

Northwards Housing – Procurement and Property Sub-Committee Meeting

Hexagon Tower

19th December 2007 at 5.00 pm

Chair: Anna Trotman

Present	Anna Trotman (AT) Mark Hackett (MH) (Part) Sue Ratchford (SR) Harvey Norton (HN) Pat Glazebrook (PG)	Board Member (Chair) Board Member Board Member Board Member Co-Optee
In Attendance	Larry Patrick (LP) Claire Hopkins (CH) Sue Sanderson (SS) Greig Lees (GL) David Heys Diane Roberts (DR)	Director of Property Services Head of Programme Planning and Strategic Asset Management Head of Responsive Repairs Regeneration Manager Head of Home Improvements Fourways Governance Support Manager (Minutes)
Observers	None	

ITEM	SUBJECT	ACTION
1	Confirm Quorate Quorum confirmed.	
2	Apologies for Absence David Leah	
3	Declaration of Interests/Confidential Matters/ Equality & Diversity Matters Arising There were no declarations of interest. Item 6c is a confidential item. Equality and Diversity matters arising will be covered under relevant agenda items.	
4	Minutes of Previous Meeting 24th October 2007 The minutes were approved as a correct record.	
5	Matters Arising 5 Matters Arising from minutes of 24th October 2007 6a Traffic Light Report	

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	<p>CH indicated that the reports has been updated to include the data from September.</p> <p>6b Northwards Housing Capital Programme KPIs KP14 - LP confirmed that the MWL figure included responsive repairs and voids. This PI is now calculated to be a direct comparison with other contractor results.</p> <p>7b Responsive Repairs Service – Equality Impact Assessment SS indicated that she is awaiting feedback from Tara Kelly regarding complaints monitoring. Feedback will be presented to January’s Repairs and Improvements Task Group and the Area Panels.</p> <p>10a Fire Risk Assessment It was noted that the Fire Risk Assessment presentation by Savills will now take place in January.</p>	
6	Capital Programme	
	<p>6c ALMO Supported Capital Expenditure Re-profiling (Confidential) The Sub-Committee did not discuss this item the Board approved the paper on 8 December 2007.</p> <p>6d Capital Programme 2008/09 CH presented the report which had been updated sine it was approved by the Board. CH outlined the key changes/updates.</p> <p>HN queried whether all of the schemes contribute to Decent Homes – CH confirmed that they do. HN also queried how priority of the schemes was decided. CH stated that it is partly down to contractor capacity, our own capacity, available finance.</p> <p>AT asked whether the ceiling tiles would be done during the works on Harry Piggot Court. CH indicated that she would look into the possibility of incorporating this into the current scheme.</p> <p>HN queried the additional £400k which has been allocated to the replacement of windows at Liverton Court – is it a different contractor or design? LP confirmed that independent analysis had been carried out and had determined that it is not a contractor defect but a defect with the specification given to the contractors in 1999.</p> <p>Charlestown, Rusland and Kentmere – after an independent survey it has been established that replacement work is required on these two blocks only.</p>	CH

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	<p>The Sub Committee checked the security issue of doors. AT requested that this be applied retrospectively. LP said that we would organise mop up programmes at the end of our Capital Programme.</p> <p>Fencing will be reviewed subject to budgets including retrospective work.</p> <p>HN queried how much of the environmental budget has been spent on fencing CH reported this is approximately £1m from the total £15m. HN asked what environmental work outside schemes was being undertaken. CH indicated that much of this is from the Area Panel's budgets. AT reported some has been carried out using Cash grants. LP reported that 2 blocks are having environmental works funded by the Area Panel to bring them to nearly the same standard as other blocks.</p> <p>MH reported that fencing is a common concern with residents and welcomed the proposal.</p> <p>HN noted that external areas need to be appealing for residents and potential residents.</p> <p>The Procurement and Property subcommittee recommend that the report is taken to the Board.</p>	
	<p>6e IMPACT Manchester – Future Arrangement</p> <p>LP presented the report. Following a request from HN at December Board Meeting, LP confirmed that the average value of work over 5 years is £40m per annum and Northwards percentage of the cost will be one third capped at £40k per annum. LP stated that other organisations are anticipated to join and so the cost to us will be reduced. LP also indicated that provision has been made to cover Northwards if we decide to leave the arrangement in the future. HN queried if there are any staff implications – LP stated that Steve Wood is acting as the Company Secretary and will explore this with IMPACT Board. HN queried how the organisations cost are to be controlled?</p> <p>The Procurement and Property subcommittee recommend that the report is taken to the Board.</p>	
	<p>9a Asset Management Strategy</p> <p>GL presented the report. A previous version of the report was raised with the Board in December 2006, that report has now been updated with best practise lessons from across a number of 3 star organisations. Further improvements can be made, but they will not affect the strategy.</p>	

