

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

Tuesday 8 May at 6:30pm

Chair: Ade Alao

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| Present | Ade Alao (AA)
Richard Lockwood (RCL)
Michelle Blakeley (MB)
Fatima Adamjee (FA)
Martin McKeivitt (MM)
Rachel Christie (RC)
Joan FitzGerald (JF)
Harvey Norton (HN)
Sue Ratchford (SR)
Anna Trotman (AT) | Board Member (Chair)
Board Member (Vice Chair)
Board Member
Board Member
Board Member
Board Member
Board Member
Board Member
Board Member
Board Member (part) |
| In Attendance | Robin Lawler (RL)
Mike Stevens (MS)
Steve Wood (SW)
Larry Patrick (LP)
Greig Lees (GL)
Diane Roberts (DR) | Chief Executive
Director of Neighbourhood Services
Director of Business Services
Director of Property Services
Investment Strategy Manager (part)
Governance Support Officer (Minutes) |
| Observers | None | |

In Memory of Eric Hobin

The Board held a minute silence in memory of Eric.
 Members of the Board gave personal tribute to Eric. A lasting remembrance of Eric will be announced in due course.

ITEM	SUBJECT	ACTION
1	Welcome and Introductions The Chair welcomed everyone. Quorum confirmed.	
2	Apologies for Absence Apologies were received from June Hitchen.	
3	Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality & Diversity Matters Arising There were no declarations of interest. Items 4b, 7d, 7g, 8b, 9b, 9d,9f,9h,9k were confidential. Items 9b, 9d,9f,9h,9k were requested to be unstarred and would	

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	<p>be considered with item 7d. Item12a was requested to be unstarred. All Equality and Diversity matters would be covered under relevant items. SW explained that the new agenda format was designed to focus on key Board decisions.</p>	
<p>4 a b</p>	<p>Minutes of Previous Meeting The minutes of the meeting held on 13 March and subsequently confidential minutes of the same date were approved as a true record.</p> <p style="text-align: right;">Approved</p>	
<p>5</p>	<p>Matters Arising Item 5 -14a Human Resources & Equality Sub-Committee Minutes 28 November 2006 RL reported that this meeting had not yet been arranged. The Board requested this happen as soon as possible. 8a Business and Delivery Plan 2007-2012 SW confirmed that amendments had been made. The Plan had been agreed with the Council and is on Northwards Website. A summary document was in progress. 8b Contract Fee RL and SW suggested that the briefing and finance planning beyond 2007/08 could be a topic for the Board Away Day. SW is meeting with David Bentley, Finance Director of Neighbourhood Services at the end of May. 8b Repairs and Maintenance MS confirmed that Wilton Panel had discussed the issue of fencing. 8c Performance Management Framework MS confirmed the Area Panel's had discussed the framework. The Customer Survey report was item 13c for information. The report had been considered by Neighbourhood & Quality Service Sub-Committee on 27 April. 10c Respect Standard for Housing Management MS confirmed that Northwards has signed up to the Standard. Certificates have been displayed in the Board room and local offices. Further publicity will follow. Services were being reviewed in line with the Respect agenda including consultation with tenants and partners. 11d Digital Television LP reported that the procurement process was in progress. 11e Improving Choice for Residents and Improving Value through Gas or Electric Fire Choice LP reported that this choice is now being offered. 11f Northern Housing Challenge GL reported that the detailed proposal for the scheme had a tight deadline of 16 May. The Board agreed RL's request for delegated authority for the Chair and Vice Chair to approve the submission.</p>	<p>JH</p> <p>GL</p>

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	<p>11g Approval for the Framework RCL and SW had signed the contract .</p> <p>12a Resource and Audit Sub Committee Minutes 30 January SW confirmed that actions were in place and Sub-Committee will be updated as appropriate.</p>	
6	<p>Chair's Items There were no Chair's items. This item can be used to record Board delegations or other urgent items the Chair wishes to raise.</p>	
7	<p>Items for Decision</p> <p>Governance</p>	
a	<p>Board Performance Appraisals DR presented the report. AA commented that the intention is to receive useful information in a time efficient manner. MB suggested that the Whole Board Appraisal's should include Sub-Committees and this was agreed. The Board approved the Board Performance Appraisal and Personal Development plan Proposal with consideration to Board Members comments.</p>	DR
b	<p>Annual General Meeting and Elections DR presented the report. RCL suggested that Company House Directors criteria is added and this was agreed. The Board discussed the criteria and it was agreed subject to legal advice. The Board approved the mode and manner of the elections, including the drawing of lots at the meeting, agreed the revise date and venue and noted the proposed publicity and agreed to anticipate in the Open Days. Subsequently the drawing of lots to establish the retirement of Tenant Board Members took place. Michelle Blakeley and Sue Ratchford will be required to retire.</p>	DR SW
c	<p>Board Away Day RL presented this joint report from AA and RL. The Board agreed the proposal and suggested a Saturday morning session in June, lunch and a short following session. Advance briefing papers and a limited agenda was suggested. RL to work up suggestions for the programme for comment. The Board agreed that quarterly discussion sessions would be valuable. These may include community regeneration/enterprise and learning from other ALMO's discussions. DR to re-arrange the Board training programme. The Board :</p> <ul style="list-style-type: none"> a) Confirmed an Away Day in June is supported and agreed when the event would best be held to encourage the maximum participation of Board Members b) Suggested items for discussion at the Away Day c) Supported the idea of quarterly sessions looking 	DR EMT RL DR

