

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

Tuesday 13th November at 6:30pm

Chair: Sue Ratchford

Present	Sue Ratchford (SR) Harvey Norton (HN) Mark Hackett (MH) Martin McKeivitt Rachel Christie (RC) Joan FitzGerald (JF) June Hitchen (JH) Anna Trotman (AT) Fatima Adamjee (FT)	Board Member (Chair) Board Member (Vice Chair) Board Member Board Member Board Member Board Member Board Member Board Member Board Member
In Attendance	Robin Lawler (RL) Steve Wood (SW) Larry Patrick (LP) Mike Stevens (MS) Steve Finegan Diane Roberts (DR)	Chief Executive Director of Business Services Director of Property Services Director of Neighbourhood Services Head of Business Support Governance Support Manager (Minutes)
Observers	None	

ITEM	SUBJECT	ACTION
1	Welcome and Introductions The meeting was confirmed as being quorate.	
2	Apologies for Absence No apologies given.	
3	Declaration of Interests/Confidential Matters/ Requests to un-star information items/ Equality & Diversity Matters Arising There were no declarations of interest. Items 4b, 7a, 9b, 9c, 9d, 10f, 13b, 14b, 14d and 14f were Confidential. Agenda items for information marked by * can be released for discussion by request of Board Members or Officers. There were no requests to unstar information items. All Equality and Diversity matters would be covered under relevant items.	

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4 a b	<p>Minutes of Previous Meeting The minutes of the meeting held on 13th September and subsequently the confidential minutes of the same date were approved as a correct record and were signed by the Chair. Approved</p>	
5	<p>Matters Arising Item5 –14a Human Resources & Equality Sub-Committee Minutes 28 November 2006 JH has arranged a meeting with Tara Kelly for 3 December 2007.</p> <p>Previous Minutes Item 7a Board Performance Appraisals DR reported that a system has now been sourced and further information and prices were being sought.</p> <p>Item 15a IT Support for Area Panels SW reported that following research a paper will be discussed at November Panel meetings. This recommends provision for Chairs of Area Panels as directed by Resource & Audit Sub-Committee. JH raised concerns that this was not inclusive and was disappointed with the recommendation. MS reported that comments from Area Panels will be reported to Resource & Audit Sub-Committee.</p> <p>Minutes11 September 2007 Item 8a Board Member Recruitment Board agenda item 7a</p> <p>Item 9a Inspection Timetable and Inspection Action Plan Update Board agenda item 8</p> <p>Item 9b Housing Green Paper RL reported that that Manchester Strategic Partnership and National Federation of ALMO's had responded, comments from Northwards were incorporated into these responses.</p> <p>Item 12a Neighbourhood & Quality Service Minutes re Sub-Committee Membership Board agenda item 7b</p> <p>Item 17 Dates of Next Meetings Board Training date for November had been rearranged.</p>	<p>JH</p> <p>SW</p>
6	<p>Chair's Items</p>	
a	<p>Area Panel AGM's SR reported she had attended all 3 AGM's and they had run smoothly. There was some controversy at one meeting regarding</p>	

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	elections but this was now resolved.	
b	Tenant Inspectors SR attended the review meeting and reported that the Inspectors were rightly proud of their work so far. SF reported that the Inspectors were positive and ambitious. Recommendations from the review day will be reported to Neighbourhood & Quality Services Sub-Committee.	SF
c	Regeneration Tour Feedback SR and DR attended this tour led by Manchester Regeneration. Both highly recommended the tour and Board agreed that a joint Board/Area Panel tour would be welcomed in Spring/Summer	DR
d	Gold Award Event Feedback RL gave a summary of the event held by the Housing Corporation at Willow Park. MM gave feedback and expressed concern that it is reported that your birth is now your destiny. He is optimistic that Northwards will develop exciting new initiatives beyond the Gold Award standard in the near future.	
7	Governance	
a	Board Member Recruitment (Confidential) See confidential minutes	
b	Sub-Committee Membership and Quorum Rule Membership DR presented the report. It was agreed that Board Members would be asked to give their preference for Sub-Committee membership. It was agreed that the Chair and Vice Chair would be asked to attend meetings in urgent situations only. The Standing Orders would be revised to reflect this change. The Board approved 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 member of all Northwards Housing Sub-Committees.	DR SW
c	Companies Act 2006 SW presented the report. It was noted that any changes would need to be agreed with the Council. The Board discussed the elements of the changes and agreed that further investigations should be carried out. A Board training session on Directors' duties will be arranged for February. The Board noted the report and requested that officers work with the Company's Solicitors and MCC to propose revisions to the Company's Governance Instruments.	DR
d	Future Meeting Dates The Board agreed that the AGM should be scheduled for 2 October 2008. DR reported that Area Panels will agree their meetings at their November meetings. The Board approved the dates of meetings for 2008.	
8	Audit Commission Inspection	
a	Re-inspection Project Plan (2008) SF presented the report. It was agreed to add Board Sub-	SF

