confirmed.	
2	Apologies for Absence Apologies were given by: Anna Trotman and Deborah McLaughlin.	
3	Declaration of Interests/Confidential Matters/ Equality & Diversity Matters Arising There were no declarations of interest. Items 4b, 6b, 6c, 6f, 8a, 8b, 9,12a (part) 13b and 14b are confidential. It was agreed to take these matters at the end of the meeting as Observers were present. All Equality and Diversity matters would be covered under relevant items.	

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4 a b	<p>Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 14th November and subsequently confidential minutes of the same date were approved as a true record.</p> <p style="text-align: right;">Approved</p>	
5	<p>Matters Arising</p> <p>7a Governance Review SW reported this item is covered under agenda item 7.</p> <p>7b Sub-Committee Membership SW reported that no further comments have been made therefore the membership will be as agreed at the last Board meeting.</p> <p>11b Customer Satisfaction Survey – Action Plan MS reported that survey costs would be reported under agenda item 11a. The Board will be updated regarding future questionnaires and action plan progress in May 2007.</p> <p>11c Performance Report Quarter 2 AT was content with MS's response regarding automatic hold at On-Call.</p> <p>12a Procurement and Property Sub-Committee Minutes 25 October DR reported that the Riverways Area Panel were not quorate at this point in their agenda. Membership of Framework Groups will be deferred to January meeting.</p> <p>12b Gas System Change to 2 and 4 Block Flats LP will report the cost benefit of metering heating use to 16 January Procurement & Property Sub-Committee Meeting.</p> <p>12c Miscellaneous Property Strategy LP reported that the future of 15 strategic voids in Harpurhey is still under discussion with Private Sector Housing, but currently 3 properties are part of a Compulsory Purchase Order (CPO) area which is subject to a Northern Challenge bid. 11 properties are awaiting plans from Private Sector Housing and 1 property is subject of agenda item 12d. AA was concerned about 11 properties being void in an area. RL reported that a full options appraisal report would be considered by Procurement and Property Sub-Committee in due course. EH raised concerns about the health and safety compliance of equipment used by contractors during demolition at Dam Head. LP will ensure compliance on future demolitions.</p> <p>13c Equality and Diversity in Employment Policy RL reported that the title of the policy had been amended.</p> <p>13d Retirement Policy RL reported that a further report would be considered by Human Resources and Equality Sub-Committee in due course.</p>	<p>MS</p> <p>DR</p> <p>LP</p> <p>LP/GL</p> <p>LP</p> <p>RL/LMcB</p>

ITEM	SUBJECT	ACTION
	<p>Governance matters within their terms of reference</p> <ul style="list-style-type: none"> iii. Performance & Quality Services Sub-Committee be renamed Neighbourhood & Quality Services Sub-Committee iv. Resource & Governance Sub-Committee be renamed Resource & Audit Sub-Committee v. The Board approves revised terms of reference for the Sub-Committees as set out in revisions to paragraphs 14.1 to 14.4 inclusive as amended above. vi. The Board delegates to the Sub-Committees authority to deal with items reserved to them as set out in new Appendices 2 to 5 inclusive to the Standing Orders as amended above. <p style="text-align: right;">Approved</p>	
b	<p>Area Panel Constitution</p> <p>RL advised that Fourways and Wilton Panels discussed the revised Constitution at their meetings in November. However, Riverways was not quorate at that point in their agenda. Therefore, in order to allow for proper consultation, a specific meeting of Riverways Panel is to be convened in January. This may not allow sufficient time for the matter to be presented to January Board.</p> <p>The Board agreed to defer a decision until consultation was complete.</p> <p style="text-align: right;">Noted</p>	SW/DR
8.	Strategic Issues	
a	<p>Management of additional properties (Confidential) See Confidential minutes</p>	
b	<p>Letter to DCLG (Confidential) See Confidential minutes</p>	
9.	Inspection Update (Confidential)	
	See Confidential minutes	
10	<p>Business and Delivery Plan</p> <p>SW presented a report and timetable for preparation of Business Plan and Delivery Plan for 2007/8. The Board approved the timetable and process and agreed to seek the Council's agreement to consolidate the two documents. Staff and tenant input is to be sought as a key part of the process.</p> <p>The Board suggested minor changes to the Mission Statement, Values & Objectives, but considered that they are still fit for purpose.</p> <p>The Board</p> <ol style="list-style-type: none"> 1. Reflected on the current statement of Mission, Values and Objectives for Northwards; and 2. Noted the proposed timetable and consultation processes for completion of the Business and 	SW

