

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

Thursday 19th July at 6:30pm

Chair: Ade Alao

Present	Ade Alao (AA) Richard Lockwood (RCL) Michelle Blakeley (MB) Mark Hackett (MH) Martin McKeivitt (MM) Rachel Christie (RC) Joan FitzGerald (JF) June Hitchen (JH) Sue Ratchford (SR) Anna Trotman (AT)	Board Member (Chair) Board Member (Vice Chair) Board Member Board Member (part) Board Member Board Member Board Member Board Member Board Member Board Member
In Attendance	Robin Lawler (RL) Steve Wood (SW) Larry Patrick (LP) Diane Roberts (DR)	Chief Executive Director of Business Services Director of Property Services Governance Support Officer (Minutes)
Observers	Peggy Yuill (PY)	Fourways Area Panel (Constitution Working Group Representative)

ITEM	SUBJECT	ACTION
1	<p>Welcome and Introductions The Chair welcomed everyone and introduced Peggy Yuill.</p> <p>The meeting was confirmed as being quorate.</p>	
2	<p>Apologies for Absence Apologies had been received from Harvey Norton and Fatima Adamjee together with Raymond Eaton (Riverways Area Panel).</p> <p>Mark Hackett gave advance apologies for leaving the meeting at 7.50pm in order to attend a further meeting.</p>	
3	<p>Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality & Diversity Matters Arising There were no declarations of interest. Items 4b, 7a, 7b, 7d, 9b, 9e, 9h, 9j, 11c, 13c were Confidential. It was agreed that item 7a would be discussed with PY present. Agenda items for information marked by * can be released for discussion by request of Board Members or Officers.</p>	

ITEM	SUBJECT	ACTION
	<p>Items 9b, 9e, 9h, 9j were requested to be unstarred and would be considered with item 7a.</p> <p>Items 11c and 13c were requested to be unstarred and would be considered with item 7d.</p> <p>Items 10a, 11a and 13b were requested to be unstarred</p> <p>All Equality and Diversity matters would be covered under relevant items.</p>	
<p>4</p> <p>a</p> <p>b</p>	<p>Minutes of Previous Meeting</p> <p>The minutes of the meeting held on 8th May 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>	
<p>5</p>	<p>Matters Arising</p> <p>Item 5 -14a Human Resources & Equality Sub-Committee Minutes 28 November 2006</p> <p>JH has spoken to Tara Kelly to arrange a meeting regarding Equality and Diversity. This is now in progress and has been delayed due to JH illness.</p> <p>Item 5 Northern Housing Challenge</p> <p>RL reported that this is progressing to the next stage of detailed proposals to be submitted to the Housing Corporation in mid September. The Board noted that Northwards is now one of three ALMO's in the Country accredited to bid for funds and approved to manage other social rented homes.</p> <p>Item 7a Board Performance Appraisals</p> <p>DR reported that this was delayed due to other matters. Appraisals will be conducted in August and September.</p> <p>Item 7b Annual General Meeting and Elections</p> <p>DR reported that the working group were progressing with arrangements. Open Days had taken place but with little uptake. To date no applications had been received the closing date is 3rd August. A meeting of all Chairs was to be arranged.</p> <p>Item 7c Board Away Day</p> <p>RL reported that a summary of the actions would be circulated. DR asked that feedback forms be returned.</p> <p>Item 15 Any Other Business</p> <p>This item was covered under agenda item 13b Procurement & Property Sub-Committee minutes 27 June, item 11e.</p>	<p>JH</p> <p>DR</p> <p>DR</p> <p>RL Board</p>
<p>6</p>	<p>Chair's Items</p>	
<p>a</p>	<p>Efficiency agenda and Value for Money Board Training Feedback</p>	

ITEM	SUBJECT	ACTION
	AA reported that this session had raised the Board's knowledge of this topic and had been well presented by SW. SW asked that general feedback regarding the training programme be given to DR	Board
b	NFA AGM and Conference feedback AA and RCL had attended this conference. Much positive work has been undertaken. RL and SW are working on financial inclusion. Northwards Housing and Golden Gates (Warrington) are hosting a North of England conference on this issue in the Autumn. RL reported that Daniel Ilisevic (Dam Head Resident) had received runner up Tenant of the Year and had been present at the event. Northwards would submit proposals for next year's awards.	
c	Community Sponsorship Fund It had been proposed by the AGM Working Group that this fund be renamed the Eric Hobin Community Sponsorship Fund subject to discussions with his family. The Board agreed unanimously that this was a lasting, visible and appropriate way to pay tribute to Eric's work.	DR
d	Retirement AA announced that he would be retiring from the Board at the AGM. He thanked the Board for their support and hard work over the past two years. He considered it had been a privilege to have been on Northwards Board and to have held the position of Chair. AT gave AA the Board's thanks for his hard work. SR was sorry that AA was retiring, which was echoed by the Executive Management Team.	
7	Items for Decision	
a	Area Panel Constitution See confidential minutes	
b	Annual Accounts 2006-07 See confidential minutes	
c	Environmental Improvements LP presented the report. Area Panels had considered schemes for the next two years and had recommended schemes within budget. The summary was now out-dated as Panels had considered further schemes at their meetings that week. LP proposed that delegation to Sub-Committee would ensure proper scrutiny and the ability to approve future schemes in a timely manner. MM asked if a local social enterprise could be set-up to deliver some of the schemes. RL and LP responded that this would be considered through work on financial inclusion, Groundwork, engagement of the local community and through the contractor's commitment to local social enterprise.	