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	<p>Committees to Appendix1. The Board discussed the amount of preparation time that would be needed and consideration of the use of a critical friend.</p> <p>The Board considered the arrangements for Re-inspection and approved the Project Plan.</p>	
b	<p>Inspection Action Plan (2006)</p> <p>SW updated the Board. Sub-Committees would be informed of detailed progress. RL reported that Executive Management Team and Senior Management Team are reviewing and removing any blockages to progress. A report would be brought to January Board.</p> <p>The Board noted progress to date.</p>	
9	Staffing	
a	<p>Pay award 2007</p> <p>The Board noted that the back-dated payments would be made to staff in November and was under budget provision.</p> <p>The Board noted the pay award.</p>	
	Job Evaluation (Confidential) See confidential minutes	
b	<p>Senior Managers Salary Review (Confidential)</p> <p>See confidential minutes</p>	
c	<p>Remuneration Panel Report on EMT Salary Review (Confidential)</p> <p>See confidential minutes</p>	
10	Involvement of Residents	
	The Board noted the Area Panel Minutes.	
11	Neighbourhood & Quality Services	
a	<p>Sub-Committee Minutes 21 September</p> <p>Minutes were noted.</p>	
	<p>Sub-Committee Minutes 19 October</p> <p>Minutes were noted.</p>	
12	Procurement & Property	
a	<p>Sub-Committee Minutes 26 September</p> <p>Minutes were noted.</p>	
b	<p>Sub-Committee Minutes 24 October</p> <p>Minutes were noted.</p>	
13	Resource & Audit	
a	<p>Sub-Committee Minutes 25 September</p> <p>Minutes were noted.</p>	
b	<p>Sub-Committee Minutes 25 September (Confidential)</p> <p>Minutes were noted.</p>	
c	<p>Sub-Committee Minutes 30 October</p> <p>Minutes were noted.</p>	
d	Resource Pool Panel Decisions	

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	<p>SW presented the report. The Board asked for clarification of the Youth Strategy Officer and MS reported this position was situated within the Neighbourhood Wardens Team. A discussion regarding Sports Development Officers followed and MS reported this was an additional resource for special interest areas. AT asked for information regarding Taylor Bins – these were being replaced in multi-storey blocks for health and safety reasons. JH asked for more information regarding Tenants Conference costs and DR gave a brief breakdown of the costs. RC informed the Board that she access to some of the required equipment – DR to follow up. It was agreed that Office accommodation decoration would be subject to a planned programme in future.</p> <p>The Board approved Sub-Committee recommendation to approve these request and agreed the budget be varied to reflect the decisions made by the Panel.</p>	DR
e	<p>Revised Budget Delegations Limits SW presented the report. HN reported that KPMG have been asked to audit payments to check authorisation limits. The Board discussed authorisation limits and it was noted that the Standing Order requirement to achieve Value for Money applies.</p> <p>The Board approved Sub-Committees recommendation to revise the delegation limits.</p>	
f	<p>Monthly Budget Report The Board noted the report.</p>	
14	Human Resources & Equality	
a	<p>Sub-Committee Minutes 25 September Minutes were noted.</p>	
b	<p>Sub-Committee Minutes 25 September (Confidential) Minutes were noted.</p>	
c	<p>Sub-Committee Minutes 30 October Minutes were noted.</p>	
d	<p>Sub-Committee Minutes 30 October (Confidential) Minutes were noted.</p>	
e	<p>Equality Standard Level 3: Progress RL presented the report.</p> <p>The Board noted the actions Northwards would need to complete before evaluation at Equality Standard Level 3 and approved the Sub-Committee recommendation to submit an application for assessment at Level 3 in August 2008.</p>	
f	<p>Money Advisor Post (Confidential) See confidential minutes</p>	
15	<p>Relations with the Council RL updated the Board regarding Northern Housing Challenge. Further work was being carried out with the interested parties. The Board would be updated on wider regeneration issues at the Quarterly Board Meeting on 11 December.</p>	
16	Any Other Business	

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	<p>Christmas Cards It was agreed that an annual review of the receiving charity would be carried out. The Board approved a donation of £300 to the Oxfam Unwrapped campaign.</p>	AF
	<p>Equality and Diversity Survey DR requested that the Board complete the Equality and Diversity Survey.</p>	Board
17	<p>Dates of Next Meetings Board Quarterly Discussion – Tuesday 11 December 2007, Hexagon Tower 6.30pm. Regeneration. <i>Post script – meeting now at 6.00pm</i> Area Panel Christmas Party, Irish Centre, Thursday 13 December 2007 Board Meeting – Tuesday 15 January 2008 Hexagon Tower, 6.30pm</p>	RL/DR
	<p>End of Meeting With thanks to everyone the chair closed the meeting at 8.20 pm</p>	