

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

Tuesday 15 January at 6:30pm

Chair: Sue Ratchford

Present	Sue Ratchford (SR) Harvey Norton (HN) Mark Hackett (MH) Rachel Christie (RC) Joan FitzGerald (JF) Vera Salvatore (VS) Paul Seymour (PS) Anna Trotman (AT) Martin McKeivitt (MM)	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) Diane Roberts (DR)	Chief Executive Director of Business Services Director of Property Services Director of Neighbourhood Services Governance Support Manager (Minutes)
Observers	Debra Dalton Mark Burke Julie Hornsby	Service Improvement Officer Northwards Tenant Interpreter for Mark Burke

ITEM	SUBJECT	ACTION
1	Welcome and Introductions The meeting was confirmed as being quorate.	
2	Apologies for Absence Apologies were given by Michelle Carmichael, Fatima Adamjee and June Hitchen.	
3	Declaration of Interests/Confidential Matters/ Requests to unstar information items/ Equality & Diversity Matters Arising There were no declarations of interest. Items and 4b, 4c, 8a and 11c were confidential, these items were considered at the end of the meeting when observers had left the meeting. 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.	

ITEM	SUBJECT	ACTION
4	<p>Minutes of Previous Meeting</p> <p>a The minutes of the meeting held on 13 November and subsequently the confidential minutes of the same date were approved as a correct record and were signed by the Chair.</p> <p>b</p> <p>c Confidential minutes of 9 December were subsequently approved as a correct record and were signed by the Chair.</p> <p style="text-align: right;">Approved</p>	
5	<p>Matters Arising</p> <p>Item5 –14a Human Resources & Equality Sub-Committee Minutes 28 November 2006 JH had met with Tara Kelly on 3 December 2007.</p> <p>Previous Minutes</p> <p>Item 7a Board Performance Appraisals DR presented the proposal. The Board agreed the appraisal process.</p> <p>Item 15a IT Support for Area Panels Board agenda item 5a</p> <p>Minutes13 November 2007</p> <p>6b Tenant Inspectors Neighbourhood & Quality Services Sub-Committee have received recommendations from the review day.</p> <p>6c Regeneration Tour Feedback DR has added this to the Board work plan.</p> <p>7b Sub-Committee Membership and Quorum Rule Membership Board agenda item 7b</p> <p>7c Companies Act 2006 SW reported this training would take place as planned on 12 February 2008.</p> <p>8a Re-inspection Project Plan (2008) Board Sub-Committees have been added to Appendix 1.</p> <p>13d Resource Pool Panel Decisions DR will follow this up once the Conference plans are agreed.</p> <p>Any Other Business</p> <p>Christmas Cards RL reported this had been done. He and other staff members had also donated to Oxfam instead of sending cards.</p> <p>Equality and Diversity Survey DR reported that the last few surveys should be completed at this Board Meeting.</p>	

ITEM	SUBJECT	ACTION
a	<p>IT Provision for Area Panels SW presented the report. The Area Panels had concluded that IT equipment should not be offered to Area Panel members in general as there was no real need or desire. Tenants and Resident Group provision would remain. It was recommended that this be reviewed as part of the IT strategy.</p> <p>The Board approved the decision of Resource & Audit Sub-Committee that the provision of IT equipment for Area Panel Members should not be included in Budgets for future years.</p>	
6	Chair's Items	
a	<p>Credit Union SR reported that the Manchester Credit Union office had been opened at Cheetham Hill Office. It had been noted that leaflets needed to include translation services to remove language barriers. The Board discussed the future development, benefits and some of the working arrangements of the Credit Union. It was agreed that information would be sent to all Tenants Groups and an offer to give presentation would be made.</p>	DR
b	<p>Staff Briefings SR reported that she and JF had attended December's event and had enjoyed the Monsall Street pantomime. RL reminded Board Members that they are invited to attend these quarterly events.</p>	
c	<p>Area Panel Social SR reported that success of this evening, but expressed concern about the turnout from the Board and EMT. DR is to review the format of the event with Area Panels.</p>	DR
d	<p>Tenants Conference DR asked Board Members to volunteer to sit on the planning group for this event. JF and AT expressed interest. The first meeting is 5 February 2008 in Hexagon Tower. Mark Burke also stated an interest in being involved. PS is unable to attend this meeting but will meet with DR separately.</p>	JF/AT PS
7	Governance	
a	<p>Governance Performance SW presented the report. The Board discussed other areas to develop performance standards. It was noted that the Memorandum and Articles requirements are constantly monitored. A final year report will be produced. It was proposed that monitoring information would be included on the Governance website. The Board noted the report.</p>	DR
b	<p>Sub-Committee Membership DR presented the report. The Board approved the Sub-Committee membership. It was agreed that Sub-Committee times are appropriate. The Board considered the Governance arrangements regarding co-optees. The proposed changes were agreed in</p>	