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	<p>HN queried item 4.1 – do costs relate to resources? GL indicated that it will require updating so it matches.</p> <p>Procurement and Property Sub Committee noted and approved the report.</p>	
	<p>MH left the meeting at 5:50pm</p>	
	<p>6a Traffic Light Report DH presented the report</p> <p>Riverways Livesey – New project – no problems 9.6 based on a low number 32037 – Problems due to contract administration. Now been dealt with. AT – how would satisfaction be shown? The scheme is not Decent Homes so the feedback form is not appropriate. HN – queried the scale of finance required? CH reported approximately £60k which is less than 10% of scheme costs. The contract is lower than budget. HN requested an explanation of how schemes are managed. CH described the process: control variation of above 1.25% are referred to CH & LP to approve. Tenders variations over £100k are referred to P&P. LP checks affordability. 32117 - Delayed, increased costs – final product high statistics.</p> <p>Wilton 32160 – Problems due to weather – now progressing well. 32162 – Savings – access problems. Faulty low satisfaction. 34060 – New scheme 34097 – New scheme 32159 – Weather problems 32161 – Delays given low satisfaction</p> <p>Fourways 34092 – New scheme 32134 – As above, delays 2 months quality of work done. AT – revised number of units and completion dates. DH report in future</p> <p>Procurement and Property Sub Committee noted report.</p>	
	<p>6b Northwards Housing Capital Programme KPIs CH presented the report.</p> <p>KPI 4 – A score of 9.6 was achieved which is a rise of 0.1. KPI 5 - A score of 9.5 was achieved which is a rise of 0.4. KPI 6 – A score of 9.5 was achieved which is a rise of 0.2. NHL049 – A score of 102% was achieved. Due to CLG accelerated funding the overspend will be captured. HN – asked for clarification of funding– LP gave explanation of how the</p>	

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	<p>funding will be allocated.</p> <p>Procurement and Property Sub Committee noted report.</p>	
	<p>6f KPMG</p> <p>LP presented the report, which has also been to the Resource and Audit Sub Committee. HN asked at R&A if the partnering structure had met aims and if this had been considered. LP reported this is in progress. HN asked if 'formal milestones' are set in order to report performance to Board. LP said now included in business plan but he believes we can achieve more. LP reported that there is a Value & Efficiency group in IMPACT. HN stated that he feels the time is right for a progress report. HN / LP to discuss further.</p> <p>Procurement and Property Sub Committee noted report.</p>	HN/LP
	<p>6g Manchester Working – Non Construction Benefits</p> <p>LP presented the report.</p> <p>Procurement and Property Sub Committee noted report.</p>	
7	Responsive Repairs	
	<p>7a Responsive Repairs Performance Report SS presented the report. The changes to the criteria were noted by the sub committee;</p> <p>KPI – reference changes NHL965 – now includes capital work costs committee may wish to review target and include in voids review. HN suggested we should split the revenue and capital costs. AT noted that in future homes will have decent homes work completed so results would be imbalanced. The Committee agreed to split the costs as above. NHL801 – A score of 85.32% was achieved in November. NHL808 – A score of 90.45% was achieved in November – the target was 99%. NHL805 – Quarterly report NHL903 – Quarterly report.</p> <p>SS reported we are working to improve performance with MWL. AT queried the progress of Civica. SS indicated that it is getting better. LP indicated that the number of KPI data being reported is steadily progressing.</p>	SS

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	<p>Procurement and Property Sub Committee noted report.</p> <p>7b Feedback on Repairs and Improvements Task Group SS presented the report. The sub committee noted the minutes and the main items discussed.</p> <p>Procurement and Property Sub Committee noted report.</p>	
8	<p>Servicing</p>	
	<p>8a Gas Servicing Report DH presented the report.</p> <p>NHL 091 – A score of 99.6% was achieved. NHL 092 – 0 result for 5 consecutive months. Customer satisfaction is high at 98%. 36% returns – DH indicated that he thinks this can be improved on. HN & LP indicated that they feel that this is a good return rate. Service improvement were explored HN asked if Northwards fits Carbon monoxide detectors? – LP stated that they are not included but could consider them subject to cost. DH will cost up and report back. HN queried work with the Fire Service. The Fire Service provide free 10 year sealed unit fire detectors in return for our carrying out basic fire assessments more difficult cases are referred back to the Fire Service.</p> <p>Procurement and Property Sub Committee noted report.</p>	<p>DH</p>
10	<p>Any Other Business</p>	
	<p>10a HN had raised a query at 8 December Board regarding scheme costs of accelerated projects. HN queried the average cost of a kitchen and bathroom. CH indicated that the approximate average costs are £3600 for a Kitchen and £2700 per Bathroom.</p> <p>10b SS reported that the out of hours trial results were delayed as the advertisement had not been published in Northwards Natter so the trial has been extended by one month and the advertisement will go into February Northwards Natter.</p>	
11	<p>Date and Time of Next Meeting The next meeting will be held on Wednesday 30th January 2008 at 5.00pm. The venue for the meeting is Hexagon Tower Boardroom</p>	
12	<p>End of Meeting The meeting closed at 6.30pm</p>	