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	ahead to future issues or opportunities.	
d	Area Panel Constitution (Confidential) See confidential minutes	
	Policies and Strategies	
e	Internal Audit Annual Plan 2007-08 SW drew the Board's attention to the Strategic Plan. This had been amended to focus attention to key areas. The Plan can be revised mid year through Resource & Audit Sub-Committee. AA asked HN if he felt this Plan was appropriate. HN responded that decent homes and improvement of services were the focus and the plan covered these. AT asked that Lettings and Void management be reviewed next year. The Board approved the Internal Audit Annual Plan 2007-08	
	Improvement Programme	
f	Photovoltaic Panels GL presented the report. Prices from two other contractors are pending. Following receipt of these prices a cost benefit analysis will be carried out. The Board agreed to RL suggestion that Procurement & Property Sub-Committee should select the preferred partner. MM raised concerns about long term investment and the Board debated the return of such investments. It was agreed that publicity would be released once the selected partner, timetable and benefits had been established. The Board agreed Procurement & Property Sub-Committee recommendation to approve the scheme and the 50% funding (up to £250,000) required to undertake it. An additional 50% match funding will then be sought by one of the Department of Trade and Industry's (DTI's) Solar PV Framework suppliers, through Phase 2 of the DTI's Low Carbon Buildings Programme. The Board delegated the selection of the preferred partner to the Procurement & Property Sub-Committee. The Board further agreed the recommendation that savings generated to Northwards Housing could be used to make the multi-storey blocks more energy efficient or could fund other environmental projects within or close to the blocks. GL left the meeting at this point.	
	Staffing	
g	Job Evaluation (Confidential) See confidential minutes	
8.	Items for Noting	
a	Inspection Action Plan AA noted the steady progress. AT requested that Sub-	

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	Committees review the Action Plan progress and focus on those items outstanding. The Board noted progress to date.	
b	Charter Mark (Confidential) See confidential minutes	
c	Monthly Budget Report SW presented the report. He informed the Board that the July 10 th Board Meeting would consider the annual accounts. Work was continuing on end of year figures. AT noted overspends particularly where no budget had been provided. SW reported that the budget process this year had been improved. The Board noted the report	
9.	Involvement of Residents	
	The Board noted the Area Panel Minutes. The Board raised the issue of Void properties. LP explained the process. AT left the meeting at this point.	
10	Procurement & Property	
a	Sub-Committee Minutes 28 March Minutes were noted.	
b	Sub-Committee Minutes 25 March Minutes were noted.	
11	Resource & Audit	
a	Sub-Committee Minutes 27 March Minutes were noted.	
12	Human Resources & Equality	
a.	Sub-Committee Minutes 27 March 13b Salary Review The Board agreed to establish a Remuneration Panel to consider the salaries of senior managers and agreed that the members are Harvey Norton, Martin McKeivitt and Joan FitzGerald. The Panel will make recommendations to the Board on this matter and the Board will decide. Minutes were noted.	
13	Neighbourhood & Quality Services	
a	Sub-Committee Minutes 30 March Minutes were noted.	
b	Sub-Committee Minutes 27 April Minutes were noted	
c	Customer Satisfaction Report noted	

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14	Relations with Council No matters were reported.	
15	Any Other Business (Items should be brought to the attention of the chair person prior to the meeting) RCL raised an issue regarding customer care. AA asked that LP ensures that a pattern of systemic failure was not emerging. HN suggested that Procurement & Property Sub-Committee review the issue and report back to the Board. RL noted the need for clear escalation procedures.	LP
16	Date Of Next Meeting Board Training: Tuesday 12 June 2007, 5.30pm at Hexagon Tower, Boardroom. Subject to revision of the Board training plan and Board Away Day Board Meeting: Tuesday 10 July 2007, 6.30pm at Hexagon Tower, Boardroom	DR
	End Of Meeting The meeting ended at 8.50pm.	