ITEM	SUBJECT	ACTION																																																																																																			
	<p>principle. Resource & Audit Sub-Committee were given delegated authority to review the Standing Orders and report to the Board. AT proposed that the meeting quorum remained the same.</p> <p>The Board</p> <p>i. Approved the membership of Sub-Committees as in Appendix to the report</p> <p>ii. Decided to keep the current day and time of Sub-Committees</p> <p>iii. Agreed in principle that the Governance arrangements regarding co-optees should be reviewed and that co-optees should become full members of Sub-Committees subject to amendment of the Standing Orders. A further report to be submitted to Resource & Audit Sub-Committee</p>	SW																																																																																																			
c	<p>Board Champions</p> <p>SW presented the report. The Board discussed the role of Champions. JH had contacted officers and stated that she approved the report and wished to be considered for Respect Standard Champion. The Board discussed other Champion areas; Human Resources and Staffing . The Board gave their initial choices. The Chair and Vice Chair were given delegated authority to allocate Champion roles. It was agreed that the allocation should be linked to Sub-Committee membership.</p> <p>DR was to contact absent Board Members to establish their preference. RC asked that the areas be linked to named staff. SW agreed that a named Head of Service and Director would be allocated to each area.</p> <table border="1" data-bbox="277 1189 1118 2042"> <thead> <tr> <th>Champions List</th> <th>MH</th> <th>AT</th> <th>MM</th> <th>VS</th> <th>RC</th> <th>PS</th> <th>JF</th> <th>JH</th> </tr> </thead> <tbody> <tr> <td>Asset Management</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Equality & Diversity</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Resident Involvement</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>1</td> <td>1</td> <td></td> </tr> <tr> <td>Value for Money</td> <td>2</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Respect Standard</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>Financial Inclusion</td> <td></td> <td></td> <td>1</td> <td></td> <td></td> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Access and Customer Care</td> <td></td> <td>3</td> <td>2</td> <td></td> <td></td> <td>3</td> <td>2</td> <td></td> </tr> <tr> <td>Environmental</td> <td>1</td> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Health & Safety</td> <td></td> <td></td> <td>3</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Performance</td> <td></td> <td></td> <td></td> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Champions List	MH	AT	MM	VS	RC	PS	JF	JH	Asset Management									Equality & Diversity									Resident Involvement					1	1	1		Value for Money	2	1							Respect Standard								1	Financial Inclusion			1			2			Access and Customer Care		3	2			3	2		Environmental	1	2							Health & Safety			3	1					Performance				2					
Champions List	MH	AT	MM	VS	RC	PS	JF	JH																																																																																													
Asset Management																																																																																																					
Equality & Diversity																																																																																																					
Resident Involvement					1	1	1																																																																																														
Value for Money	2	1																																																																																																			
Respect Standard								1																																																																																													
Financial Inclusion			1			2																																																																																															
Access and Customer Care		3	2			3	2																																																																																														
Environmental	1	2																																																																																																			
Health & Safety			3	1																																																																																																	
Performance				2																																																																																																	