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	<p>Delivery Plan 2007-2012.</p> <p>3. Agreed, in principle, to consolidate the Business and Delivery Plans subject to the Council's agreement.</p> <p style="text-align: right;">Approved</p>	
11	Performance & Quality Services	
a	<p>Sub-Committee Minutes 24 November</p> <p>MS reported that the Cost of Satisfaction Survey in 2006 was £1.20 per household, the total cost £15,681. Minutes were noted.</p> <p style="text-align: right;">Noted</p>	
12	Procurement & Property	
a	<p>Sub-Committee Minutes 6 December</p> <p>Minutes were noted</p> <p style="text-align: right;">Noted</p>	
b	<p>Northwards Housing Capital Programme 2007/08</p> <p>Minor changes to the programme were agreed.</p> <p>The Board approved the changes to the Capital Programme for 2007/8.</p> <p style="text-align: right;">Approved</p>	
c	<p>Asbestos Management Plan</p> <p>LP presented the report. The Plan was approved subject to minor changes as a result of consolidating 3 sets of Asbestos Regulations into one new Regulation. The new Regulation puts textured coating outside the licensing regime.</p> <p>The Board approved the Asbestos Management Plan on the recommendation of it by the Procurement & Property Sub-Committee, subject to the above changes.</p> <p style="text-align: right;">Approved</p>	LP
	MB left the meeting at this point.	
d	<p>Stock Option Appraisal – One Miscellaneous Property</p> <p>The Board approved and formally made the following recommendation to Manchester City Council: Option 2 – Sale on the open market in its current condition (with conditional lease).</p> <p style="text-align: right;">Approved</p>	GL
e	<p>Asset Management Strategy and Action Plan</p> <p>The framework & content of the Strategy was approved, but further work is required to complete the document. Sue Ratchford agreed to represent the Board on the Asset Management Group.</p> <p>The Board requested the Director of Property Services to implement the Asset Management Strategy and report back</p>	LP/GL

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	<p>to the Board annually on implementation, progress and achievement of strategic goals.</p> <p style="text-align: right;">Approved</p>	
13	Resource & Governance	
a.	<p>Sub-Committee Minutes 28 November 2006 Minutes were noted. The Board discussed the arrangements for reporting progress to the Board and relevant Sub-Committees on Internal Audit report recommendations. SW will report back to Resource & Audit Sub-Committee</p> <p style="text-align: right;">Noted</p>	SW
b.	<p>Monthly Budget Report October (Confidential) See confidential minutes</p>	
14	Human Resources & Equality	
a	<p>Sub-Committee Minutes 28 November 2006 Minutes were noted. The Board noted that Tara Kelly, the new Equality and Diversity Officer, has now started. She is to meet JH as Board Equality Champion. JH raised item 8, Equal Opportunities in Recruitment. RL confirmed that work was underway to encourage more diversity in job applications.</p>	JH LMcB
b	<p>Early TUPE of Capital Programme Planning Staff (Confidential) See confidential minutes</p>	
15	<p>Relations with Council RL reported there are no current matters to report.</p>	
16	<p>Any Other Business (Items should be brought to the attention of the chair person prior to the meeting) The Board congratulated Lou Mitchell & other officers involved on content and format of the latest Newsletter, now called "Northwards Natter"</p>	
17	<p>Date of Next and Future Meeting Date and time of next meeting: Tuesday 16th January 2007, 6.30 at Hexagon Tower, Boardroom. Schedule of meetings for 2007 was noted.</p>	
	<p>End of Meeting The meeting ended at 9.10 pm.</p>	