ITEM	SUBJECT	ACTION
	<p>AA believed it was right to skill-up and provide employment for local people. This needs to be done through a framework for long-term sustainability.</p> <p>The Board discussed the importance of effective design, use of professional advice and using latest best practice.</p> <p>PY reported this had been a useful exercise for Area Panels and that much had been learnt and was valued.</p> <p>RL reported that Groundwork were reviewing the schemes and would be seeking other funding to ensure that best use of the budget was achieved. The Board would receive reports as appropriate.</p> <p>The Board noted the current position in relation to environmental improvements being delivered through the Capital Programme; and delegated to Procurement and Property Sub-Committee approval of future schemes, taking into consideration recommendations made by the Area Panels.</p>	
d	<p>Regeneration Officer See confidential minutes</p>	
8	<p>Items for Noting</p>	
a	<p>Inspection Action Plan Update RL presented the report.</p> <p>The Board discussed the rent collection incentive scheme. SW will evaluate and present options to Sub-Committees and Area Panels. It was agreed that performance in this area must be improved.</p> <p>The Board discussed the risks of Civica's implementation delay and the effect on delivering the recommendations. SW reported that Resource & Audit Sub-Committee would be considering a full report regarding Civica in July. RL reported that any identified risks would be reported to Board</p> <p>The Board noted progress to date</p>	<p>SW</p>
b	<p>Performance Management Quarter 4 2006-07 SW presented the report. The overall picture was of mixed performance. Members of the Board asked for the presentation and accuracy of some indicators to be reviewed and SW agreed to do this.</p> <p>AA asked that areas low performance be addressed and good performance be maintained. He asked that this be relayed to staff as part of the next Cascade Briefing.</p> <p>The Board noted the contents of the report and asked relevant Sub-Committees to focus their attention on particular areas where appropriate</p>	<p>SW</p> <p>RL</p>
c	<p>Void Process Review RL and LP presented the report. This is a joint report to the Board and to MWL Board.</p>	

ITEM	SUBJECT	ACTION
	<p>The Board noted that current performance was in the bottom quartile and that top quartile target was below was below 30 days.</p> <p>MM asked what major changes were required to achieve this improvement. RL reported that it was a cultural issue; tracking of voids and ownership of the whole process are key.</p> <p>AA asked if this would require changes to policy or past decisions. RL will report any required changes to Board.</p> <p>The Board discussed issues regarding delays on voids. AA was concerned with JH's report that she had experienced barriers in the past and he would review if requested.</p> <p>The Board gave their full support to this initiative.</p> <p>The Board noted the report, considered the challenges and opportunities for both organisations in improving performance and agreed that the Procurement & Property Sub-Committee and the Neighbourhood & Quality Services Sub-Committee receive regular progress reports on behalf of Northwards on the implementation of the recommendations.</p>	
9	Involvement of Residents	
	<p>The Board noted the Area Panel Minutes.</p> <p>9a Wilton Panel 15th May</p> <p>AT reported that housing surgeries at the Sure Start Centre were now weekly and that MCC Benefit and Advice would also be available from September.</p>	
10	Resource & Audit	
a	<p>Sub-Committee Minutes 29th May Item 8a Financial Regulations</p> <p>The Board approved an amendment to the Financial Regulations to increase the amount for sundry debt write off to £1,000 and gave authority to Resource & Audit Sub-Committee to make such write offs.</p> <p>Minutes were noted.</p>	
b	<p>Sub-Committee Minutes 26th June</p> <p>Minutes were noted.</p>	
11	Human Resources & Equality	
a	<p>Sub-Committee Minutes 22nd May Item 13 Equality and Diversity Action Plan 2007-08</p> <p>Copies of the action plan were made available.</p> <p>The Board approved the Equality & Diversity Action Plan 2007-08</p>	

ITEM	SUBJECT	ACTION
	Minutes were noted.	
b	Sub-Committee Minutes 26th June Minutes were noted.	
c	Sub-Committee Minutes 26th June (Confidential) See confidential minutes	
12	Neighbourhood & Quality Services	
a	Sub-Committee Minutes 18th May Minutes were noted.	
b	Sub-Committee Minutes 22nd June Minutes were noted.	
13	Procurement & Property	
a	Sub-Committee Minutes 23rd May Minutes were noted.	
b	Sub-Committee Minutes 27th June Item 6d 2007-08 Capital Programme Review The Board agreed to accelerate the contractor agreed programme of work from 2008/09/10, where necessary, in order to achieve full spend this year. That delegated power is given to the Chair of Procurement & Property Sub-Committee in consultation with the Director of Property Services, to issue the list of schemes agreed with the contractor to ensure that we spend only up to the level of savings. Minutes were noted.	
c	Sub-Committee Minutes 27th June (Confidential) See confidential minutes	
14	Relations with Council No matters were reported.	
15	Any Other Business (Items should be brought to the attention of the Chair prior to the meeting)	
a	IT Support for Area Panel's JH and MB had been requested by Riverways Area Panel to raise this issue, which had been under consideration for some time. It was agreed that Resource & Audit Sub-Committee would	SW

ITEM	SUBJECT	ACTION
	consider this issue at the July meeting. Area Panels would be consulted and a further report be brought to Board in September. It was further agreed that Tenant and Resident Association facilities would be reviewed once Area Panel support was resolved.	
b	AA reminded the Board about Car Park rules as there had recently been some incidents. PY left the meeting at this point, AA thanked PY for attending.	
16	<p>Dates of Next Meetings</p> <p>Board Quarterly Discussion – Tuesday 14th August 2007, Hexagon Tower 6.30pm</p> <p>AGM – Thursday 6th September 2007, Waterloo Centre, 5.00pm.</p> <p>Board Meeting – Tuesday 11th September 2007 Hexagon Tower, 6.30pm</p>	
	<p>End of Meeting The meeting ended at 9.10 pm.</p>	