ITEM	SUBJECT	ACTION
	<p>The Board considered the idea of Board Champions and approved its implementation in April with the new Business and Delivery Plan.</p>	
d	<p>Business and Delivery Plan 2008-2013 SW presented the report. The Board confirmed the Mission, Values and Objectives for Northwards subject to the revision approved at the Board away day. It was noted that a “strap line” was being developed. It was agreed that the Mission would need review in one year to ensure that it was still fit for purpose. The Board agreed to consider the Business and Delivery plan at March Board Meeting. AT suggested that the Mission be updated to say Decent Homes would be completed in 2010-11 for consistency.</p> <p>The Board</p> <ol style="list-style-type: none"> 1. Confirmed the current statements of Mission, Values and Objectives for Northwards 2. Noted the proposed timetable and consultation processes for completion of the Business and Delivery Plan 2008-2013 	SW
8	<p>Staffing</p>	
a	<p>Job Evaluation (Confidential) See confidential minutes</p>	
9	<p>Audit Commission Inspection</p>	
a	<p>Inspection Action Plan Update(2006) SW presented the report. AT requested that a full report of actions overdue be presented to Board. SW agreed to do this and publish the full action plan on the Governance website. HN asked if this was a priority within the management team. RL reported this was of high priority. SW suggested that Sub-Committees review the actions taken.</p> <p>The Board noted progress to date</p>	SW EMT
b	<p>Re-inspection Update</p> <p>The Board noted the correspondence from the Audit Commission.</p>	
10	<p>Involvement of Residents</p>	
	<p>The Board noted the Area Panel Minutes.</p>	
11	<p>Procurement & Property</p>	
a	<p>Sub-Committee Minutes 19 December Minutes were noted.</p>	
b	<p>Decent Homes Summary Progress Report 2007/08 Quarter 3</p> <p>.</p> <p>The Board noted the information included in the report.</p>	
c	<p>Capital Programme 2008-09 (Confidential)</p>	

ITEM	SUBJECT	ACTION
	See Confidential minutes	
d	<p>IMPACT Manchester – Future Arrangements LP presented the report. HN asked if budget is available and LP confirmed this. RL highlighted the benefit this arrangement can bring for local training and employment initiative leaving a long lasting legacy post Decent Homes. MM asked how costs were apportioned, LP explained across the number of partners. PS asked what was the commitment of the other organisations. RL reported that this was currently being considered by partner boards. HN asked for clarification if this was capital or revenue funded. SW to investigate</p> <p>The Board approved the capital expenditure of up to £40k per annum as Northwards contribution to staffing and other running costs to a maximum cost of £120k spread over the three years, following the recommendations of the Procurement and Property Sub Committee. This is subject to confirmation of the cost being treated as capital expenditure.</p>	SW
	The Observers left the meeting at 8.00pm in order that the Board could consider confidential items. Both Debra Dalton and Mark Burke thanked the Board for giving them the opportunity to attend.	
12	Resource & Audit	
a	Sub-Committee Minutes 27 November Minutes were noted.	
13	Human Resources & Equality	
a	Sub-Committee Minutes 27 November Minutes were noted.	
14	Neighbourhood & Quality Services	
a	Sub-Committee Minutes 23 November Minutes were noted.	
15	Relations with the Council RL reported that the relationship with the Council was good. MH asked that Ward Colleagues be kept updated.	
16	Any Other Business	
17	<p>Dates of Next Meetings The Board noted the joint Area Panel training/consultation dates and were asked to inform DR of their attendance.</p> <p>Board Training –Companies Act 2006 - Directors’ Duties – Tuesday 12th February, 6.30pm – Hexagon Tower Board Room.</p>	
	End of Meeting With thanks to everyone the chair closed the meeting at 8.25 pm	